



VENDORS

Changing the Cards a Vendor Accepts

- (1) In the Vendors window, select the vendor
- (2) Click the *Modify Vendor* button in the bottom right
- (3) In the Modify Vendor dialog box, check or uncheck the credit cards the vendor accepts
- (4) Click *OK* to save the information

Changing the Vendor Remittance Information

- Note: The Vendor information is updated from your Accounting system by doing a Refresh
- (1) In the Vendors window, select a vendor
 - (2) Click the *Modify Vendor* button
 - (3) For *Contact Preference*, select the down arrow and then the appropriate delivery method
 - (4) To modify what Credit Card information is printed on the payment letter, check or uncheck the following:
 - Print Expiration Date
 - Print Full Card Number
 - Print Cardholder Address
 - Print Cardholder Name
 - (5) To add a unique comment to the Remittance Advice, enter it in the *Letter Salutation* box
 - (6) Click *OK* to save the information



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*
 - Note: If you paid other invoices in the same batch, RewardWorks automatically selects all invoices paid to this vendor at this time. 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) To import current invoices, vendors and vendor information, click the Tools menu and select *Refresh*
- (3) To only import current invoices, select *Refresh Invoices Only* under the Tools menu



INVOICES

Pay Invoices

- (1) Select invoices for payment
 - **By Date:** Click the button marked *Display Invoices Due On or Before* and select the date you wish to use
 - **By Vendor:** Position the mouse over any invoice from the vendor you wish to select, right click and select *All Invoices for Vendor*
 - **By Invoice:** Click the check box on the left side of the desired invoice
- (2) If you wish to create a detailed report on the invoices you have marked, select the *Report on Selection* button on the bottom left corner
- (3) Click the *Pay Invoices* button
- (4) Click *Accept* to pay the invoices
 - Click *Reject* to make changes to your selection
- (5) Print and send the Remittance Advice information to each vendor (via email, fax or printed copy)



CREDIT CARDS

Adding or Modifying a Credit Card

To add or modify a Credit Card, please contact the RewardWorks Support Desk at RWSupport@zevez.com or (800) 609-3839

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

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**