

CHECK IT OUT!

Agencies can save money by using NEW self-service on demand remittance advice tool



Starting June 17, 2014, agencies can use the new Vendor Remittance Report to print remittance advices directly, saving time AND money

This new report, located in the [Enterprise Reporting Portal](#), can be used to reprint remittance advices for payments processed in AFRS without generating additional mainframe costs. If an agency vendor requests copies of a remittance, your agency can now print the remittance advice on demand.

The online tool can print remittance advices for payments made in AFRS back to January 1, 2010 for:

- ✓ a single vendor payment
- ✓ multiple vendor payments
- ✓ payments processed during a specified period of time
- ✓ by batch type

Agencies can also save on costs by turning off the printing of vendor remittances for agency use only.

Agencies need access to Enterprise Reporting to run the Vendor Remittance report. To request access, visit the [Enterprise Reporting Getting Started Page](#).

If you have any questions, please contact the DES Solutions Center at (360) 407-9100 or solutionscenter@des.wa.gov



The Vendor Remittance report can be found in the Daily Reports folder