

PaymentWorks – Invoices & Review Payment Status

On the Invoices page, you will be able to view your connected customer-uploaded invoices.

Access the PaymentWorks site at <https://www.paymentworks.com/accounts/login/> and login using your credentials.

1. Click on “**Invoices**” from the menu on the left side.
2. Displayed will be the **Customer** Name with the respective **Invoice Number**, **Invoice Date**, **Paid Amount** (if applicable), **Purchase Order** (if applicable), **Invoice Status** and **Scheduled Pay Date**.

The screenshot shows the PaymentWorks interface. On the left, a navigation menu is visible with 'Invoices' highlighted. The main area displays a table of invoices. The table header is circled in red and labeled with a '2'. The table contains the following data:

Customer	Invoice Number	Invoice Date	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
Taylor & Blatt Corp	88298	01/19/2024		234-2000	Approved	03/04/2024
Taylor & Blatt Corp	88299	01/15/2024		234-2001	Approved	02/29/2024
Winnetka College	c2345	01/01/2024			Approved	01/31/2024
Winnetka College	s136	01/01/2024			Approved	02/01/2024
Taylor & Blatt Corp	88301	12/23/2023		234-2003	Approved	02/06/2024
Winnetka College	k220	12/23/2023			Error	01/23/2024
Taylor & Blatt Corp	88302	12/03/2023	USD \$543,210.98	234-2004	Paid	01/17/2024
Taylor & Blatt Corp	88302	12/03/2023	USD \$543,210.98	234-2004	Paid	01/17/2024
Taylor & Blatt Corp	88303	12/01/2023	USD \$76,543.21	234-2005	Paid	01/15/2024
Taylor & Blatt Corp	88303	12/01/2023	USD \$76,543.21	234-2005	Paid	01/15/2024

At the bottom right of the table, it shows 'Rows per page: 10' and 'Total Rows: 22'.

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3. If you do not immediately see the invoice you are looking for, select “**Filter**” and narrow down the results by entering the data in the search fields the select “**Apply**”.

The screenshot displays the 'Invoices' section of a web application. On the left, a navigation sidebar includes 'Home', 'Customers', 'Invoices', 'Remittances', 'News', and 'Messages'. The 'Invoices' section is active, showing a list of invoices with columns for 'Customer' and 'Invoice N'. A 'Filter' button is highlighted with a red box and a circled '3'. An 'Invoice Filters' modal is open, containing various search criteria: 'Customer' (text input), 'Invoice Number' (text input), 'Invoice Date' (date range), 'Scheduled Pay Date' (date range), 'Actual Pay Date' (date range), 'Invoice Amount' (min/max), 'Paid Amount' (min/max), 'Pay Document Number' (text input), and 'Status' (checkboxes for Accepted, Approved, Rejected, Exception, Paid). A 'Clear All Filters' link and an 'Apply' button are at the bottom right, with the 'Apply' button highlighted by a red box and an arrow.

Customer	Invoice N
The University of Texas at El Paso	OUIT001
The University of Texas at El Paso	OUIT001

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➤ The table below contains an explanation for each status under **Invoice Status**.

INVOICE STATUS	Explanation
ACCEPTED	The voucher has been submitted and/or approved by department
APPROVED	The voucher has been approved by Accounts Payable or the Contracts and Grants Office but, has not been paid.
PAID	The voucher payment has been processed for payment.
REJECTED	The voucher was closed by Accounts Payable.
EXCEPTION	The voucher is on hold, awaiting resolution.

➤ If needed, select “The University of Texas at El Paso” to access the “**Send Payment Inquiry**” option which enables you to compose and send a message.

Customer	Invoice Number	Invoice Date ↓	Invoice Amount	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
The University of Texas at El Paso	0UIT001474 -4	03/05/2024	USD \$27.00		0UIT001474	Approved	03/15/2024

The University of Texas at El Paso ×

Invoice # 0UIT001474 -4	Status Approved	Invoice Date 03/05/2024	Actual Pay Date	Purchase Order 0UIT001474
Scheduled Pay Date 03/15/2024	Invoice Amount USD \$27.00	Paid Amount	Pay Document #	Description

Send Payment Inquiry

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