

People 5.2 ft

Emailing Payment Advices to Suppliers

In PSFIN v9.2, you now have the ability to email payment advices to Suppliers who are paid via ACH and EFT. This job aid, details how to set up set up your email address for use in emailing payment advices, how to enable email payment advice notification for a supplier, and how to enable email payment selection criteria.

Part 1: Set Up Your FROM Email Address

These steps detail how to set up the outgoing email address for emailing payment advices to Suppliers. Only one User ID needs to be set up with the email address. This User ID will also be used on the Payment Selection criteria (in Part 3). This is a step typically completed by your Local Security Administrator. Most AP Users do not have access to edit this page, so be sure to coordinate with your Local Security Administrator.

- 1. Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
- 2. On the **Find An Existing Value** tab, enter the **User ID** of the person who will be processing ACH and EFT pay cycles
- 3. In the Product Preference panel, select the Paycycle link
- 4. Enter the email address in the Email ID field
- 5. Click Save

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
User Preferences PayCycle
User VP1 Default Operator
Output Destination
Server File Destination
Server Destination Printer
Server
Email ID test123@usg.edu
🖷 Save 🔯 Return to Search 📴 Notify 🔗 Refresh
User Preferences PayCycle

Recommendation: Use a generic email address for a team or group (i.e., <u>APSupport@usg.edu</u>) as opposed to an individual's email address.





Part 2: Enable Email Advice Notification for the Supplier

These steps detail how to set up an individual Supplier to receive email payment advices for the ACH and EFT pay cycles.

- 1. Navigation: Suppliers > Supplier Information > Add/Update > Supplier
- 2. On the **Find an Existing Value** tab, enter search parameters to locate your supplier and click **Search**
- 3. Select the Location tab
- 4. Select the Correct History button
- 5. Select the **Payables** link in the **Details** section
- 6. Expand the Payment Notification section by clicking the expand icon
- 7. Select the checkbox for Enable Email Payment Advice
- 8. Enter the supplier's email address in the Email ID field
- 9. In the **Payment Method Selection** section, add **Automated Clearing House** and/or **Electronic Funds Transfer** as **Payment Methods**
- 10. Click **OK**
- 11. Click Save

Payables Optio	ons					
Se	tID SHARE		Locat	on MAIN		
Supplier	rID 000000046		Descript	on DECATUR-REM	т	
Short Supplier Nar	me LOCKHART LOCKH	HART-002				
Supplier Nar	me Lockhart,Mary Ellen			Expand All	Collapse All	
Invoicing						
involoning	Supplier 0000000046	Lockhart,Mary Ellen				
	Address 1	DECATUR-REMIT				
	Search	1063 Vistavia Circle				
	odular	Decatur, GA 30033				
	Location MAIN	DECATUR-REMIT				
Remitting						
	*Supplier 000000046	Lockhart,Mary Ellen				
	*Address 1	DECATUR-REMIT				
	Search	1063 Vistavia Circle				
		Decatur, GA 30033				
	*Location MAIN	CECATUR-REMIT				
Additional Pa	ayables Options					
Matching/App	proval Options					
Electronic Fil	le Options					
Self-Billed Inv	voice Options					
Supplier Banl	k Account Options					
Supplier Type	e Options					
HIPAA Inform	nation					
▶ Debit Memo	Options					
Payment Not	tification					
	Payment Advice	Email ID JASON.BEITZEL@USG.E	DU			
Enable FG Rer	-	Payment Method Selection		Personaliza	Find View All	First 🕚 1-2 of 2 🕑 Last
		Payment Method		1 ersonalize		
		1 Automated Clearing House				- + -
		2 Electronic Funds Transfer				
Expand All						
OK Ca	ancel					



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Part 3: Set Up Pay Cycle Selection Criteria to Generate Email Advices

These steps detail how to ensure a pay cycle's selection criteria is properly set up so that those suppliers set up to receive payment advices via email will receive those emailed advices.

