


## Vendor Payment Entry Statuses:

Status	Description
<b>Unvalidated</b>	The vendor payment entry has been verified and is awaiting further system processing. This happens automatically at the top and bottom of every hour (i.e., 1pm and 1:30pm).
<b>Pending – Needs Review (Sign Off)</b>	The vendor payment entry requires review and sign off by the Authorized Representative/Employer of the Client before it can move forward for approval.
<b>Pending</b>	The vendor payment entry is pending the system auto-approval.
<b>Rejected</b>	The vendor payment entry has been rejected, either automatically or manually by the Authorized Representative/Employer of the Client.
<b>Approved</b>	The vendor payment entry has been approved and is ready to be processed.
<b>Batched</b>	The vendor payment entry has been included in a portal batch.
<b>Processed</b>	The vendor payment entry has been processed in a portal batch and is included on a Raw Dump.
<b>Paid</b>	The vendor payment entry has been reconciled.
<b>Canceled</b>	The vendor payment entry included multiple dates of service. Those specific dates will appear on their own individual entry lines. <b>Please note:</b> Refer to the payment schedule to confirm the payment date for each date of service, as they may not be the same for each entry.

## Pending - Needs Review (Sign Off) – Action to Take:

1. If you see your Vendor Payment Entry is in a pending status with a  in the Needs Review section, this means it is pending a sign-off by the Authorized Representative/Employer of the Client.
2. Send a reminder to sign off, by selecting the blue Send **Sign-Off Reminder** button!

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Send Sign-Off Reminder

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Showing 30 out of 119 records

<input type="checkbox"/>	Id	Invoice Number	Service Date	Created Date	Account Type	Cost Center	Client Name	Service Code	Amount	Status	Action	Needs Review
<input type="checkbox"/>	160871721	3214	Aug 04, 2025	Aug 04, 2025	Vendor	NJ-010 Smart Glucerna2 2151	Robinson Wheeler2	Goods and Services	150.00	Pending	