

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 |
| Liser Preferences PavCvcle |
| |

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 Option | ons | | | | | |
|--|------------------------|-------------------------------|--------|--------------|--------------------|-----------------------------|
| Se | tID SHARE | | Locati | on MAIN | | |
| Supplier ID 0000000046 Description DECATUR-REMIT | | | | | | |
| Short Supplier Nar | me LOCKHART LOCKH | HART-002 | | | | |
| Supplier Nar | me Lockhart,Mary Ellen | | | Expand All | Collapse All | |
| Invoicing | | | | | | |
| involoning | Supplier 000000046 | Lockhart Mary Ellen | | | | |
| | Address 1 | | | | | |
| | 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/Ap | proval Options | | | | | |
| Electronic Fil | le Options | | | | | |
| Self-Billed Inv | voice Options | | | | | |
| Supplier Ban | k Account Options | | | | | |
| Supplier Type | e Options | | | | | |
| HIPAA Inform | nation | | | | | |
| Debit Memo | Options | | | | | |
| Payment Not | tification | | | | | |
| C Enable Email | Payment Advice | Email ID JASON.BEITZEL@USG.EI | DU | | | |
| Enable FG Rei | mittance Advice | Payment Method Selection | | Personaliza | Eind View All 1 | Firet (1) 1-2 of 2 (k) Last |
| | | Payment Method | | 1 ersonalize | T TING T NEW AIT D | |
| | | 1 Automated Clearing House | | | | - + - |
| | | 2 Electronic Funds Transfer | | | | - + - |
| | | | | | | |
| Expand All | Collapse 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 <u>O</u> pt | tions | |
| Pay Cycle FG1 | FG1 - regular Check and EFT | | | |
| Pay From Date 07/22/2014 | Pay Through Date 07/23/2014 | Payment | t Date 07/23/2014 | |
| Use Supplier Pay Group | Include Lost Discount | | Credit Options | _ |
| Process FET/ACH Pre-Note | Process Bank Charges | | Credit Vouchers Do Not Process Credit Vouchers | ~ |
| | | | | - |
| | | | *Date Limit No Date Limit | ~ |
| C Email Daymont Adviso | | | | |
| C Elitali Payment Advice | | 1 | Notification | |
| Philit Email ACH/EFT Advice | | | 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 |]0, |
| | | | Minimum Amount Limits | |
| *Netting Option | Not Applicable | | | |
| *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.

| Favorites Main Menu > Accounts | Payable > Payments > Pay Cycle | Processing | > Payment Selec | tion Criteria $ ightarrow$ Pay | Cycle Manager | | | |
|--|---|------------|-----------------------|--|--|-------------------------------|-------------------------|------------|
| Pay Cycle Manager | ILY PAYMENT RUN | | | | | | | |
| Selection Criteria Approve | | | <u>Trial Register</u> | | Reference Confirmation Draft Staging Approval | | | |
| Pay Cycle Status | | | | | | | | |
| Pay Fi Pay Thro | Status Completed Refres rom Date 01/03/1900 ugh Date 07/24/2014 | sh | | Process Monitor Details Process Process | Server S | Step Name Pavment Selectio | n | |
| Payment Date 07/24/2014 Schedule Payments Selected 0 Summary | | | Details | Process | F | Payment Selectio | on & Creation | |
| | | | | 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 🖾 I 🛅 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 |
| |
| 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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