

Invoices

Vendors are unable to upload invoices. Provide the invoice to the inviting department as they're responsible for uploading invoices to PaymentWorks. Access PaymentWorks at <https://www.paymentworks.com/accounts/login/> and login using your credentials.

- Home
- My Payee Profile
- Customers
- Invoices**

1. On the home page, select "**Invoices**" from the left side menu.
2. Displayed will be the **Customer** with the respective **Invoice Number**, **Invoice Date**, **Invoice Amount**, **Paid Amount** (if applicable), **Purchase Order** (if applicable), **Invoice Status** and **Scheduled Pay Date**.
3. Click on the invoice row to expand and view the details.
4. If you have any questions, select "**Send Payment Inquiry**" to send a message.

Invoices

[Go to Classic Invoices Page](#)

Invoices

View your connected customer-uploaded invoices

Filter

Customer	Invoice Number	Invoice Date	Invoice Amount	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
The University of Texas at El Paso	electronic	07/15/2024	USD \$10.00		OUIT001501	Approved	08/17/2024

The University of Texas at El Paso

Invoice #	electronic	Status	Approved	Invoice Date	07/15/2024	Actual Pay Date		Purchase Order	OUIT001501
Scheduled Pay Date	08/17/2024	Invoice Amount	USD \$10.00	Paid Amount		Pay Document #		Comments	
Status Description									

Send Payment Inquiry

The University of Texas at El Paso	07/05/2024	USD \$50.00		OUIT001501	Approved	08/17/2024
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4. If you do not see the invoice you're searching for, select **“Filter”**. Narrow down the results by entering the data in the search fields then select **“Apply”**.
5. If an invoice is missing, it may have not been uploaded yet. Contact the inviting department directly for clarification.

Invoices

Invoices

View your connected customer-uploaded invoices



Filter

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Customer

Invoice Number

The University of Texas at El Paso

Invoice Filters

Customer

Input Customer and Press Enter

Invoice Number

Input Invoice Number and Press Enter

Invoice Date

From

To

Clear Date Range

Scheduled Pay Date

From

To

Clear Date Range

Actual Pay Date

From

To

Clear Date Range

Invoice Amount

Min Amount

Max Amount

Paid Amount

Min Amount

Max Amount

Status

☒ Accepted

Approved

Rejected

Exception

Paid

Pay Document Number

Input Pay Doc Num and Press Enter

Clear All Filters

Apply