

DIRECTIONS FOR ACCESSING AND DOWNLOADING PAYMENT DATA


The City of Columbus Transparency Portal provides two options for requesters to access and interact with payment data.

Dashboard view – Provide requesters an interactive, sorted, and searchable table view of payments

- Sorted/filtered data is not available **directly** for download within a dashboard view
 - o Requesters must download the payments datasets from the City's data hub
- Tables are sorted by the total payments made to a vendor account
- Requesters can search tables by vendor name and sort the table on the available columns
 - o Account
 - o Name
 - o Total payments

1. Go to <https://www.columbusauditor.org>
2. Under **Portal Services** section > scroll down to **Payments** tile
3. Select **Explore Vendor Payments**

Payments



The City works with a variety of vendors to carry out our daily functions. This is where you'll be able to see who our current partners are, how much they were paid, and for what goods/services. Sometimes, checks go uncashed for these services. You can also find information on unclaimed funds here.

[Explore Vendor Payments](#)

[Explore Uncashed Checks](#)

[Explore Unclaimed Checks](#)



4. Requesters can filter tables by vendor name (highlighted in red box)
 - a. Requesters can also sort the table by each column


Vendor Payments

The dashboard view below provides a historical log of vendor payments. Vendor payments can be filtered and sorted by fiscal year, vendor, and voucher number.

Note: Columbus City Treasurer - INTERNAL BILLS ONLY - reflects transactions that occurred between City departments.

You can also download the vendor payment data by visiting the City of Columbus Data Hub. Please [click here](#) to download the full vendor data sets in popular data formats such as csv or json.

THE CITY OF COLUMBUS		Vendor Payment Report		Data through: 9/17/2023		Reset	Navigation: 
2018	2019	2020	2021	2022	2023		DisplayName 
Account	Name	Total payments					
011228	The Depository Trust & Clearing Corp	376,175,388.91					
004748	United Healthcare Services Inc	136,450,318.02					
040572	OHIO WATER DEVELOPMENT AUTHORITY	124,172,750.07					
011076	Ohio Police & Fire Pension Fund	94,473,036.00					
011077	Public Employee Retirement System	63,069,616.37					
006191	Columbus City Treasurer - INTERNAL BILLS ONLY -	56,564,274.07					
004495	American Municipal Power Ohio Inc	37,135,086.71					
004912	Franklin County Convention Facilities	24,301,054.91					
011078	Ohio Public Employees Deferred	20,358,354.24					
010918	The Bank Of New York Mellon Trust Co NA	18,703,976.94					
006056	Complete General Construction Company	17,817,341.04					

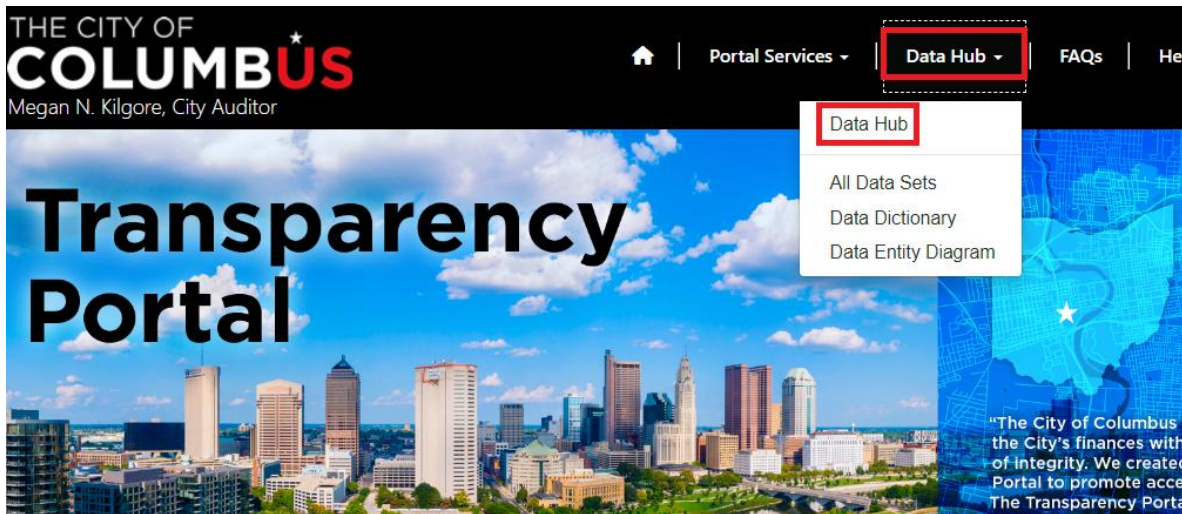


Tip: Use the search bar above to quickly find a particular vendor. You can type in any part of the name and it will return matching options to select from.

Payments Dataset – Through the Transparency Portal Data Hub requesters can download datasets for all payments (by fiscal year) in .csv or .json file formats.

Download Current Fiscal Year All Checks Dataset

1. Go to <https://www.columbusauditor.org>
2. In the top ribbon, select **Data Hub** dropdown menu > select **Data Hub**



3. Select the **Payments** icon

Welcome to City of Columbus Data Hub

The City of Columbus Data Hub provides public datasets that can be browsed and downloaded in popular formats such as csv & json.

Data Dictionary

Data Entity Diagram

Explore Our Data



Main Accounts



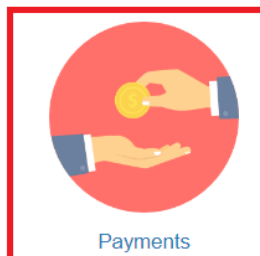
Funds



Financial Dimensions



Vendors



Payments



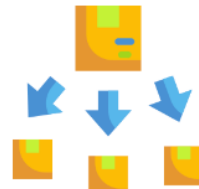
Vendor Invoices



Purchase Orders



Purchase Order Lines



Accounting Distribution


4. Select the CSV Icon for the current Fiscal Year City of Columbus Bank Checks Dataset
 - a. Fiscal Year datasets are listed from (newest to oldest)

Data Sets Explorer

Data Hub

Data Dictionary

Download a data set by clicking on the csv or json icon next to the data set in the below list

 Search for Datasets..

1. City of Columbus Payments Dataset - Fiscal Year 2023

City of Columbus Dataset containing the Payments for the Fiscal Year 2023

Data was last updated on: [Monday, September 18, 2023](#)

Data Explorer

Data Dictionary



5. Download and save .csv file
6. Open .csv file