

## **Email Vendors When Sending Payment via EFT**

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## Setup

Ensure that the facility-specific information (email and address) are entered at the Facility level (Facility Address tab) of the Vendor Dictionary

## Accounts Payable > Dictionaries > Vendor

- BOSTON S	CIENTIFIC				La	ist Edit: 08/16	/19 14:21
	Address General EFT CDS	Facility Addr	Facility Ger	eral Facility 6	EFT.		
Number [5	40011	16					
Block Activit	ty N	Miscell	ance Override aneous	Y			
	Purchasing Address		Albernate	Remittance Add	tress		
Name	BOSTON SCIENTIFIC		Mnemonic	Default	109	9	
Address	BOSTON SCIENTIFIC MAPLE GROVE ONE SCIMED PLACE	1 D 2 11 3	efault )99	Y N	N Y		
City State Zip	MAPLE GROVE MN 55311	Narr	e BOSTO!	N SCIENTIFIC			
Additional Email	1 (763) 494-1700 wshuster@bosscl.com	City	WARE ONE SC	IMED PLACE			
Attention	1 (763) 494-2891	Stat Zip	e PN 55311				
		Ema	akandri	dellippossol.com			
	EFT Notification Email	Alberr	ate Remittance 8 bossci.com	EFT Notification	Email		
						Ŧ	
						Cancel	Save 7 d

• Generate an electronic payment file for a vendor that has an Alternate Remittance Email (or Alternate Remittance EFT Notification Email) address defined.

• On the Process Electronic Payments screen, when an electronic payment appears for a vendor that has a remittance email address defined, the email address appears on the screen.



## Accounts Payable > Process Electronic Payments

Electro	onic Payr	nent - EP624		Facility: 1 Status: 1 Bank: 80	SYSTEM ELECPMT XA			Vendor: H0011 Amount: 2450.00 Date: 04/03/20	
A	lerts ange	Number .	Date	Statu	s Status I	Date	Vendor	Amount	
		erver	44,030	ev buburn	0.003/20	00010	A DUIDHIDHU	2159.00	
SOSTON	RA	amit to IC	Of My	E SCIMED PL PLE GROVE,	Address LACE MN 55311		EFT N ckelley@bossci	otification Email	
Vendor B	Emailed		1	763) 494-17	00			Ŧ	Select
Commer In 4032020	nt woices	Override	Da 04/03	te Balar /20 2500	nce Disco	unt Paym 1.00 2450	ent .00	Remaining 0.00	
Cred	lit Memos	s Override	Date	Balance	Discount	Payment		Remaining	
		Remit To D	verrides						
					ment Repla	ice Void In		Refresh	2.0868

• After selecting one or more electronic payments, clicking the 'Email' option generates an email after Yes has been selected in the "Email EFT Payment Notices?" confirmation message.



				Facility: 51	STER		Vendor:	M0011		
Electronic Payment - EP624				Status: EL	ECPMT		Amount:	Amount: 2450.00		
				Bank: BOA			Date: 0	4/03/20		
1 06 1 3	selected									
~	Alerts	Number 🔺	Date	Status	Status Date	Ven	dor	Amount		
<b>v</b> 0	[ Hange ]	EP624	04/03/20	ELECPHT	04/03/20	BOSTON SCB	ENTIFIC	2450.00		
	R	temit to	C	onfirmati	on.		FT Notification	1 Email		
BOST	ON SCIENTI	FIC	MA	Generation			possci.com	1		
				<li>2 Em</li>	ail EFT Payment	t Notices?			Select	
	or Empled		1.0							
	nent				Yes No					
	Invoices	Override	Date	Balanc	e Discount	Payment	Remai	ning		
040320			04/03/20	2500.0	0 50.00	2450.00		0.00		
Cr	redit Memo	s Override	Date	Balance	Discount Pe	yment	Remainin	ng		
		Ramit To D	verrides							
		Remov	re Selected	Edit Comm	ient Replace	Void Invoices	Email Refresh		2200004	

• A "Y" appears in the Vendor Emailed field indicating an MIS message was sent to the recipients defined in the EFT Notification Email fields.

			Fadility: SYS	TEM		Vendor: M0011		
Electronic Payn	ient - EP624		Status: ELD	CPMT		Amount: 2450.00	0	
IT I Selected			Bank: BOA			Date: 04/03/20		
Alerts	Number 🔺	Date	Status	Status Date	Vendor	Amo	unt	
Range	EP624	04/03/20	ELECPMT	04/03/20	BOSTON SCIENT	TFIC	2450.00	
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Re	mit to		Ad	idrees.		EET Notification Email		
OSTON SCIENTIFI	IC .	ONE 5	CIMED PLACE	E	ckelleyd	ibossel.com	<b>A</b>	
		MAPLI	E GROVE, MN	55311				
		1 (763	3) 494-1700				Ŧ	Select
Vendor Emailed	Y							
Comment								
Invoices	Override	Date	Balance	Discount	Payment	Remaining		
9032020		04/03/20	2500.00	50.00	2450700		0.00	
Credit Hemos	Override	Date	Balance D	iscount Pa	yment	Remaining		
	A Bound To A	- and date						
	· Marrie 10 O							
	Remov	e Selected	Edit Comme	nt Replace V	void Invoices En	nail Refresh		2000-

