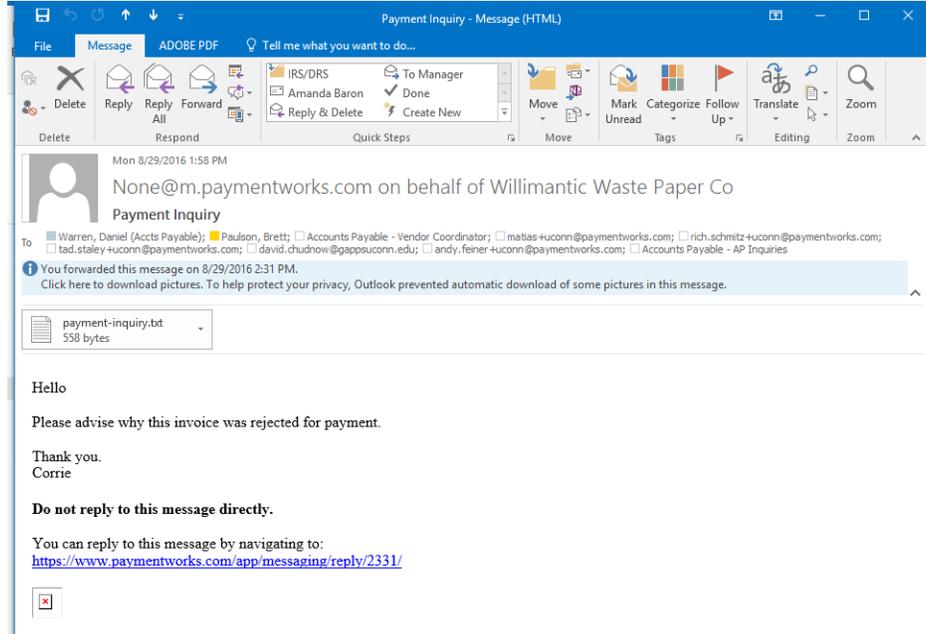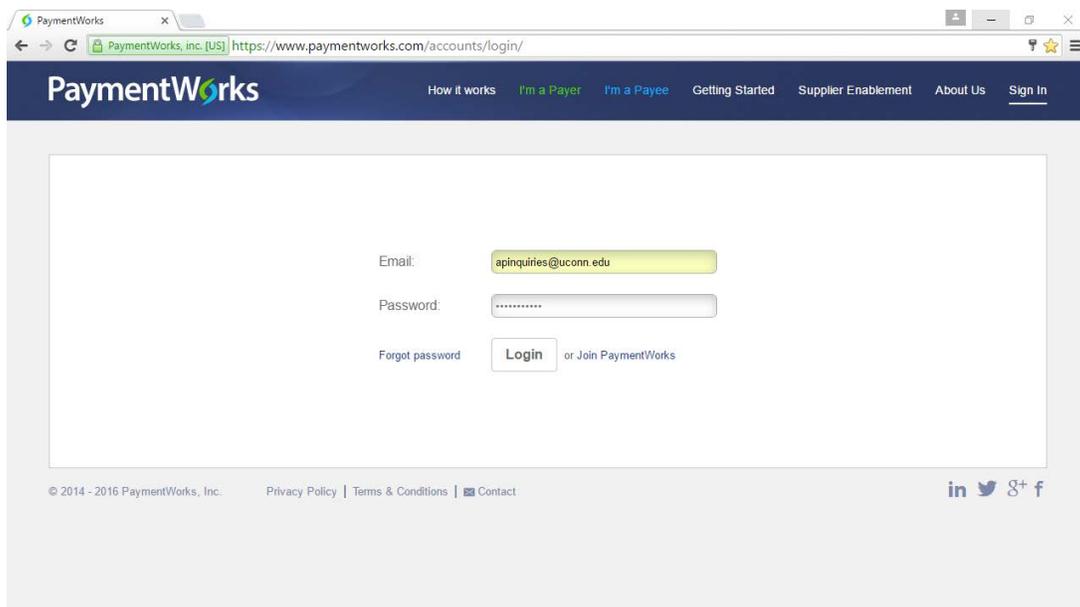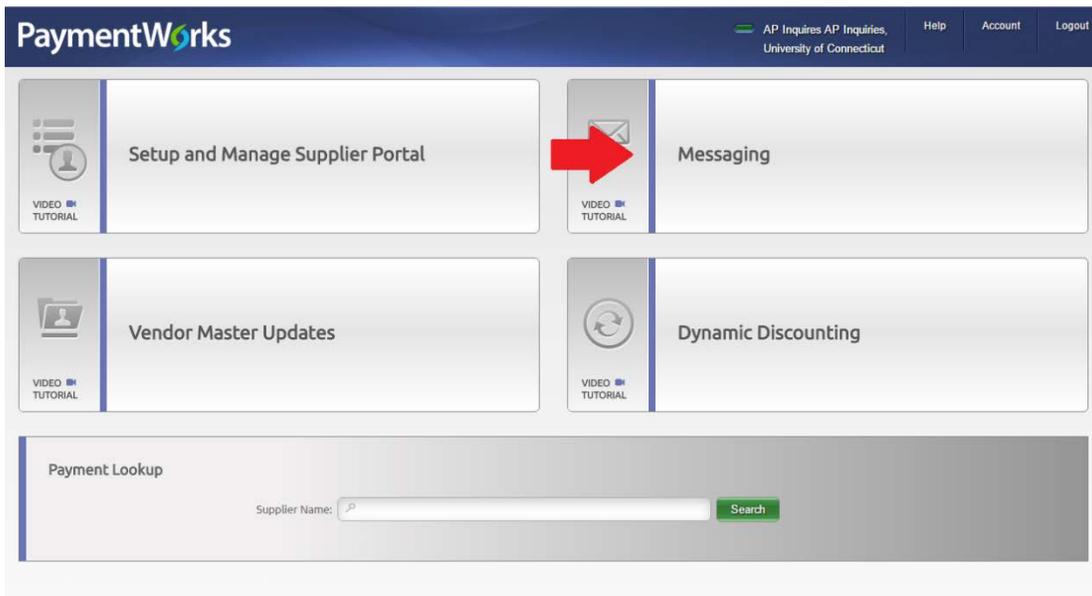Payment Works Internal Procedure Guide

