

How to Search for Your Payments in PIP

The PIP website enables City vendors to manage their account information, and view their City of New York financial transactions and 1099 forms. Use this guide to research scheduled payments or details about issued checks or EFT payments. Terms you will encounter in PIP are defined on the last page.

To access your vendor account information, you must be enrolled in PIP. If you have not already enrolled, please follow the instructions for existing vendors in the [Activation Quick Start Guide for New/Existing Vendor](#) on the PIP homepage.

Access PIP at www.nyc.gov/PIP and log in with your User ID and Password.

LOOKING UP SCHEDULED PAYMENTS

After logging into PIP, the *Scheduled Payment Search* page enables you to see if a payment for your invoice is scheduled to be disbursed.

Step 1: Click the **Financial Transactions** tab, and then the **Scheduled Payments** tab.

Step 2: Enter search criteria (or leave fields blank to return a list of all your scheduled payments). Any combination of *Invoice Number*, *Department*, *Payment Status* or *Scheduled Date Range* fields is allowed.

Note: Department is a numeric code in FMS. Click the **Find** button to search for Department by name.

Step 3: Click **Search**.

Payee Information Portal

Home | Help | Accessible

Account Information Financial Transactions

Agreements Scheduled Payments Checks/EFTs Tax Information

Scheduled Payment Search

Search - To search for scheduled payments for your invoices, enter search c
Scheduled Payment Results - To sort scheduled payment results, click a column heading.
Details - To view more details about a scheduled payment, select a payment
References - To view referenced agreements information select a scheduled pay
Download - To download search results to a CSV file, click the 'Download' butto

Search for Scheduled Payments

Invoice Number : Payment Scheduled From : 3/1/2010

Department : 002 Payment Scheduled To :

Payment Status :

Select Invoice Number Invoice Received Department Payment Request ID Payment Status Scheduled Amount

First Prev Next Last

The results of your search are displayed in a list at the bottom of the page. There are a number of actions you can perform with the results, as described on the next page.

How to Search for Your Payments in PIP

Account Information

Financial Transactions

Agreements

Scheduled Payments

Checks/EFTs

Tax Information

Scheduled Payment Search

Search

Scheduled Payment Results

Details

References

Download

To search for scheduled payments for your invoices, enter search criteria

To sort scheduled payment results, click a column heading.

To view more details about a scheduled payment, select a payment from

To view referenced agreements information select a scheduled payment

To download search results to a CSV file, click the 'Download' button.

Search for Scheduled Payments

Invoice Number:

Department:

Payment Scheduled From:

Payment Scheduled To:

Payment Status:

002

Find

Search

Clear

Select	Invoice Number	Invoice Received	Department	Payment Request ID	Payment Status	Scheduled	Amount
<input checked="" type="checkbox"/>	MO 201710223	03/09/2012	002	PRC2 002 2012MC	Scheduled	03/19/2012	260.65
<input type="checkbox"/>	201710229	03/09/2012	002	PRC2 002 2012MC	Scheduled	03/19/2012	260.48
<input type="checkbox"/>	201710224	03/02/2012	002	PRC2 002 2012MC	Scheduled	03/19/2012	262.22
<input type="checkbox"/>	201710228	03/09/2012	002	PRC2 002 2012MC	Scheduled	03/19/2012	162.63
<input type="checkbox"/>	201710225	03/09/2012	002	PRC2 002 2012MC	Scheduled	03/19/2012	260.09

First

Prev

Next

Last

Details

Download

Reference

There are 2 actions you can perform with the entire results list:

- **Sort** the list by clicking on an underlined column heading.
- **Download** the results list into Excel by clicking the *Download* button.

Select a *Checkbox* to choose a Check/EFT Number, and then click one of these buttons:

- **Details** takes you to additional information about the payment request on the *Scheduled Payment Information* page.
- **Reference** takes you to the agreement on the *Referenced Agreements by Scheduled Payment* page.

