Vendor Payments - FI Mode Only

Description: In this topic, the user will learn how to configure and manage vendor payments which allow payments to be submitted to approved vendors, per client authorization.

Role Required: Super User

Permission Required: Funding Source Admin, Vendor Admin

Mode: FI

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Allow Vendor Payments on Service Codes

Vendor payments can only be created for dollar-based hourly service codes that allow them, or as a separate vendor account type service code. The vendor service code would be used in situations where the authorization is separate from another service. If a vendor service code is created, users must create a vendor funding account and authorization rather than utilizing an hourly funding account and authorization.

Create a Dollar-Based Hourly Service Code that Allows Vendor Payments

1. Log in with appropriate profile
2. Click **Settings** on the main menu
3. Click **Funding Sources** on the submenu
4. Use the filters to search for the funding source and click **Search**
5. **Click on the funding source row** to open the details page
6. Click **Actions**
7. Select **New Service Code** from the drop-down menu
8. Complete the Add New Service Code form wizard. Include the following criteria:

    i. If Allow Vendor Payments field does not display, either the Account Type or Funding Type is incorrect.
    a. If Account Type is **Hourly**, the Funding Type must be **Dollars**.
    b. Click **Yes** for the Allow Vendor Payments field
9. Click **Save** and **Yes** to confirm

Allow Vendor Payments on an Existing Service Code

1. Log in with appropriate profile
2. Click **Settings** on the main menu
3. Click **Funding Sources** on the submenu
4. Use the filters to search for the funding source and click **Search**
5. **Click on the funding source row** to open the details page
6. Scroll down and **click on the service code row** to open the details page
7. Click **Actions**
8. Select **Edit Service Code** from the drop-down menu
9. Change the radio button for Allow Vendor Payments to **Yes**
    a. The field will only be available if the funding type is **Dollars**. If the field is not available, vendor payments cannot be added to this service. A separate vendor service code must be created.
10. Click **Save** and **Yes** to confirm

Create a Vendor Service Code

1. Log in with appropriate profile
2. Click **Settings** on the main menu
3. Click **Funding Sources** on the submenu
4. Use the filters to search for the funding source and click **Search**
5. **Click on the funding source row** to open the details page
6. Click **Actions**
7. Select **New Service Code** from the drop-down menu
8. Complete the Add New Service Code form wizard. Include the following criteria:
    a. In the Account Type drop-down, select **Vendor.**
9. Click **Save** and **Yes** to confirm

Create Vendor Profile

Vendor Profiles are created in order to process invoices for vendors. Vendors do not have the ability to log in and are not sent a confirmation email when the profile is created. Multiple vendor profiles may be created at one time using the import module.

1. Log in with appropriate profile
2. Click **Home** on the main menu
3. Click **Vendors** on the submenu
4. Click **Actions**
5. Select **Add New Vendor** from the drop-down menu
6. Complete the Add New Vendor form wizard
7. Click **Save** and **Yes** to confirm

View/Edit Vendor Profile

Users with the employer role can view vendor profiles but cannot add or edit.

1. Log in with appropriate profile
2. Click **Home** on the main menu
3. Select **Vendors** from the submenu
4. Use the filters to locate the vendor and click **Search**
5. **Click anywhere in the vendor row** to open the details page
6. Click **Actions**
7. Select **Edit Vendor** from the drop-down menu
8. Make desired changes
9. Click **Save** and **Yes** to confirm

Create Vendor Service Account

The system will automatically create a vendor service account the first time a vendor payment entry is created. This allows employers to create an entry when needed, even if an admin user has not created the service account. Multiple vendor service accounts may be created at one time using the import module.