1. You will receive a notification email in your UConn mailbox letting you know that a vendor has submitted a request via PaymentWorks
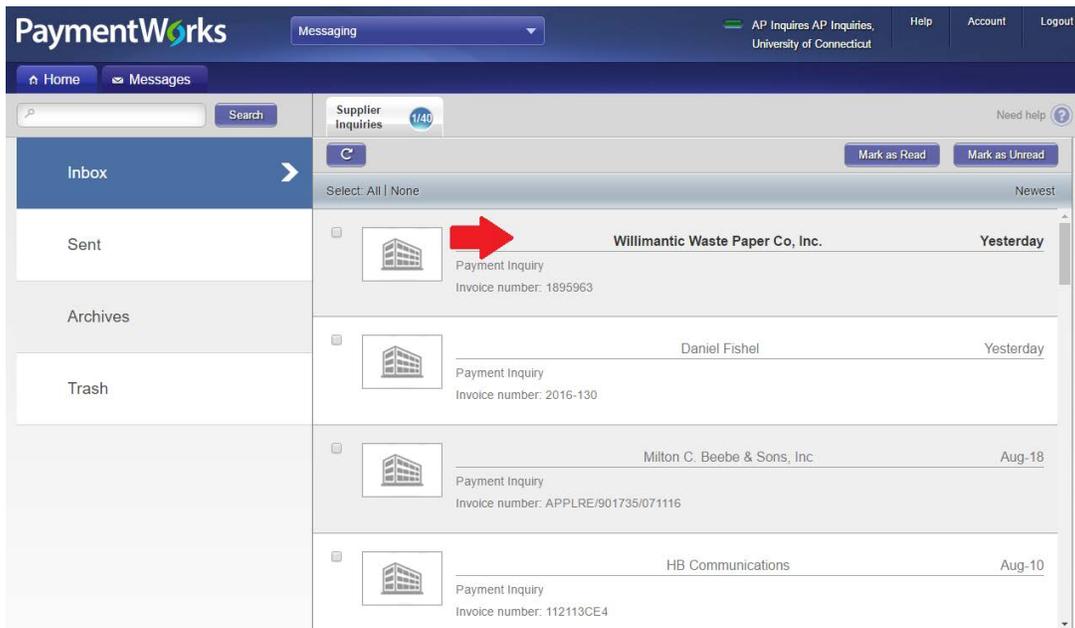