[Schedule Payment Search](#) > Schedule Payment Information

Scheduled Payment Information

Click here to go back to previous screen

Submit Question Click to send a question to the City department responsible for the payment

Payment Request ID

Payment Request ID : PRC2 002 2012MDC000000 Reference Click the Reference link to see which agreement is associated with this payment

Vendor Information

Payment Request Information

Type of Payment : PRC2
Total Scheduled Payment : 1,266.07
Retained : 0.00
Net Payment Amount : 1,266.07
Payment Request Description :

Department Information

Department : MAYORALTY Contact : Adrienne Page
Phone : 212-788-2400 Email :

Commodity Line Information													
Line	Commodity Code	Commodity Description	Quantity	Unit Cost	Service Line Amount	Invoice No.	Invoice Line No.	Invoice Received	Total Line Amount	Payment Status	Scheduled Payment Date	Hold Reason	Hold Start Date
1	95650300000	Newspaper Subscriptions	1.00300	260.65	0.00	IIO 20-713223	1	03/09/2012	260.65	Scheduled	03/19/2012		
2	95650300000	Newspaper Subscriptions	1.00300	262.22	0.00	20171(224)	1	03/02/2012	262.22	Scheduled	03/19/2012		
3	95650300000	Newspaper Subscriptions	1.00300	260.08	0.00	20171(225)	1	03/09/2012	260.08	Scheduled	03/19/2012		
4	95650300000	Newspaper Subscriptions	1.00300	162.63	0.00	20171(226)	1	03/09/2012	162.63	Scheduled	03/19/2012		
5	95650300000	Newspaper Subscriptions	1.00300	260.48	0.00	20171(229)	1	03/09/2012	260.48	Scheduled	03/19/2012		

First Prev Next Last

To send an inquiry to the department involved with the transaction, click the **Submit Question** button.

Additional Details link provides more information about the invoice line that is being paid.

Go back to the previous page by clicking the *Scheduled Payment Search* link at the top of the page.

How to Search for Your Payments in PIP

The *Referenced Agreements by Scheduled Payment* page displays the agreement details referenced by the payment, accessed through the **Reference** link on the previous page.

[Schedule Payment Search](#) > [Schedule Payment Information](#) > [Line Amount Information](#) > [Schedule Payment Information](#) > Referenced Agreements

Scheduled Payment

Referenced Agreements by Scheduled Payment

This page displays agreement information related to the Scheduled Payment Selected. Click 'Details' to view more information about the related transaction.

▼ **Payment Request Details**
Payment Request ID: PRC2 002 2012M [View Details](#)

Agreement

Agreement ID	Tracking Number	Transaction Date	Not to Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?	Payment Status	Payment Amount	Scheduled Payment Date	
POD 002 2012203		03/13/2012	1,431.07	1,431.07	1,206.07	0.00	225.00	No	No	Scheduled	1,206.07	03/19/2012	Details

[First](#) [Prev](#) [Next](#) [Last](#)

Return to a previous page by clicking an underlined blue link at the top of the page.

LOOKING UP ISSUED PAYMENTS

The *Check/EFT Summary Search* page enables you to view, download, and print disbursement details. NOTE: Payment information for the past 5 years is available in PIP, as indicated by the **Payment From** date. If you need older transaction details, contact the City department you did business with directly.

Step 1: Click the **Financial Transactions** tab, and then the **Check/EFTs** tab.

Step 2: Enter search criteria, then click **Search**. You may enter a 15-digit Check/EFT Number, Check/EFT Status, or Payment date range.

Payee Information Portal

Home | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

Account Information | **Financial Transactions** | Subcontract Information

Agreements | Scheduled Payments | **Checks/EFTs** | Tax Information

Check/EFT Summary Search

Welcome
[View Frequently Asked Questions](#)

[Checks/EFTs Summary Search](#)
[Checks/EFTs Line Search](#)

Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button.
Results - To sort results, click a column heading.
Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.
PDF - To View, Save, or Print a PDF version of a payment, select a payment and click the 'PDF' button.
References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.
Download - To download the search results to a CSV file, click the 'Download' button.

