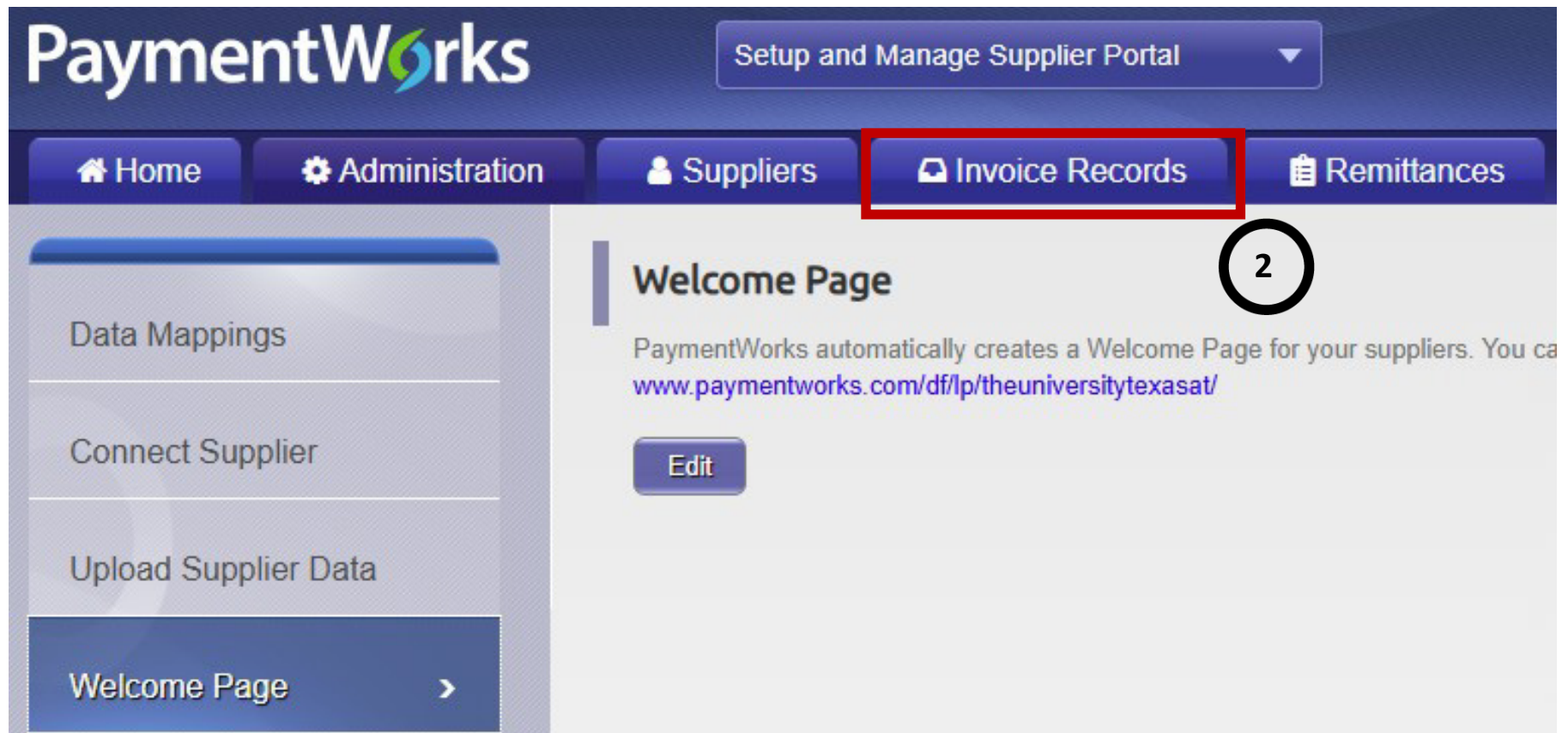


Review Payment Status

The preferred method to review payment status is in PeopleSoft. However, payment status on open and paid invoices is *also* available in PaymentWorks. Access the PaymentWorks site at utep.edu/purchasing-and-general-services/paymentworks/ and enter your UTEP credentials.

1. On the home page, select "**Setup and Manage Supplier Portal**".
2. Select "**Invoice Records**" located on the top of the page.



- Continued

- On the left side of the table, the **Supplier Name** with the respective **Vendor Number** is displayed.
- If you do not immediately see the vendor you are looking for, filter and narrow down results by entering data on the search fields.
- The **Invoice Number**, **Date**, **Amount**, **Amount Paid (if applicable)**, **Purchase Order (if applicable)**, **Status***, **Scheduled Pay Date**, and **Actual Pay Date (if applicable)** are available for review. Please note, you can click on the line item to expand the view then select the "X" to close.

Home Administration Suppliers Invoice Records

Need help?

Invoice Records

Filter Results:

Date Type: Invoice Date

Date Range: All

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Vendor Number:

Supplier Name: Sunny Roofing

Invoice Number:

Purchase Order:

Ref Key:

Amount Type: Invoice Amount

Min Amount Max Amount

Status: All

Clear Filters CSV

Supplier Name	Vendor Number	Site Code	Invoice Number	Date	Amount	Paid Amount	Purchase Order	Status	Scheduled Pay Date	Actual Pay Date
Sunny Roofing	0000119511	UTEP-PW-1 2	electronic	07/15/2024	USD \$10.00			Approved	08/17/2024	
Sunny Roofing	0000119511	UTEP-PW-1 2	Test not late	07/05/2024	USD \$50.00		2025111112	Accepted	08/17/2024	
Sunny Roofing	0000119511	UTEP-PW-1 2	Not Late	07/01/2024	USD \$100.00			Rejected	07/18/2024	
Sunny Roofing	0000119511	UTEP-PW-1 2	23456782	06/01/2024	USD \$380.73	USD \$380.73	2025111111	Paid	07/30/2024	07/31/2024

Vendor # (Vendor Number: Site Code:UTEP-PW-1|2)

Invoice # 23456782 Date 06/01/2024 Invoice Amount USD \$380.73 Actual Paid Amount USD \$380.73 Purchase Order Ref Key 00178312

Status Paid Scheduled Pay Date 07/30/2024 Actual Pay Date 07/31/2024 Pay Document # 2800000050 Status Code Paid

This table contains an explanation for each status under the "Status" column.

Invoice Status	Explanation
Accepted	Voucher has been submitted and/or approved by department.
Approved	Voucher has been approved by Accounts Payable or Contracts and Grants Office, but has not been paid.
Paid	Voucher payment has been processed for payment.
Rejected	Voucher was closed by Accounts Payable.

***If payment status is not available, the Non-PO voucher may still need to be created or the MM voucher has not been approved/processed.