2. Log into PaymentWorks using your email address and password.
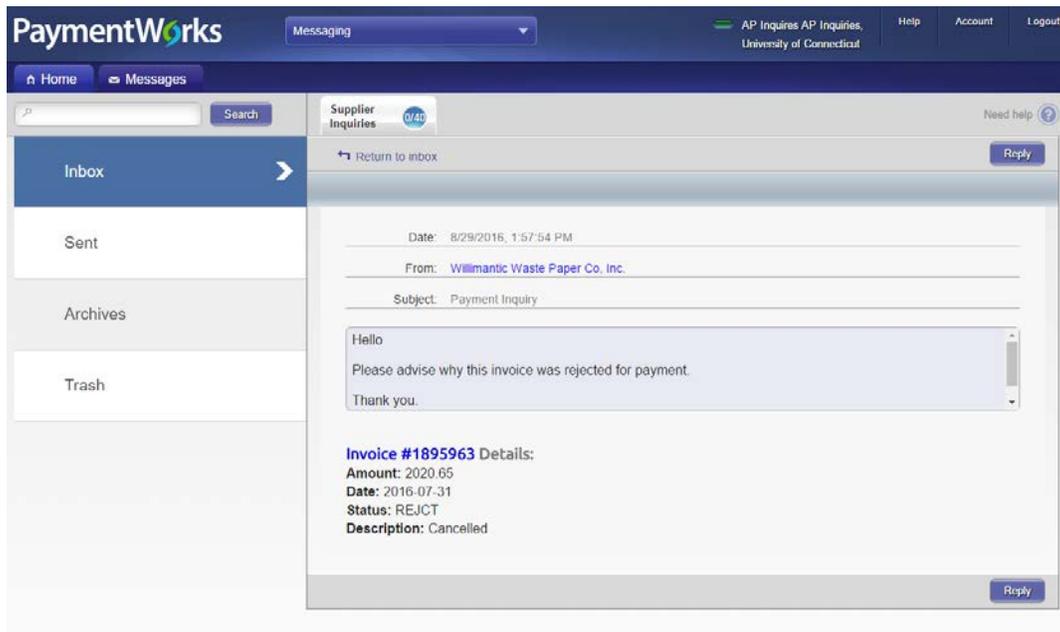
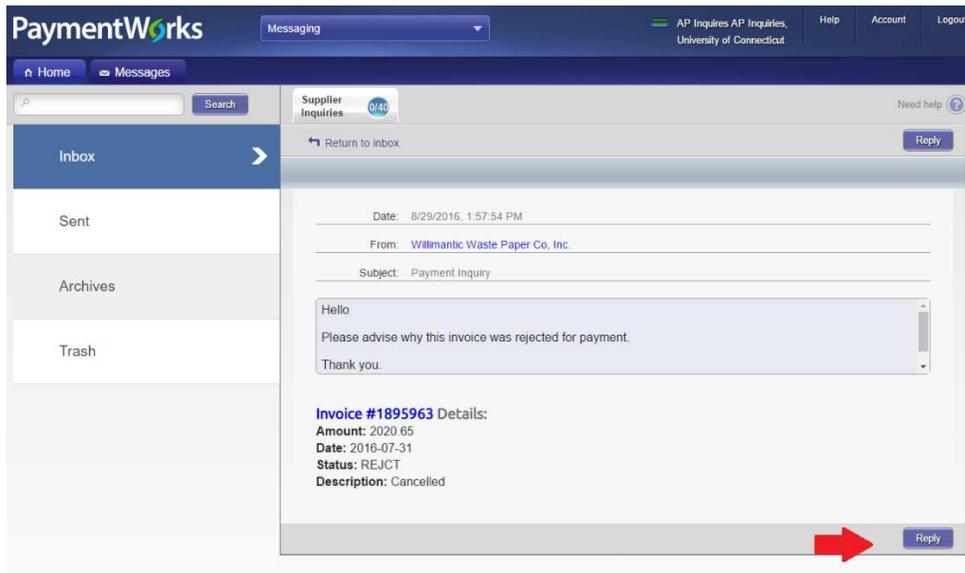3. To check if there are messages that need a response, click on Messaging