Search for Checks/EFTs

Check/EFT Number: Payment From:
Check/EFT Status: Payment To:

[Select](#) [Status Date](#) [Check/EFT Number](#) [Payment ID](#) [Check/EFT Status](#) [Amount](#)

[First](#) [Prev](#) [Next](#) [Last](#)

[Details](#) [Download](#) [PDF](#) [Reference](#)

How to Search for Your Payments in PIP

Account Information

Financial Transactions

Subcontract Information

Agreements | Scheduled Payments | Checks/EFTs | Tax Information

Check/EFT Summary Search

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Download - To download the search results to a CSV file, click the 'Download' button.

Search for Checks/EFTs

Check/EFT Number : Payment From :

Check/EFT Status : Payment To :

Search Clear

Select	Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input checked="" type="checkbox"/>	06/05/2018	00000020137	AD DSB 20180199921	Paid	2,311.00
<input type="checkbox"/>	12/27/2017	00000020121	AD DSB 20180098347	Paid	1,360.00
<input type="checkbox"/>	12/05/2017	00000020121	AD DSB 20180087339	Paid	755.50
<input type="checkbox"/>	04/21/2015	00000020073	AD DSB 20150188244	Paid	138.00
<input type="checkbox"/>	03/31/2015	00000020072	AD DSB 20150177242	Paid	373.50
<input type="checkbox"/>	07/12/2014	00000020054	AD DSB 20140245199	Paid	560.00

First Prev Next Last

Details Download PDF Reference

The results of your search are displayed in a list at the bottom of the page. There are 2 actions you can perform with the results list:

- **Sort** the list by clicking on an underlined column heading.
- **Download** the results list into Excel by clicking the *Download* button.

Select a *Checkbox* to choose a Check/EFT Number, and then click one of these buttons to view more information. You can only select one check/EFT at a time.

- **Details** takes you to additional information about the issued payment on the *Check/EFT Information* page.
- **PDF** enables you to view, save or print a PDF copy of the check/EFT details. Note: The Date on the lower left of the PDF is the disbursement date.
- **Reference** takes you to the *Referenced Agreement by Check/EFT* page with information about the agreement that was paid on the selected check/EFT.

How to Search for Your Payments in PIP

[View Frequently Asked Questions](#)

[Checks/EFTs Summary Search](#)

[Checks/EFTs Line Search](#)

☒ [Checks/EFTs Summary Search](#) > Check/EFT Information

Check/EFT Information

[Submit Question](#)

Click the link beside each line for further details about your payment.

Click the button above to ask a question, but please refer to the Frequently Asked Questions accessible from the left Navigation panel first, to see if you can find the answer immediately.

▼ **Check/EFT Information**

Check/EFT Number : 000000201378142
Payment ID : AD DSB 20180199921
Status Date : 06/05/2018
Status : Paid

[Reference PDF](#)

The Reference and PDF links serve the same function as buttons on previous page

▼ **Vendor Information**

▼ **Total Payment Allocation**

Payment : 2,311.00	Intercepted : 0.00
Discount : 0.00	Default Intercept Fee : 0.00
Penalty : 0.00	Supplementary Intercept Fee : 0.00
Interest : 0.00	Use Tax : 0.00
Backup Withholding : 0.00	Tax : 0.00
Contract Withholding : 0.00	Net Payment : 2,311.00
Retained : 0.00	

Payment Allocation by Line

Department	Invoice No.	Payment Line Amount	Net Payment Line Amount	
Department of Education	0002CKS 07/01-12/31/17	(7.00)	(7.00)	Additional Details
Department of Education	24978	1,418.00	1,418.00	Additional Details
Department of Education	24979	900.00	900.00	Additional Details

[First](#) [Prev](#) [Next](#) [Last](#)

To send an inquiry to the department involved with the transaction, click the **Submit Question** button. At the bottom of the page, the line details from the disbursed check/EFT are displayed.

- **Additional Details** takes you to the *Line Details* page, with information about the Department contact phone, your invoice, and the PO or Contract that was paid.

[View Frequently Asked Questions](#)

[Checks/EFTs Summary Search](#)

[Checks/EFTs Line Search](#)

☒ [Checks/EFTs Summary Search](#) > [Check/EFT Information](#) > Line Details

Line Details

[Submit Question](#)

Click to send a question to the City department responsible for the payment

The information displayed below pertains to the specific line on the Disbursement transaction you selected. Click the button above to ask a question.

