

The purpose of this document is to guide UTRGV users on how to view payment status for iShop and iTravel+ .

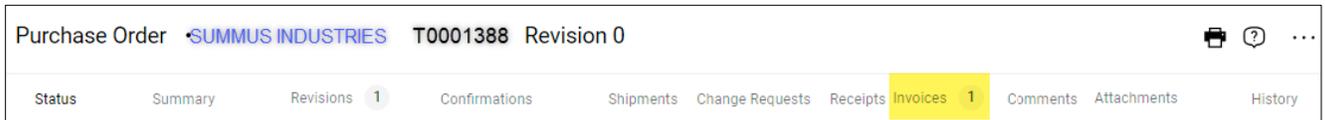
**Invoice payment status in iShop**

1. Log in to **my.utrgv.edu** using your UTRGV credentials.
2. Select the **PeopleSoft** application icon.
3. Select the **Jaggaer iShop Sign In** tile.
4. Locate the Purchase Order (PO) using the Search bar located at the top right of the screen.



Enter the PO number on the Search bar or use the drop-down menu from the **All** to select the Purchase Orders option, then enter the PO number and Enter.

5. Select the **Invoice** from the top row tabs.

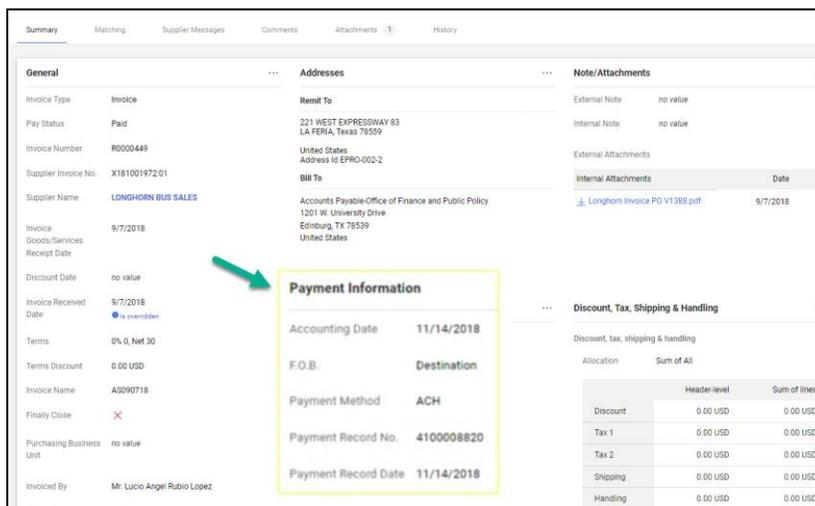


6. The Payment Status column indicates status.
  - In Process = invoice pending review
  - Payable = payment approved and awaiting scheduled payment
  - Paid = Invoice has been paid

Records found: 1, Totaling: 338.68 USD

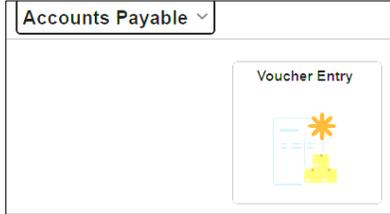
Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
<a href="#">R0009235</a>	REQ110593097	11/13/2018	11/13/2018	Invoice	Paid	338.68 USD	Employee name

7. Select the **Invoice number** link (R0009235) to view the Payment information once payment has been made.



**iTravel+ Payment Status**

1. Log in to **my.ustrgv.edu** using your UTRGV credentials.
2. Select the **PeopleSoft** application icon.
3. Select the **Accounts Payable** module.
4. Select the **Voucher Entry** tile.



5. Select **Find an Existing Value**
6. Enter the report ID in the **Invoice Number** field and Search.

A screenshot of the 'Find an Existing Value' search interface. The title is 'Find an Existing Value' with a sub-section 'Search Criteria'. Below the title, there is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search criteria dropdowns: 'Recent Searches' and 'Saved Searches', both with 'Choose from...' options. Below these, there are three search fields: 'Business Unit' (set to '=') with a search box containing 'UTRGV', 'Voucher ID' (set to 'begins with') with an empty search box, and 'Invoice Number' (set to 'contains') with an empty search box. A red arrow points to the 'Invoice Number' search box. At the bottom, there are 'Search' and 'Clear' buttons.

7. Select Voucher ID from options in the Search Results

A screenshot of the search results table. The title is 'Search Results' with a sub-section '108 rows - Business Unit "UTRGV" Invoice Number "7cd"'. The table has 14 columns: Business Unit, Voucher ID, Invoice Number, Gross Invoice Amount, Payment Amount, Invoice Date, Short Supplier Name, Supplier ID, Supplier Name, Voucher Style, Related Voucher, Entry Status, Voucher Source, and Incomplete Voucher. There are three rows of data.

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
UTRGV	ER00000	00004F77CDCD47EF8463-1	797.15	797.15	08/22/2023	Payee Name	0000003181	Payee Name	Regular	(blank)	Postable	EDI	Complete
UTRGV	ER00001	01F37CD431DE43449971-1	484.69	484.69	01/09/2023	Payee Name	0000024445	Payee Name 1	Regular	(blank)	Postable	EDI	Complete
UTRGV	ER00002	09F1807CDEC04F579277-1	891.81	891.81	09/05/2023	Payee Name	0000024445	Payee Name 2	Regular	(blank)	Postable	EDI	Complete

8. Select Payments tab to view Schedule Payment section details

A screenshot of the 'Regular Entry' interface. The title is 'Regular Entry'. There are several tabs: 'Summary', 'Related Documents', 'Invoice Information', 'Payments' (highlighted with a red box), 'Voucher Attributes', and 'Error Summary'. Below the tabs, there is a 'Payment Options' section with a table of fields: Bank (BANK NAME), Account (VAP1), Method (ACH), Message, Pay Group (Handling US Mail), Hold Reason, Netting (L/C ID), Not Applicable, Supplier Bank Messages Layout, and a 'Supplier Offset TOP' checkbox. Below this is a 'Schedule Payment' section with a table: Action (Schedule Payment), Payment Date (07/12/2022), and Reference (0000000001).