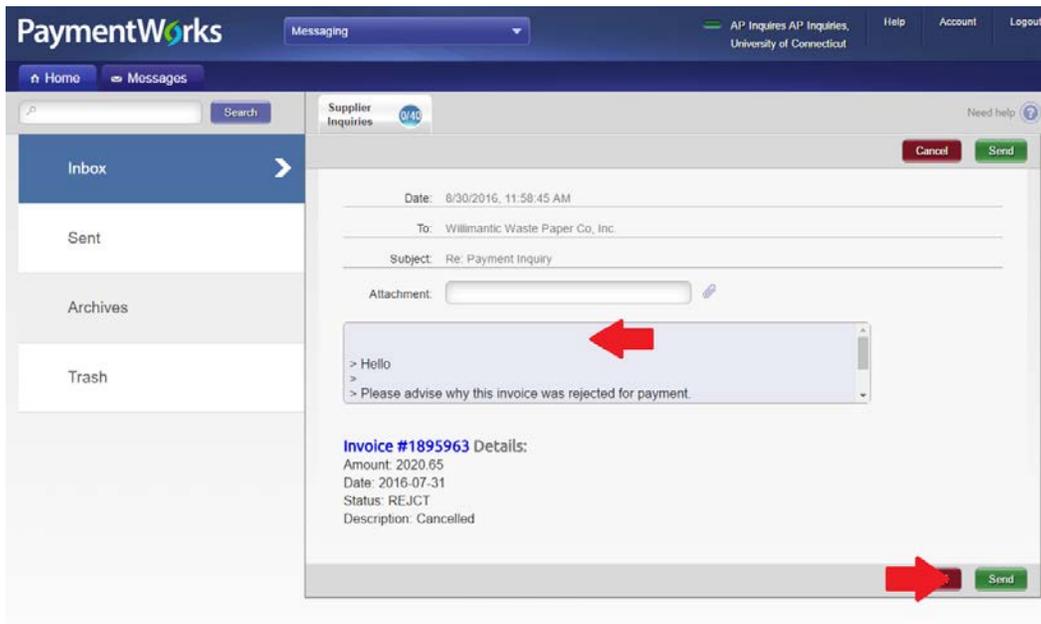4. Unread emails will be highlighted in Bold text

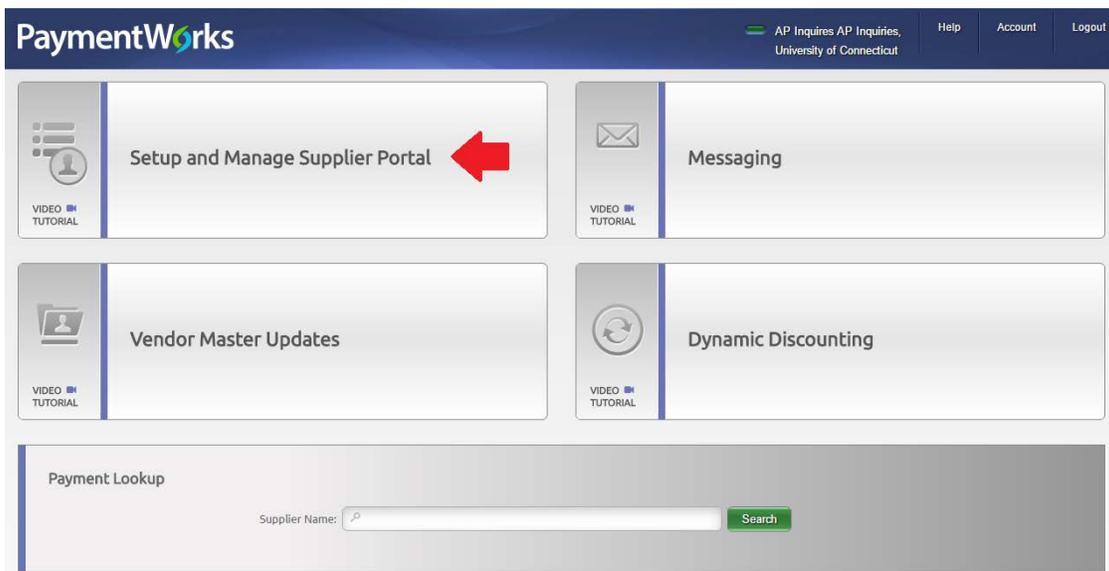5. Click on the email to view the message