Discount : 0.00	Department : Department of Education
Penalty : 0.00	Contact Phone : 718-435-3838
Interest : 0.00	Reference Agreement ID : POC 040 2018082652
Backup Withholding : 0.00	Referenced Payment Request ID : PRC2 040 WV180237135
Contract Withholding : 0.00	Invoice Tracking Date : 05/17/2018
Retained : 0.00	Reference Invoice Number : 24978
Intercepted : 0.00	Invoice Line Amount : 1,418.00
Default Intercept Fee : 0.00	Delivery Period From Date : 05/22/2018
Supplementary Intercept Fee : 0.00	Delivery Period To Date : 05/22/2018
Use Tax : 0.00	Accounting Line Description : 3 BIDS-COMMODITIES
Tax : 0.00	Check Description :

To send an inquiry to the department involved with the transaction, click the **Submit Question** button. Return to the previous page by clicking an underlined blue link at the top of the page.

How to Search for Your Payments in PIP

The *Referenced Agreements by Check/EFT* page is displayed when you click the **Reference** button or link.

[Checks/EFTs Summary Search](#) > Referenced Agreements by Check/EFT

Referenced Agreements by Check/EFT

This page displays agreement information related to the Check/EFT selected. Click 'Details' link to view more information about the related transaction.

▼ **Check/EFT Details**

Check/EFT Number : 0000002013

Payment ID : AD DSB 20180199921

Check/EFT Amount : 2,311.00

Check/EFT Date : 05/29/2018 [View Details](#)

Agreement

<u>Agreement ID</u>	<u>Tracking Number</u>	<u>Transaction Date</u>	<u>Not to Exceed Amount</u>	<u>Encumbered</u>	<u>Expended</u>	<u>Retained</u>	<u>Outstanding</u>	<u>Agreement Held?</u>	<u>Closed?</u>	
POC 040 20183082615	20	04/18/2018	900.00	900.00	900.00	0.00	0.00	No	Yes	Details
POC 040 20183082652	20	04/18/2018	1,418.00	1,418.00	1,418.00	0.00	0.00	No	Yes	Details

Return to the previous page by clicking the *Checks/EFTs Summary Search* link at the top of the page.

How to Search for Your Payments in PIP

LOOKING UP DISBURSED PAYMENTS BY INVOICE NUMBER

Step 1: Click the **Financial Transactions** tab, and the **Check/EFTs** tab.

Step 2: Click the **Checks/EFTs Line Search** link on the left.

Step 3: Enter **Invoice/Request Number**, and then click **Search**. You can also search by entering any one or more of the other fields:

- Payment date range – Note: the search goes back 5 years in PIP. If you need older transactions, contact the City department you did business with directly.
- Address ID – To find payments directed to a particular address, if you have more than one.
- City Department – To find payments from specific City Departments.
- Check/EFT Number – enter the 15-digit number to see details about one payment.
- Check/EFT Status – select to filter only Disbursed or Paid.

Payee Information Portal

Welcome, [View Frequently Asked Questions](#)

[Checks/EFTs Summary Search](#)
[Checks/EFTs Line Search](#)

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | **Financial Transactions** | Subcontract Information

Agreements | Scheduled Payments | **Checks/EFTs** | Tax Information

Check/EFT Line Search by Invoice/Request Number

Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button.
Results - To sort results, click a column heading.
Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.
PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button
References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.
Download - To download the search results to a CSV file, click the 'Download' button.

Search for Checks/EFTs

Invoice/Request Number: Payment From:
Address ID: Find Payment To:
Department: Find Check/EFT Status:
Check/EFT Number:

Select	Status Date	Invoice Number	Invoice Line No.	Invoice Received	Department	Check/EFT Number	Payment ID	Check/EFT Status	Amount
First	Prev	Next	Last						
<input type="button" value="Details"/> <input type="button" value="Download"/> <input type="button" value="Reference"/>									

The results of your search are displayed in a list at the bottom of the page.

