Auditor's Vendor Payment Search
Quick Reference Card

Vendor Payment Search	The Auditor's Vendor Payment Search application provides a method for vendors doing business with Harris County departments to enter search criteria and obtain status and details about submitted invoices and/or processed payments. The search page, accessed via a web browser, displays regularly updated information based on the particular criteria selected. Please note that the data returned by the Vendor Payment Search is limited to two years prior to the last update. If you have questions about invoices or payments more than two years old, please contact the Accounts Payable department in the Auditor's Office (713-755-6573).

Required Fields

To search for a vendor payment record, follow the steps below to enter information in the required fields.

1. Enter the URL for the Vendor Payment Search application, http://www.hctx.net/auditor/vps.aspx. The screen to the right displays.
2. Select either **Paid**, **Invoice** or *both* at the top of the screen.

Vendor Payment Search

☑ Paid ☐ Invoice *

* = Required Field (One or Both must be Selected)

Note: Paid refers to invoices for which payment (a check) has been processed, while **Invoice** refers to those that have been received and entered but not yet paid.

3. Enter the **Vendor Name** (for example: ABC COMPANY). The application displays a drop-down list of vendor names containing the search criteria you entered.

Required Information:

Vendor Name: ** [ABC COMPANY] [Search]

** = Required Field (A portion of the vendor name must be entered)

4. Select the vendor name from the drop-down list.
5. Click **Search**.

Narrow the Search Results Using Dates

If you know the date or range of dates for the payment or invoice, follow the steps below.

Start Date: [   ] 📅 Ending Date: [   ] 📅

1. Type the **Start Date** or use the *calendar icon* 📅 to select the **Start Date**.
2. Type the **Ending Date** or use the *calendar icon* 📅 to select the **Ending Date**.
3. Click **Search**.

Auditor's Vendor Payment Search Screen

Harris County
Auditor's Office

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What is a County Auditor? (PDF File)
Settlement Schedule (PDF File)
Employment Opportunities
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Fee/Bond Refund Information
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Popular Annual Report 2005 (PDF File)
Financial Statements and Reports

Forms
W-9 Intructions (PDF File from IRS)
W-9 Form (PDF Form from IRS)
Vendor Payment Authorization Agreement (PDF Form)

*Adobe Reader is required Click on image to download.

Vendor Payment Search

☑ Paid ☐ Invoice *

* = Required Field (One or Both must be Selected)

Start Date: [5/1/2009] 📅 Ending Date: [5/8/2009] 📅

Required Information:

Vendor Name: ** [ABC COMPANY] [Search]

** = Required Field (A portion of the vendor name must be entered)

Criteria to Limit Data Returned: (Information entered in this section further narrows what information displays.)

Invoice Number: [ ]	Invoice Amount: [ ]
Case Number: [ ]	Check Number: [00123456]
PO Number: [ ]	Invoice Date: [ ] 📅 (ex. 1/1/2009)

Vendor Name	PO Number	Invoice Number	Case Number	Invoice Date	Invoice Amount	Invoice Status	Check Number	Check Date	Check Amount
ABC COMPANY	P123456	XD99AB2C3		5/5/2009	$632.38	PD	00123456	6/11/2009	$384,042.25
ABC COMPANY	P234567	XD99BC2D3		5/7/2009	$2,559.36	PD	00123456	6/11/2009	$384,042.25
ABC COMPANY	P345678	XD99CD2E3		5/8/2009	$1,043.99	PD	00123456	6/11/2009	$384,042.25
ABC COMPANY	P456789	XD99DE2F3		5/8/2009	$1,573.11	PD	00123456	6/11/2009	$384,042.25

Narrow the Search Results Using Other Criteria

You can limit the search results by entering additional known information in the fields shown below.

Criteria to Limit Data Returned: (Information entered in this section further narrows what information displays.)

Invoice Number: [ ]	Invoice Amount: [ ]
Case Number: [ ]	Check Number: [00123456]
PO Number: [ ]	Invoice Date: [ ] 📅 (ex. 1/1/2009)

1. Enter any known information into the appropriate field(s). If you know the invoice date, you can type the date (using the format shown) or use the *calendar icon* 📅 to select the date.
2. Click **Search**. Valid results are displayed in a table below the search criteria fields,.

The example above shows search results for **ABC Company**, limited to **paid** invoices dated between **5/1/2009** and **5/8/2009** and paid with check number **00123456**.

Note that the check was issued after the date range selected. The date range search refers only to the invoice date, not the payment date.