

The University of Texas
Rio GrandeTM
Valley

Financial Services- Comptroller

iShopUTRGV- Payment Inquiry
Quick Reference Guide

Author(s): Elvin Flores
Created: 09/7/2018
Updated: 09/20/2018
Version: [1.0]

Payment Inquiry (iShopUTRGV)

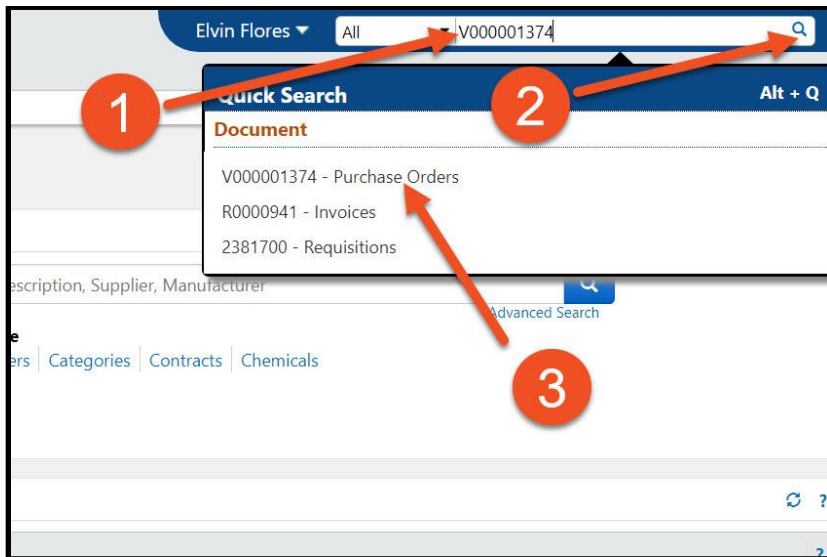
Procedure

iShopUTRGV allows users to view **Payment Information** for each Purchase Order.

*Questions can be emailed to: AccountsPayable@utrgv.edu

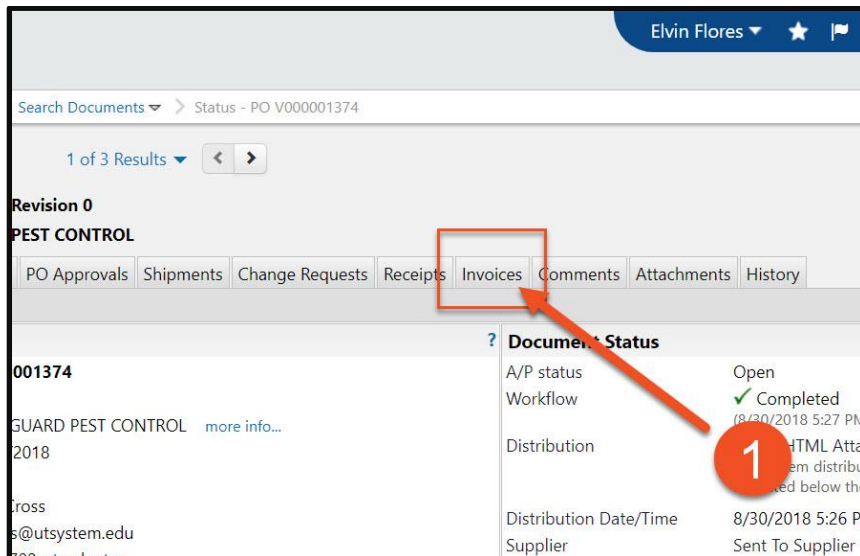
Step 1:

A. Search for a **Purchase Order**.



Step 2:

A. Click on the **Invoices Tab**.



Payment Inquiry (iShopUTRGV)

Step 3:

A. Click on the Invoice Number.

- **NOTE:** If the PO does not have an invoice, the payment information **will not be visible**.

Documents > Document Search > Search Documents > Invoices - PO V00001374

1 of 3 Results

PO/Reference No. **V00001374 Revision 0**
 Supplier **SAFEGUARD PEST CONTROL**

Status | Purchase Order | Revisions | PO Approvals | Shipments | Change Requests | Receipts | **Invoices** | Comments | Attachments | History

Invoicing Summary							
Invoice No.	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
R0000941	2374098270	8/30/2018	9/29/2018	Invoice	Paid	12.00 USD	Cross, Sue
						Total	12.00 USD

Invoice Line Details							
Line No.	Product Name	Catalog	Unit Price	Qty / UOM Ordered	Extended Price	Invoice Qty / Cost	Status
1	bugs	98797	12.00 USD	1 HR	12.00 USD	1 / 12.00 USD	Net Invoiced

B. This Buyer Invoice page will display any updated Payment Information relevant to the invoice.

Accounts Payable > Invoices and Receipts > Search for Invoices > Summary - Supplier Invoice No. 2374098270 (Doc. No. R0000941)

Invoice Number **R0000941** Supplier Account No.
 Supplier Invoice No. **2374098270**
 Supplier Name **SAFEGUARD PEST CONTROL**

Buyer Invoice | Approvals | Matching | Comments | Supplier Messages | Attachments | History

Summary | Discount, Tax, Shipping & Handling | Codes

General		Addresses		Note/Attachments	
Invoice Type	Invoice	Remit To	8010 WESTWAY DRIVE STE #3 HARLINGEN, TX 78552	External Note	no note
Pay Status	Paid	Internal Note		External Attachments	Add Attachments
Invoice Number	R0000941	United States		Internal Attachments	Add Attachments
Supplier Invoice No.	2374098270	Address Id	EPRO-001	External Attachments	Add Attachments
Supplier Name	SAFEGUARD PEST CONTROL	Bill To	Accounts Payable - Office of Finance and Public Policy 1201 W. University Drive Edinburg, TX 78539 United States	Internal Attachments	Add Attachments
Invoice Date	8/30/2018	Accounting Date	8/31/2018	Discount, tax, shipping & handling	
Discount Date	no value	F.O.B.	Destination	Allocation	Sum of All
Due Date	9/29/2018	Payment Method	ACH	Discount	Header-level
Terms	0% 0, Net 30	Record No.	4100007270	Tax 1	Sum of lines
Terms Discount	0.00 USD	Record Date	8/31/2018	Tax 2	
Invoice Name	2018-08-30 5000429128 01			Shipping	
Invoice Date	8/30/2018			Handling	
Supplier Invoice No.	2374098270			Total	12.00 USD
Supplier Name	SAFEGUARD PEST CONTROL				
Invoice Date	8/30/2018				
Discount Date	no value				
Due Date	9/29/2018				
Terms	0% 0, Net 30				
Terms Discount	0.00 USD				
Invoice Name	2018-08-30 5000429128 01				
Invoice Date	8/30/2018				
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Due Date	9/29/2018				
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