How to Search for Your Payments in PIP

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#)

[Account Information](#) | [Financial Transactions](#) | [Subcontract Information](#)

[Agreements](#) | [Scheduled Payments](#) | [Checks/EFTs](#) | [Tax Information](#)

Check/EFT Line Search by Invoice/Request Number

Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button.
Results - To sort results, click a column heading.
Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.
PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button.
References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.
Download - To download the search results to a CSV file, click the 'Download' button.

Search for Checks/EFTs

Invoice/Request Number: 24979

Payment From: 3/1/2014

Address ID: Find

Payment To: Find

Department: Find

Check/EFT Status: ▼

Check/EFT Number:

Search Clear

Select	Status Date	Invoice Number	Invoice Line No.	Invoice Received	Department	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input checked="" type="checkbox"/>	06/05/2018	24979	1	05/17/2018	040	000000201378582	AD DSB 20180199921	Paid	900.00

First Prev Next Last

Details Download Reference

There are 2 actions you can perform with the results list:

- **Sort** the list by clicking on an underlined column heading.
- **Download** the results list into Excel by clicking the *Download* button.

Select a *Checkbox* to choose a line, and then click one of these buttons to view more information. You can only select one line at a time.

- **Details** takes you to additional information about the payment request on the *Check/EFT Information* page.
- **Reference** takes you to information about the agreement that was paid on the *Referenced Agreements by Check/EFT* page.

How to Search for Your Payments in PIP

You may encounter the following terms in PIP. Knowing what they mean will help you better understand the details of financial transactions from the City's Financial Management System (FMS)

Department	A NYC agency or organization you do business with.
Payee / Vendor	An entity or an individual that receives payment from FMS, and which will be referred to as vendor throughout the rest of this document.
Vendor Code	A unique 10 character ID assigned to each vendor in FMS.
Agreement	A legal document by which you are to provide goods or services to NYC, e.g., <i>contract, CT, purchase order, POC; or a delivery order, DO1.</i>
Payment Request	A City financial system record that documents payment authorization details, e.g., <i>PRC2, PRN2, PRM1</i> document codes.
EFT	Electronic Fund Transfer is a method for directly depositing payments from FMS into the bank account the vendor has designated. Vendors can enroll for EFT in PIP.
Invoice Line Amount	Refers to the dollar amount on individual lines on your invoice, e.g., <i>Line 1 - \$980, Line 2 – \$2500.</i>
Payment Status	Represents the stage of a Payment Request. The following terms are displayed: <ul style="list-style-type: none"> • Scheduled - Payment Request that is now awaiting disbursement of a check or EFT. • Held - A Payment has been put on hold by the issuing department, Comptroller's Office, or Department of Finance. <i>For steps to search for scheduled or held payments, refer to the <u>Looking Up Scheduled Payments</u> section of this guide.</i>
Check/EFT Status	Represents the stage of an issued Check/EFT. The following terms are displayed: <ul style="list-style-type: none"> • Disbursed - The City has issued funds (EFT or check) to a vendor. <i>Banks may take up to 2 days to process EFT payments.</i> • Cancelled - The disbursement was cancelled by request of the vendor or City department. • Paid - A payment to a vendor has cleared the bank. <i>Keep in mind that the paid status for EFT may be up to 40 days after a disbursement date. Your bank statement will reflect the funds available date.</i> <i>For steps to search for issued payments, refer to the <u>Looking Up Issued Payments</u> section of this guide.</i>
Status Date	Indicates the date of the latest Check/EFT Status. For example, when a paper check or EFT is issued, the initial status is marked "Disbursed", and the Status Date shown is the disbursement date. <i>The Status Date is updated when the Check/EFT status changes to Paid or Cancelled.</i>
Submit Question	The Submit Question button in the upper right of the following pages enables you to enter a question and if needed, change your email address or phone number for the reply. The question is then sent to the agency responsible for the transaction. <ul style="list-style-type: none"> • Scheduled Payment Information • Check/EFT Information • Check/EFT Information – Line Details

Please direct questions about your payments to the City Department that issued them by utilizing the Submit Question buttons on the Check/EFT Information and Line Details pages.