

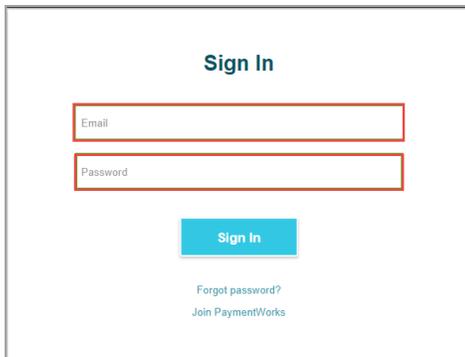
Review Supplier Invoice Status

UTA **connected** suppliers are able to access PaymentWorks and view their invoices and payment dates. This job aid is informational on how to review the invoice status of a supplier in PaymentWorks, and invoice statuses can still be viewed in UTShare also. On the BTS Training website, refer to the Payment Voucher job aids for viewing payments in UTShare.

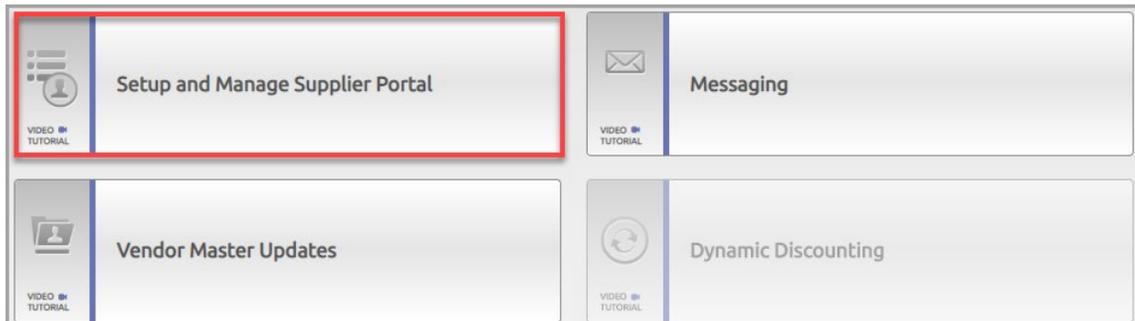
NOTE: UTShare invoices are updated immediately but may be delayed in PaymentsWorks depending on the schedule exchanging data between the two systems.

NOTE:

1. Navigate to PaymentWorks by going to:
myapps.uta.edu and click on the PaymentWorks icon **OR**
2. Log in with your UTA email address and NetID password.



3. Click on **Setup and Manage Supplier Portal**.



4. Click on the **Invoices** tab.



5. The Supplier invoice status page is displayed as well as the Filter Screen which allows you to narrow the search depending on the criteria entered.

Filter Results:		SUPPLIER NAME	VENDOR NUMBER	SITE CODE	INVOICE NUMBER	DATE	AMOUNT	PAID AMOUNT	PURCHASE ORDER	STATUS	SCHEDULED PAY DATE	ACTUAL PAY DATE
Date Type:	Invoice Date	Destiny L Jones	0000103993	001 1	Feb Stipend UB I	03/11/2020	USD \$30.00	USD \$0.00		Accepted	04/10/2020	
Date Range:	All	Shamaria Pickett	0000103988	001 1	Jan Stipend UB II	03/11/2020	USD \$20.00	USD \$0.00		Accepted	04/10/2020	
Start Date:	mm/dd/yyyy	Shamaria Pickett	0000103988	001 1	Feb Stipend UB II	03/11/2020	USD \$40.00	USD \$0.00		Accepted	04/10/2020	
End Date:	mm/dd/yyyy	David Lukula	0000102544	001 1	Jan Stipend UB II	03/11/2020	USD \$10.00	USD \$0.00		Accepted	04/10/2020	
Vendor Number:	/	David Lukula	0000102544	001 1	Feb Stipend UB II	03/11/2020	USD \$10.00	USD \$0.00		Accepted	04/10/2020	
Supplier Name:	/	Angel Asogwa	0000102541	001 1	Feb Stipend UB II	03/11/2020	USD \$30.00	USD \$0.00		Accepted	04/10/2020	
Invoice Number:	/	Joi Jackson	0000102393	001 1	Feb Stipend UB II	03/11/2020	USD \$20.00	USD \$0.00		Accepted	04/10/2020	
Purchase Order:	/	Meliyah Thornton	0000103130	001 1	Jan Stipend UB II	03/11/2020	USD \$10.00	USD \$0.00		Accepted	04/10/2020	
Ref Key:	/	Meliyah Thornton	0000103130	001 1	Feb Stipend UB II	03/11/2020	USD \$30.00	USD \$0.00		Accepted	04/10/2020	
Amount Type:	Invoice Amount											
Min Amount:												
Max Amount:												
Status:	All											
Clear Filters												
csv												