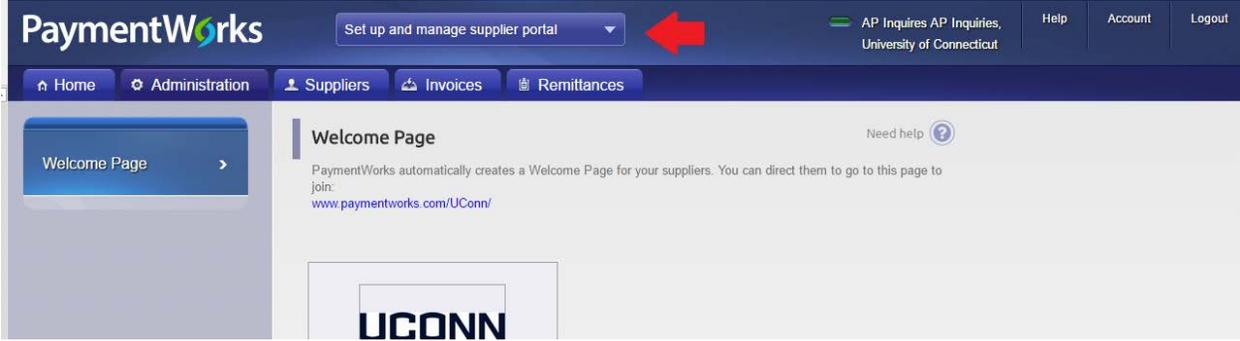6. Click reply to respond to the email

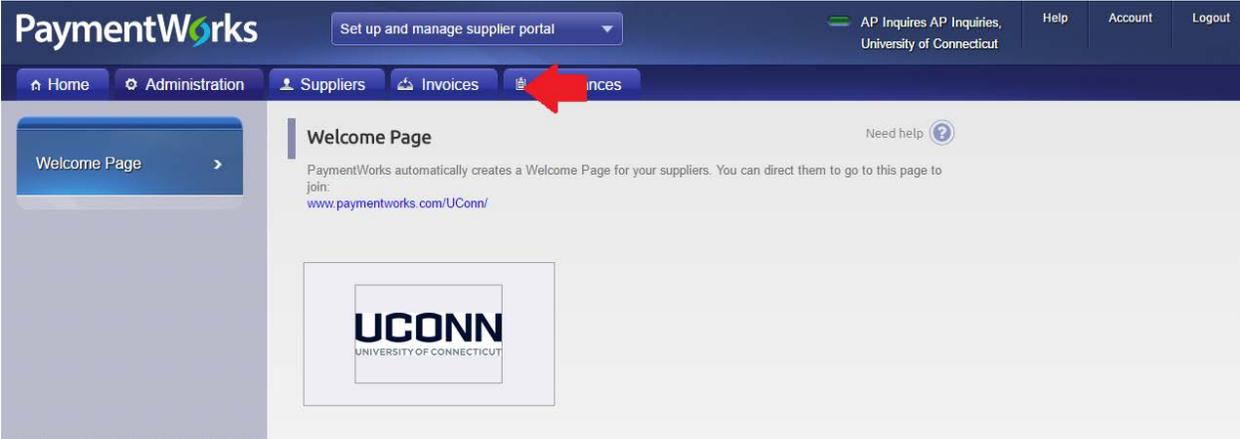7. Type the appropriate message to answer the vendor's question and click send

8. To view a vendor's invoices on PaymentWorks, click Setup and Manage Supplier Portal

Note: if you are on the messaging screen, click the dropdown menu and choose Setup and Manage Supplier Portal

9. Click on the Invoice tab

10. You have the option to search by Vendor Number, Supplier Name, Invoice Number or Purchase Order Number

11. Enter the information in the correct field and hit Enter to search. You will see all invoices that match your search criteria

