

PaymentWorks- Remittances tab

The PaymentWorks Remittance tab is available to suppliers in the event that they have multiple customers using the PaymentWorks platform. If they are connected with multiple entities, payments from all entities will be displayed.

PaymentWorks

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Need help ?

Date Range: All

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

Customer Name:

Pay Document #:

Min Total Amt Max Total Amt

Clear

Can't find a remittance? csv

CUSTOMER NAME	PAY DOCUMENT #	PAY DATE	TOTAL AMOUNT
The University of Texas at El Paso	54345	2020-03-01	USD \$400.00
The University of Texas at Tyler	45263	2020-03-01	USD \$430.00
The University of Texas at El Paso	9504	2019-04-28	USD \$800.00
The University of Texas at San Antonio	35343	2019-04-28	USD \$657.00

1. Access the PaymentWorks site and login using your credentials. From the PaymentWorks home page, select the **Remittances** tab.
2. The table on the right will display the list of paid invoices.
3. If you do not immediately see the customer you are looking for, you can also filter and narrow down results by entering data on the search fields.