



VENDORS

Changing Which Cards a Vendor Accepts

- (1) In the Vendors window, select a vendor.
- (2) Click the Modify Vendor button.
- (3) In the Modify Vendor dialog box, check or uncheck the credit cards the vendor accepts.
- (4) Click OK.

Changing the Vendor Remittance Information

- (1) In the Vendors window, select a vendor in the upper portion of the window.
- (2) Click the Modify Vendor button.
- (3) For Contact Preference, check any of the following:
 - Print Expiration Date.
 - Print Full Card Number.
 - Print Cardholder Address.
 - Print Cardholder Name.
- (4) To add a unique salutation on this vendor's remittance advice, enter it in the Letter Salutation Box.
- (5) Click OK.



SEARCH

Viewing Past Remittance Advices

- (1) In the Search window, choose your search criteria.
- (2) Click Search.
- (3) Select a payment in the Search Results list and click the View Payment Batch button.

Voiding an Invoice Before the Vendor Processes the Transaction

- (1) In the Search window, choose your search criteria.
 - (2) Click Search.
 - (3) In the Search Results list, select one or more invoices that you want to void.
 - (4) Click Void.
- If you paid other invoices in the same batch, RewardWorks automatically selects all invoices paid to this vendor at this time. The selected invoices will now appear on the invoices screen. The amount that was paid is credited to the credit card in your accounting system.



REWARDWORKS

Quick Reference Guide





REWARDWORKS

Starting REWARDWORKS

- (1) Double click the RewardWorks icon on your desktop.
- (2) From the Tools menu, select Refresh.



INVOICES

Pay Invoices

- (1) Select invoices for payment.
 - **By Date:** Click the button marked “Display invoices Due On or Before” and then select your desired date.
Click the check box in front of the invoice.
 - **By Vendor:** Position the mouse over any invoice from a vendor, right click, select All Invoices for Vendor.
To select All Vendors, position the mouse over any invoice, right click and Select All Invoices.
 - **By Invoice:** Click the check box in front of the invoice.
- (2) Click the Pay Invoices button.
- (3) Click Accept to pay the invoices.
- Click Reject to make changes.
- (4) Print and send the Remittance Advice information to each vendor.



CREDIT CARDS

Adding a Credit Card

- (1) In the Credit Cards window, click the Add Credit Card button.
- (2) Select the card you’re adding from the Credit Card Name list.
- (3) Check Make Active and click OK.

Note: You must enter a valid account number before you can activate the card. Also, be sure to confirm cardholder name, address and expiration date.

What to Do If the Text is Red

Red text indicates one of the following:

- The card payment is due soon.
- The card expiration date is near.

To update the card information:

- (1) In the Credit Cards window, select the card you want to update.
- (2) Click the Modify Credit Card button.
- (3) In the Modify Credit Card dialog box, make the appropriate changes and click OK.

Getting Help

Call **(800) 609-3839**, 9am-8pm ET, M-F.

Press **F1** anywhere in **RewardWorks**.

Send email to **support@zevez.com**.

Visit **www.zevez.com**