1. Log in with appropriate profile
2. Click **Home** on the main menu
3. Select **Vendors** from the submenu
4. Use the filters to locate the vendor and click **Search**
5. **Click anywhere in the vendor row** to open the details page
6. Click **Actions**
7. Select **New Vendor Service Account**
8. Complete the Add New Service Account form wizard noting the following:

    i. Vendor - Select if authorization is for a vendor service code
    ii. Hourly - Select if authorization is for an hourly service code that allows vendor payments
    a. Account Type
    b. Account Reference field is optional
9. Click **Save** and **Yes** to confirm

View/Edit Vendor Service Account

Users with the employer role can view vendor profiles but cannot add or edit.

1. Log in with appropriate profile
2. Click **Home** on the main menu
3. Select **Vendors** from the submenu
4. Use the filters to locate the vendor and click **Search**
5. **Click anywhere in the vendor row** to open the details page
6. Scroll down and click on the **Accounts** tab
7. **Click anywhere in the desired row** to open the service account details page
8. Click **Actions**
9. Select **Edit Account** from the drop-down menu
10. Make desired changes
11. Click **Save** and **Yes** to confirm

Create Vendor Payment Entries

1. Log in with appropriate profile
2. Click **Home** on the main menu
3. Select **Vendors** from the submenu
4. Use the filters to locate the vendor and click **Search**
5. **Click anywhere in the vendor row** to open the details page
6. Click **Actions**
7. Select **New Vendor Payment Entry** from the drop-down menu
8. Complete the Add New Vendor Payment Entry form wizard noting the following:

    a. Entry Type **(required)**: Defaults to Vendor Payment
    b. Account type **(required)**: Either Hourly or Vendor depending on the service code
    c. Client **(required)**: Type and select the client name

d. Service Code **(required)**: Select Vendor from the drop-down
e. Account Reference (optional): Payroll engine employer account ID
f. Dollar Amount **(required)**: Total amount for the invoice for all dates of service
g. Invoice Number **(required)**: Enter the invoice number
h. Vendor Payment Reference 1-5 (optional): Available reference fields for additional information
i. Dates of Service(s) **(required)**: Use for one or multiple dates. Enter the date and the amount for that date. Click the blue **plus sign (+)** to add dates. The sum of the dates of service field entries should match the Dollar Amount field.
j. Notes (optional)
k. Invoice Attachment **(required)**: Click the **Choose Files** button to select and upload the invoice
l. Click **Save** and **Yes** to confirm

The system will create one parent entry for the original vendor payment request in cancelled status, and one child entry for each date of service listed on the parent entry. The child entries will be in pending status and must be approved by a vendor admin before being processed through payroll or billing.

Approve/Reject Pending Vendor Payment Entries

1. Log in with appropriate profile
2. Click **Home** on the main menu
3. Select **Pending Vendor Payment Entries** from the submenu
4. Use the filters to locate the vendor and click **Search**
5. Select **A** to approve or the red **R** to reject the entry
   a. Click anywhere in the row to open the details page and approve/reject via the Actions drop-down. This may also be accessed from the entries tab on the client or vendor details page.
6. Click **Yes** to confirm

Edit/Cancel Approved Vendor Payment Entries

1. Log in with appropriate profile
2. Click **Home** on the main menu
3. Select **Clients** or **Vendors** from the submenu
4. Use the filters to locate the client or vendor and click **Search**
5. **Click anywhere in the vendor or client row** to open the details page
6. Use the search filters in the entries tab to locate the desired entry
7. **Click anywhere in the row** to open the entry details page
8. Click **Actions**
9. Select **Edit Entry** (or select **Cancel Entry** and click **Yes** to confirm) from the drop-down menu
10. Make desired changes
11. Click **Save** and **Yes** to confirm

Please note that a compensating entry will be created, as well as the new corrected entry (if editing). The entry(ies) must be approved to cancel the original.

Approved vendor payment entries may be processed through payroll and billing batches just as punch entries are.

Related articles

- Vendor Payment Entry - Client
- Create a Vendor Payment Entry - Employer - FI Mode Only
- Vendor Payments - FI Mode Only
- October 2020 Release Notes
- Vendor - Submit New Vendor Request - FI Mode Only