

# University of Connecticut

PAYMENTWORKS MANUAL-NEW VENDORS-DEPARTMENTS  
ACCOUNTS PAYABLE

Version 1  
March 14, 2016

Before sending a vendor the PaymentWorks link, perform a search in KFS to determine if the vendor already exists.

1. After logging into KFS, choose **Main Menu**

**UCONN**  
FINANCE SYSTEMS   My KFS   **Main Menu**   Administration

UCONN KFS - PRD4  
KFS 5.3 03/02/2016 06:27 AM   Welcome, Amanda!

action list   doc search   Logged in User: aab06002   Logout

**Message Of The Day**  
2/9/16: Budget Construction is now open for development of FY17 Budgets. Find everything you need to get started at <http://budget.uconn.edu/about-budget-construction/lets-get-started/>

Transactions	Custom Document Searches	Balance Inquiries
<b>Accounts Receivable</b> <ul style="list-style-type: none"><li>• <a href="#">Cash Control</a></li><li>• <a href="#">Customer Credit Memo</a></li><li>• <a href="#">Customer Invoice</a></li><li>• <a href="#">Customer Invoice Writeoff</a></li><li>• <a href="#">Customer Invoice Writeoff Lookup</a></li><li>• <a href="#">Payment Application</a></li></ul>	<b>Financial Transactions</b> <b>Accounts Receivable</b> <ul style="list-style-type: none"><li>• <a href="#">Customer Invoices</a></li><li>• <a href="#">Customer Credit Memos</a></li><li>• <a href="#">Customer Invoice Writeoffs</a></li><li>• <a href="#">Cash Controls</a></li><li>• <a href="#">Payment Applications</a></li></ul> <b>Capital Asset Management</b> <ul style="list-style-type: none"><li>• <a href="#">Asset Maintenance</a></li></ul> <b>Effort Certification</b> <ul style="list-style-type: none"><li>• <a href="#">Effort Certification</a></li></ul> <b>Financial Processing</b> <ul style="list-style-type: none"><li>• <a href="#">Disbursement Vouchers</a></li></ul>	<b>General Ledger</b> <ul style="list-style-type: none"><li>• <a href="#">Available Balances</a></li><li>• <a href="#">Balances by Consolidation</a></li><li>• <a href="#">Cash Balances</a></li><li>• <a href="#">Current Account Balances</a></li><li>• <a href="#">General Ledger Balance</a></li><li>• <a href="#">General Ledger Entry</a></li><li>• <a href="#">General Ledger Pending Entry</a></li><li>• <a href="#">Open Encumbrances</a></li></ul> <b>Labor Distribution</b> <ul style="list-style-type: none"><li>• <a href="#">Account Status (Base Funds)</a></li><li>• <a href="#">Account Status (Current Funds)</a></li><li>• <a href="#">Calculated Salary Foundation</a></li><li>• <a href="#">Employee Funding</a></li><li>• <a href="#">July 1 Position Funding</a></li><li>• <a href="#">Labor Ledger View</a></li><li>• <a href="#">Labor Ledger Pending Entry</a></li></ul>

2. Under **Lookup and Maintenance**, choose **Vendor**

**Lookup and Maintenance**

**Capital Asset Builder**

- [Pre-Asset Tagging](#)

**Capital Asset Management**

- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)

**Chart of Accounts**

- [Account](#)
- [Account Global](#)
- [Account Delegate](#)
- [Account Delegate Global](#)
- [Account Delegate Model](#)
- [Account Delegate Global From Model](#)
- [Object Code](#)
- [Object Code Global](#)
- [Organization](#)
- [Organization Review](#)
- [Project Code](#)
- [Sub-Account](#)
- [Sub-Object Code](#)
- [Sub-Object Code Global](#)


**Contracts & Grants**

- [Award](#)
- [Proposal](#)

**Financial Processing**

- [Disbursement Voucher Travel Company](#)

**Vendor**

- [Vendor](#) 
- [Vendor Contracts](#)

- The most efficient way to search for a vendor is by using a US Taxpayer Identification Number (TIN). A TIN may be one of the following: A Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN), an Employer Identification Number (EIN) also known as a Federal Employer Identification (FEIN). Enter the vendor's **US Tax Number** and click **Search**.

Vendor Lookup create new  
\* required field

Vendor Name:

US Tax Number:

Foreign Tax Id:

Vendor #:

Active Indicator:  Yes  No  Both

Vendor Type:

State:

Country of Incorporation/Citizenship:

Commodity Code:

Supplier Diversity:

Vendor Contract Number:

- If you do not have a US TIN, you can search by name using the main name of the vendor with astericks before and after and click **Search**.

Vendor Lookup create new  
\* required field

Vendor Name: "Targan\*"

US Tax Number:

Foreign Tax Id:

Vendor #:

Active Indicator:  Yes  No  Both

Vendor Type:

State:

Country of Incorporation/Citizenship:

Commodity Code:

Supplier Diversity:

Vendor Contract Number:

3 items retrieved, displaying all items.