- 1. Navigation: Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria
- 2. Select an EFT or ACH pay cycle
- 3. Click Search
- 4. Select the Preferences tab
- 5. Select the checkbox for Email Payment Advice
- 6. Select the checkbox for **Print Email ACH/EFT Advice** By selecting this box, the Payment Advice report APX2027 will include email suppliers as well as suppliers not setup to receive ACH/EFT email notifications.
- 7. In the **Notification** section, enter or select the **User ID** where you stored your team/group's email address.
- 8. Click Save
- 9. These selections are now saved for this particular pay cycle.

Favorites Main Menu > Accounts Paya	able > Payments > Pay Cycle Processing	> Paym	nent Selection Criteria	
Dates Preferences Source / BU	Bank / Method Pay Group / Netting	Draft Opt	tions	
Pay Cycle FG1	FG1 - regular Check and EFT			
Pay From Date 07/22/2014	Pay Through Date 07/23/2014	Paymen	t Date 07/23/2014	
Use Supplier Pay Group	Include Lost Discount		Credit Options	
Process EFT/ACH Pre-Note	Process Bank Charges		Credit Vouchers	Do Not Process Credit Vouchers 🗸 🗸
Print LC Advice Calculate Value Date			*Date Limit	No Date Limit
Automatic Increment Dates	Use Recipient's Pref. Lang.			
 Email Payment Advice 	Suppress Zero Amount Check			
Print Email ACH/EFT Advice			Notification	
			Payment Error User ID	
Report Output	BI Publisher		Payment Advice User ID	VP1 🔍
Preferred Language	English V		Bank Replacement Rule	
*Approval	None 🗸		SetID	Rule Name
			Minimum Amount Limits	
*Netting Option	Not Applicable		Per Paycycle	0.000 Currency Code
*Step Group	Model 🔍			
	All pay cycle steps		Per Payment	0.000 Rate Type
Check Payment Message				
Message JASON TESTING 1234	156			



10. When the pay cycle runs, the description lists "Email Payment Advice" under Pay Cycle Results.

avojites Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria > Pay Cycle Manager								
Pay Cycle Manager	LY PAYMENT RUN							
Selection Criteria Approve			<u>Trial Register</u>		Reference Confirmation Draft Staging Approval			
Pay Cycle Status								
	Status Completed Refres rom Date 01/03/1900 ugh Date 07/24/2014	sh		Process Monitor Details Process Process		Step Name Payment Selectio	n	
Payment Date 07/24/2014 Schedule Payments Selected 0 Summary			Details	Process		Payment Selectio		
				Pay Cycle Reset	r 🗸	Reset		
Pay Cycle Exceptions								
Pay Cycle Error Financial Sanctions Exceptions	Discount Lost Disco	unt Denied		Withholding		Bank R	eplacement	
Pay Cycle Results					Person	alize Find View /	All 🗖 📕 🛛 First 🔕 1-2 (of 2 🕑 Las
Main Information <u>A</u> dditional Info								
Process Recreate	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination	
Process	Email Payment Advice			Completed	PSUNX			
Process Recreate	Print Checks	USBNK	СНСК	Completed	PSUNX V	Web 🗸		
🗐 Save 🔯 Return to Search 🖪	Notify							

11. Below is an example of an emailed payment advice.

Payment Advice Notification
Exect 23@usg.edu
Sent: Tue 9/2/2014 10:44 AM
G: ■ Jason Beitzel Message 🎵 SHAREFREEDS1.pdf (23 KB)
Message (A Shakerkeeusi (bull (2) kb)
Dear Customer,
Attached is the Payment Advice that we have processed. The payment date reflects the date at which the payment is processed by our bank. Prior to utilizing the funds, please check with your bank and ensure that the funds have been deposited.
This email is intended only for the individual or entity to whom it is addressed and may be a confidential communication privileged by law. Any unauthorized use, dissemination, distribution, disclosure, or copying is strictly prohibited. If you have received this communication in error, please notify us immediately and kindly delete this message from your system. Thank you in advance for your cooperation.



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