



View Payment Status of an Invoice

This How-To Guide covers how to view the **status of an invoice payment**.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the **search bar**, search and select the **“My Supplier Invoice Requests”** report.
5. Locate your request.
6. Select the **magnifying glass** to find the associated invoices (or check on the business process flow of a request that is not approved).
 - If there was an invoice created, it will be a link found in the **Additional Information** section.

My Supplier Invoice Requests ...

Invoice Date On or After 01/16/2026

5 items

Supplier Invoice Request	Request Number	Company	Request Status
	SIR-0000000482	Bryn Mawr College	Approved
	SIR-0000000516	Bryn Mawr College	Approved



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BRYN MAWR COLLEGE

View Supplier Invoice Request

Total Amount
140.00 USD

Supplier Invoice Request Request Number SIR-0000000482 Status

Primary Information

Invoice Date 01/16/2026

Invoice Received Date (empty)

Company [Bryn Mawr College](#)

Supplier

Currency USD

Control Total Amount 140.00

Supplier's Invoice Number 35049

Additional Information

Ship-To Address [101 N Merion Ave Bryn Mawr, PA 19010 United States of America](#)

Payment Terms Immediate

Due Date 01/16/2026

[Supplier Invoice](#) [Supplier Invoice: SI-0000000771](#)

7. Select the Invoice link to find the **Payment Status**.

View Supplier Invoice

Supplier Invoice Invoice Number SI-0000000771 Status **Approved** Payment Status **Paid**



8. If the invoice is Paid, you can navigate to the **Activity Tab** to view the payment details.
 - **Note:** you may need to be the **Requestor** or have certain reporting security to view the Activity tab of an invoice.
9. The **Reconciliation Status** will tell you if the payment has cleared the bank.
 - **Unreconciled** – not yet cleared/uncashed.
 - **Reconciled** – cleared/deposited.

Approver (empty)

Supplier Invoice Request **Supplier Invoice Request: SIR-0000001798**

Requester [REDACTED]

Invoice Lines Attachments **Activity**

Payments 1 item

Supplier Payment	Payment Date	Status	Reconciliation Status	Company	Transaction Reference	Payment Amount	Discount Taken
(...)	03/02/2026	Complete	Unreconciled	Bryn Mawr College	EFT000008838	[REDACTED]	[REDACTED]

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.