Actions	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Country of Incorporation/Citizenship	Commodity Codes	Vendor Supplier Diversity
<a href="#">edit</a>	Arman, Elahseenan	B1/B2 India No Services W/O further Documenta	26063-0	No	EQ				vendorSupplierDiversities=[]
<a href="#">edit</a> <a href="#">create</a> <a href="#">division</a>	Lansan, CT, Inc		29701-0	Yes	EQ	Pennsylvania		130	vendorSupplierDiversities=[]
<a href="#">edit</a>	Lansan, Engineers & Environmental Svcs, Inc	INACTIVE - use V# 29701-0	23070-0	No	EQ	New Jersey		130	vendorSupplierDiversities=[]

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

5. If the vendor name appears, do NOT refer them to PaymentWorks as a **New** vendor. Refer them to PaymentWorks as an **Existing** vendor.
6. If the vendor's name does not appear please be sure they are a US Citizen, Permanent Resident, or US Company and they have an account in a domestic bank. If the vendors tax ID country is outside of the US please contact the Tax & Compliance Office 860-486-1644 or <http://tax.uconn.edu/> for appropriate forms and advise on setting up a Foreign vendor.
7. If the vendor's name appears, but is listed as inactive, click **Edit** to create an edoc to activate the vendor.

Vendor Name:	<input type="text"/>
US Tax Number:	<input type="text"/>
Foreign Tax Id:	<input type="text"/>
Vendor #:	19545-0
Active Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Vendor Type:	<input type="text"/> <input type="button" value="v"/>
State:	<input type="text"/>
Country of Incorporation/Citizenship:	<input type="text"/> <input type="button" value="v"/>
Commodity Code:	<input type="text"/> <input type="button" value="v"/>
Supplier Diversity:	<input type="text"/> <input type="button" value="v"/>
Vendor Contract Number:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Actions	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Country of Incorporation/Citizenship	Commodity Codes	Vendor Supplier Diversity
<a href="#">edit</a>	Clay Furniture Industries Inc	V0000213640	19545-0	No		Connecticut		LEG	vendorSupplierDiversities=[Woman]

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

8. In the Detail section of the edoc, click the **Check box** for **Active Indicator**.

Detail Information		Detail Information	
Payment Terms:	Net 30 Days	Payment Terms:	Net 30 Days <input type="text"/>
Pre-Payment:		Pre-Payment:	<input type="text"/>
Credit Card:		Credit Card:	<input type="text"/>
Taxable Indicator:	No	Taxable Indicator:	<input type="checkbox"/>
Vendor Hold Code:		Vendor Hold Code:	<input type="text"/>
Minimum Order Amount:		Minimum Order Amount:	<input type="text"/>
Shipping Title:		Shipping Title:	<input type="text"/>
Shipping Payment Terms:		Shipping Payment Terms:	<input type="text"/>
DUNS Number:		DUNS Number:	<input type="text"/>
Vendor URL:		Vendor URL:	<input type="text"/>
Confirmation:		Confirmation:	<input type="text"/>
Sold To Vendor Number:		Sold To Vendor Number:	<input type="text"/>
Sold To Vendor Name:		Sold To Vendor Name:	<input type="text"/>
Restricted:		Restricted:	<input type="text"/>
Restricted Date:		Restricted Date:	<input type="text"/>
Restricted Person Name:		Restricted Person Name:	<input type="text"/>
Restricted By Principal Name:	-	Restricted By Principal Name:	-
Restricted Reason:		Restricted Reason:	<input type="text"/>
Remit Name:		Remit Name:	<input type="text"/>
Active Indicator:	Yes	Active Indicator:	<input checked="" type="checkbox"/>
Inactive Reason:		Inactive Reason:	Other <input type="text"/>

Address

9. Change the **Inactive Reason** to **Blank**.

10. Add a note indicating that you are activating the vendor.

11. Submit the edoc.

12. Send an email to [AP\\_Vend\\_Coord@uconn.edu](mailto:AP_Vend_Coord@uconn.edu) with the doc number asking to have the vendor reactivated.

13. Once the vendor e-doc is approved, you can send the vendor to PaymentWorks as an **Existing** vendor.

**A. For New vendors, send them an email that includes the following information:**

Thank you for agreeing to become a University of Connecticut vendor. Please use the below link to register as a new vendor using PaymentWorks, our vendor self portal. Before you begin the registration process, be sure to have the following information available:

1. A valid U.S. TIN is required to register via PaymentWorks and a PDF copy of your W9. (Please note, if you are being paid for a refund or reimbursement and do not want to provide your US TIN, you can register using our paper form, located at <http://accountspayable.uconn.edu/account-payable-forms/>).
2. A PDF copy of a voided check or banking information, including the bank address. As part of the PaymentWorks registration process, you will be required to sign up for ACH/direct deposit using a U.S. bank.
3. Preferred browser: Chrome, Internet Explorer
4. To register go to: <https://www.paymentworks.com/UConn/>
5. For additional guidance: <http://accountspayable.uconn.edu/>

**B. For Existing UConn Vendors that are inquiring on invoices or need to update their company information, send them an email that includes the following information:**

Thank you for agreeing to register your University of Connecticut vendor account with PaymentWorks. Please use the below link to register as an existing vendor using PaymentWorks, our vendor self portal. Before you begin the registration process, be sure to have the following information available:

1. A valid US Tax ID Number (TIN) and a PDF copy of your W9.
2. Most recent invoice number and dollar amount
3. It is strongly encouraged to use ACH (Direct Deposit) method of payment, if you are not doing so currently you can now update your vendor profile on PaymentWorks! Please have a PDF copy of a voided check or banking information, including the bank address ready for input.
4. To register go to: <https://www.paymentworks.com/UConn/>
5. For additional guidance: <http://accountspayable.uconn.edu/>