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:
   a. myapps.uta.edu and click on the PaymentWorks icon.
2. Your UTA single sign-on (email address and NetID password) will allow you to access PaymentWorks and bypass the PaymentWorks login screen.

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.

6. Clicking on a invoice line will open an expansion window which displays additional information.  

Note: **Ref Key** = Voucher number