PaymentWorks Quick Reference Guide

Glossary of Terms:

- **<u>Initiator</u>** – person sending the invitation to the vendor. Typically the department Administrative Assistant but can be any Workday Cost Center Finance Specialist.
- **<u>Invitation</u>** – the email that the vendor receives with a link to set up a PaymentWorks account and register as a vendor with Wesleyan.
- **<u>NVR</u>** – New Vendor Registration – the completed form that is used to create a Workday Supplier record.
- **<u>Onboarding</u> <u>Tracker</u>** – the PaymentWorks panel that visually displays the status of the supplier onboarding.
- **<u>Vendor</u>** – Term used interchangeably with the Workday Supplier term.
- **<u>Vendor</u> <u>Master Updates</u>** – the PaymentWorks home page tile that will be the primary place for initiators to view and manage their supplier onboardings.

Login using Single Sign On

From the Home page, select Vendor Master Updates.

Send an email invitation from the Vendor Master Updates page.

Complete the invitation:

Invite New Vendor

Company/Individual Name:*

This field is required.

Contact E-Mail:*

Verify Contact E-Mail:*

Description of Goods and Services:*

Initiator Name (first and last):*

Initiator Email:*

Initiator Department:*

Initiator Phone Number:*

Reason for inviting this supplier:*

- Choose One -

Personalized Message:

You will receive the following notifications throughout the process. Since we do not require invitation approval, we suggest disabling the first two. You can manage the notifications here:

Here is the email they will receive.

Wesleyan University (Test) (via PaymentWorks) <invitations@paymentworks.com>
to wesleyanpw25+playerpiano

Dear Player Piano:

Valerie Nye has invited you to register as a new vendor to Wesleyan University (Test).

This is how the personalized message appears in the email.

In order for Wesleyan University (Test) to establish you or your company as a payee or vendor, please click here to register on PaymentWorks, Wesleyan University (Test)'s supplier portal.

Before you begin the registration process, be sure to have the following information available:

1. A valid tax ID (either an EIN or SSN)
2. If you wish to receive electronic (ACH) payments, you will need a copy of a voided check or bank statement.

If you have questions regarding billing, invoices, or payments, please contact Wesleyan University (Test) directly.

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support here.

Thank you for your support.

Sincerely,

Wesleyan University (Test)

Checking the onboarding tracker

When you start sending invitations, they will appear as shown above. You can use the filter options on the left side of the page to filter the list of new vendor onboardings. For example, if you wanted to look up the status of an invitation to the email address bobsmith@mail.com, you can type that email address in the Contact email field. If an invitation has gone out to that address, the page will only display the invitation that has been sent to that email address. You can also type any portion of the Vendor Name. Do not use the "invitation approval" filter as we do not have approvals turned on for invitations so there will not be any pending invitations. But you can see all of yours by putting your name in the "Invitation initiator" field.

Need help ?

Filter Results: 10 Records

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Approval:

Invitation Delivered:

Account Created:

Registration Form:

Show Cancelled Only:

Show Easy Cancel:

Source:

Invitation Initiator: nye

Invitation sent: All Dates

Clear Filters   CSV

Send Invitation...

More information for each invitation can be found by clicking on any of the status links along the progress bar in the invitation view. Additionally, the arrow to the far right lower corner of the invitation will also expand the invitation detail level. The Invitation detail view

will display information in three sections if the payee has created their account or two sections if they have not yet responded.

Payee has responded, created an account:

Payee has not responded or created an account yet:
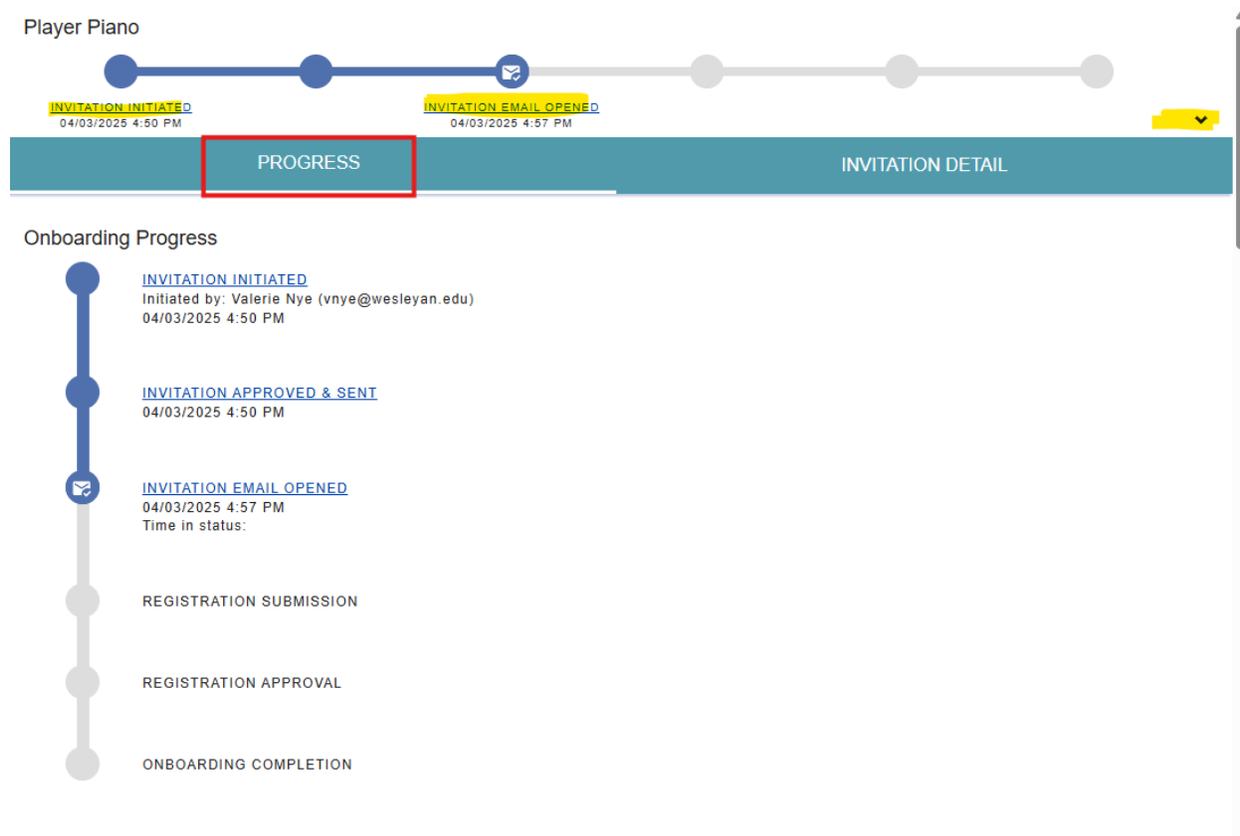
The Progress view provides more details along the 6 stages of onboarding while the main horizontal line displays the key statuses along the way.

First Circle: Invitation Initiation (Wesleyan CCFS)

● **Invitation Initiated** = Initiator sent an invitation.

● **Invitation Cancelled** = Invitation was cancelled by the initiator or another payer user.

Second Circle: Invitation Approval (N/A)

Note: Wesleyan has not configured invitation approvals so this circle should immediately default to "Invitation Approved & Sent".

Third Circle: Invitation Receipt (Vendor)

● **Invitation Email Opened** = Payee opened the email invitation.

● **Invitation Link Clicked** = Payee clicked on the link in the email invitation to register with PaymentWorks.

● **Email Verified - Invitation Received** = Payee set up an account with PaymentWorks and verified their email address.

Fourth Circle: Registration Submission (Wesleyan AP)

● **Registration in Progress** = Payee began to fill out a New Vendor Registration (NVR).

● **Registration Returned - Pending Resubmission** = Payee's NVR was returned by Accounts Payable and the payee needs to make changes and resubmit the NVR.

● **Registration Submitted** = Payee completed and submitted their registration form and this registration form is no longer pending review (the registration form was reviewed and approved or rejected by Wesleyan Accounts Payable).

Fifth Circle: Registration Approval (PaymentWorks Validation)

● **Registration Submitted - Pending PaymentWorks Review** = Payee completed and submitted their registration form. PaymentWorks is reviewing the payee's banking information.

● **Registration Submitted - Pending Payee Response** = Payee completed and submitted their registration form. PaymentWorks called the payee and left a message, and the payee needs to return the phone call.

● **Registration Submitted - Pending Internal Review** = Payee completed and submitted their registration form. PaymentWorks reviewed the bank account, and the registration is now waiting for internal review from Wesleyan.

● **Registration Resubmitted - Pending PaymentWorks Review** = Payee completed and resubmitted their registration form. PaymentWorks is reviewing the payee's banking information.

● **Registration Resubmitted - Pending Payee Response** = Payee completed and resubmitted their registration form. PaymentWorks called the payee and left a message, and the payee needs to return the phone call.

● **Registration Resubmitted - Pending Internal Review** = Payee completed and resubmitted their registration form. PaymentWorks reviewed the bank account, and the registration is now waiting for internal review from Wesleyan.

● **Registration Rejected** = New vendor registration form was reviewed and rejected by Wesleyan AP.

● **Registration Approved** = New vendor registration form was reviewed and approved by Wesleyan AP.

Sixth Circle: Onboarding Completion

● **Registration Processed** = Information from the new vendor registration form was exported for integration into Workday.

● **Onboarding Complete** = Payee is set up for payment. The new vendor registration is in Workday and connected (linked) to the PaymentWorks application. The payee can view their invoice data in PaymentWorks.

The Invitation Detail section will show the details entered on the invitation submission screen. If the payee has not created an account, the Initiator who sent the invitation will see an option to cancel the invitation. This will move this invitation to the "Show Canceled Only" screen, which can be accessed by checking the box in the filter menu.

Additionally, if the prospective vendor has not clicked the invitation, you can resend the invitation, and cancel future reminders to that vendor about completing their registration.

Other Resources:

PaymentWorks Initiator Manual

Training Videos:

Intro to PaymentWorks

Initiator Role

Sending Invitations