

PaymentWorks– Review Payment Status



1. Access the PaymentWorks site and login using your credentials. From the PaymentWorks home page, you will see your dashboard which contains a snapshot of the invoice activity. To review the payment activity, select the **Invoices** tab.
2. If you do not immediately see the invoice you are looking for, filter and narrow down results by entering data on the search fields.
3. Notice the table displays the **Customer Name** with the respective **Invoice Number, Date, Amount, Paid Amount (if applicable), Purchase Order (if applicable), Invoice Status*, Scheduled Pay Date, and Pay Early (if applicable)** columns are available for review.

Please note: If needed, you can click on the line item to expand the view and to access the “Send Payment Inquiry” option which enables suppliers to send messages (messages will be received by Disbursement Services), to close select the **Close X** option.

2 Need help ?

Filter Results:

Date Type: Invoice Date

Date Range: All

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

Show Only Pay Early Offers:

Customer:

Vendor Number:

Invoice Number:

Purchase Order:

Status: All

Amount Type: Invoice Amount

Min Amount: Max Amount:

[Clear Filters](#) [Can't find an invoice?](#)

CUSTOMER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	PAID AMOUNT	PURCHASE ORDER	INVOICE STATUS	SCHEDULED PAY DATE	PAY EARLY
The University of Texas at El Paso (Test)	11111111	01/17/2021	USD \$300.00	USD \$0.00		Accepted	03/19/2021	
The University of Texas at El Paso (Test)	22222222	02/15/2021	USD \$50.00	USD \$0.00		Rejected	03/17/2021	
The University of Texas at El Paso (Test)	33333333	12/09/2020	USD \$50.00	USD \$50.00		Paid	03/11/2021	
The University of Texas at El Paso (Test)	44444444	02/08/2021	USD \$108.7	USD \$0.00	2021111111	Accepted	03/10/2021	
The University of Texas at El Paso (Test)	55555555	02/04/2021	USD \$400.00	USD \$400.00		Paid	03/05/2021	

Rising Star (Vendor Number: 0000112259; Site Code: UTEP-PW-1|4) close X

Invoice # **4444444** Date **02/08/2021** Invoice Amount **USD \$108.7** Actual Paid Amount **USD \$0.00** Purchase Order **2021111111** Ref Key **00113181**

STATUS **ACCEPTED** Scheduled Pay Date **03/10/2021** Actual Pay Date Pay Document # Status Code **Accepted**

[Send Payment Inquiry](#)

This table contains an explanation for each status under the **Invoice 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 in PaymentWorks, the Non-Po voucher may still need to be created or the MM voucher has not been approved/processed.