


## INVOICE RESOURCE GUIDE

### Forms

- [Prior Approval Entertainment form](#)
- [T-27 – Request for Special Payment](#) (used for honorariums)
- [T-44 – Petty Cash Reimbursement](#) (used for employee reimbursements)

### IRIS Transactions

- *FB03 – Display* to look up invoice if you know the document number
  - Click on downward triangle in Services for Object  and then Attachment List to view attachment(s)
  - To see the payment information, click on the first line of the table, and then Environment tab at the top
    - If payment was a check, select Check Information under the Environment tab to view check information
- *XK03 – Display* to look up a vendor number and remittance number(s)
- *Z\_SPL\_ZZSPLA View/Download Fund Line Items* to view which transactions have posted to the ledger
- *ZWF\_HISTORY – Workflow History Report* to look up where an invoice is in the approval workflow

### Miscellaneous

- [IRIS General Ledger Account List](#)
- [Purchasing Agreements](#) – where to locate PO numbers
- [UT Certificate of Exemption](#)
- Contract numbers can be found in the Contract Management system in the [IRIS Web Portal](#)
  - Click on IRIS Web
  - Click on Other folder
  - Click on Contract Management
  - Sign in using your UT NetID and password
  - Click on All Contracts
  - Search for contract using search field

## PaymentWorks

- PaymentWorks is located in the [IRIS Web Portal](#)
  - Click on IRIS Web
  - Click on IRIS folder
  - Click on Vendor Portal
  - Sign in using your UT NetID and password
- To send a vendor request in PaymentWorks:
  - Click on Vendor Master Updates
  - Click on New Vendors tab at the top
  - Click on Send Invitation...
  - Complete the vendor information and then the Send button to send the vendor a request via email
- To check the status of a vendor's paperwork in PaymentWorks:
  - Click on Vendor Master Updates in PaymentWorks
  - Click on New Vendors tab at the top
  - Enter the vendor's name in the Vendor Name field on the lefthand side and their progress will be displayed
  - Once the vendor's information has been completed and approved, you will receive an email from AP\_PaymentWorks letting you know the IRIS "1" vendor number
- To create or update a remittance address:
  - Email the vendor the *Updating Company Profile Information PDF* instructions
  - The vendor will have to add their remittance address to their PaymentWorks profile
  - Once the vendor's information has been completed and approved, you will receive an email from AP\_PaymentWorks letting you know the IRIS "2" vendor number
- [Creating a Vendor](#)
- [PaymentWorks Training](#)
- [Vendor FAQs](#)
- [Vendor Payment Options](#)