

PaymentWorks – Remittances tab

The Remittance tab is available if you have multiple customers using the PaymentWorks system. If you have multiple connected customers, payments from all entities will be displayed.

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

1. From the Home page, select the “**Remittances**” tab from the menu on the left.
2. You’ll be able to view the list of paid invoices. If you do not immediately see the customer you are looking for, select “**Filter**”. On the pop-up screen, narrow down results by entering the data in the search fields then selecting “**Apply**”.

The screenshot displays the PaymentWorks web application interface. On the left, a navigation menu includes Home, Customers, Invoices, Remittances (highlighted with a red box and a circled '1'), News, and Messages. The main content area is titled 'Remittances' and shows a 'Filter' button (circled with a '2') and a table with one entry: 'The University of Texas at El Paso'. A 'Remittances Filters' pop-up window is open, containing input fields for Customer, Pay Document Number, Pay Date (From and To), and Total Amount (Min and Max). The 'Apply' button at the bottom right of the filter window is highlighted with a red box and an arrow.