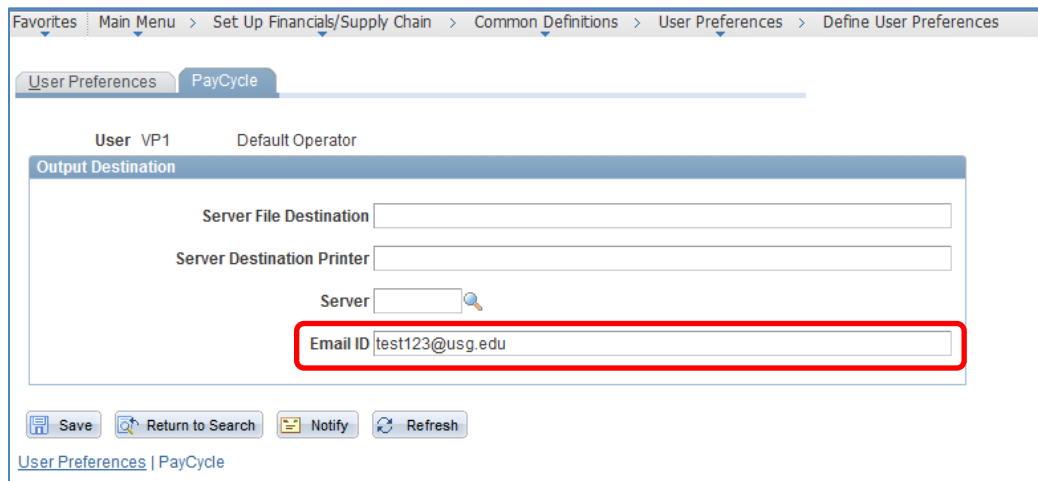# Emailing Payment Advices to Suppliers

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 advices during 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
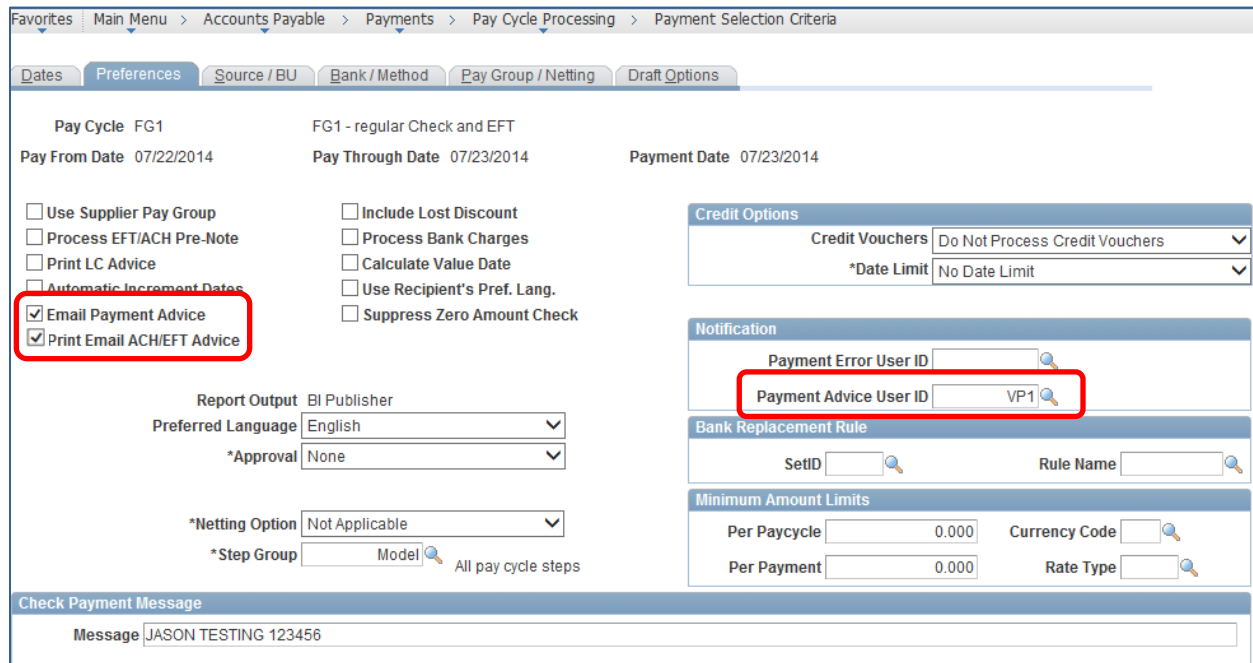4. Enter the email address in the **Email ID** field
5. Click **Save**

Recommendation: Use a generic email address for a team or group (i.e., APSupport@usg.edu) 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**

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.

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 Selection Criteria > Pay Cycle Manager

Pay Cycle Manager

Pay Cycle DAILY   DAILY PAYMENT RUN

Selection Criteria	Approve	Trial Register	Reference Confirmation
			Draft Staging Approval

Pay Cycle Status

Status Completed   [Refresh]
Pay From Date 01/03/1900
Pay Through Date 07/24/2014
Payment Date 07/24/2014
Schedule Payments Selected   0   Summary   Details

Process Monitor

Details

Process	Server	Step Name
Process	☐	Payment Selection
Process	☐	Payment Selection & Creation

Pay Cycle Reset

Server ☐   [Reset]

Pay Cycle Exceptions

Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement
Financial Sanctions Exceptions				

Pay Cycle Results   Personalize | Find | View All | 🔁 🖾   First ◀ 1-2 of 2 ▶ Last

Main Information | Additional Info

Process	Recreate	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process		Email Payment Advice			Completed	PSUNX		
Process	Recreate	Print Checks	USBNK	CHCK	Completed	PSUNX	Web	

[Save]   [Return to Search]   [Notify]

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

Payment Advice Notification

☐ test123@usg.edu
Sent: Tue 9/2/2014 10:44 AM
To: 🟩 Jason Beitzel
✉ Message   📄 SHAREFREEDS1.pdf (23 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.