12. To view the details of a particular invoice, click on the appropriate line

13. To close the invoice detail information, click Close in the upper right corner

14. To view vendor information, click the Supplier tab

15. You have the option to search by Supplier (vendor) name or Vendor Number

16. You will see the vendors that match your search criteria

17. To view remittances, click the Remittances tab
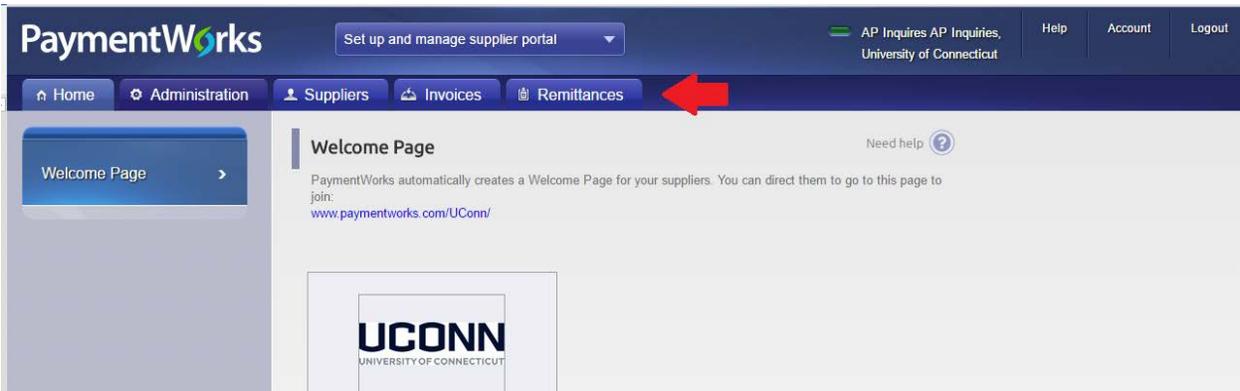
18. You can search by Date Range, Start Pay Date, End Pay Date, Supplier (vendor) name, Pay Document# (check or ACH#) Min Total Amt or Max Total Amt
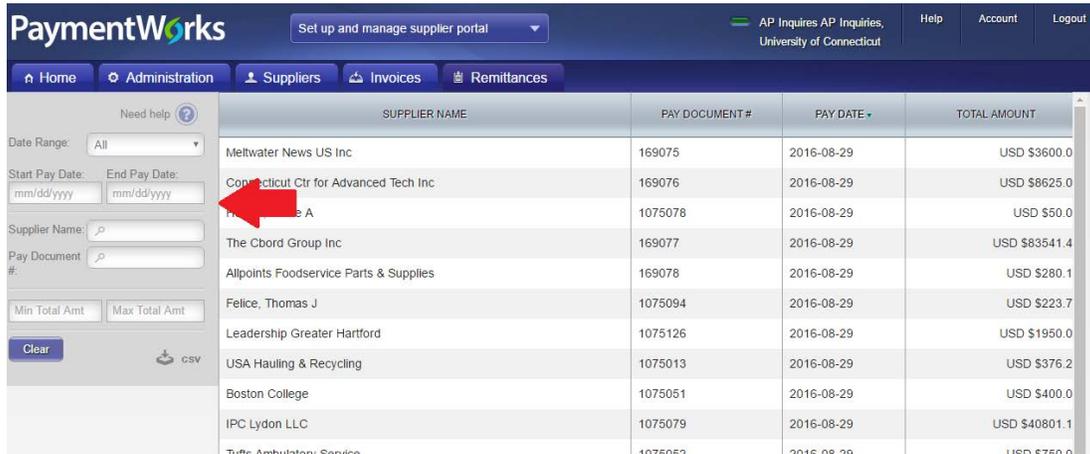
19. To view a specific payment, click on the appropriate line. This will show you the invoice date, invoice number, purchase order and paid amount

INVOICE DATE ▾	INVOICE #	PURCHASE ORDER	PAID AMOUNT
2015-08-13	IN37387	89372	USD $24760.00
		12028	2016-08-25
		12027	2016-08-25
		11025	2015-10-02