



Email Vendors When Sending Payment via EFT

Version Date: September 2021

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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

BOS - BOSTON SCIENTIFIC Last Edit: 08/16/19 14:21

Address | General | EFT | CDS | **Facility Address** | Facility General | Facility EFT

Number: BOS11

* Active: Mnemonic: BOS
Block Activity: N

Remittance Override: Y
Miscellaneous: N

Purchasing Address			
* Name	BOSTON SCIENTIFIC		
Address	BOSTON SCIENTIFIC MAPLE GROVE ONE SCIPED PLACE		
City	MAPLE GROVE		
State	MN		
Zip	55311		
Additional	1 (763) 494-1700		
Email	whuster@bosscl.com		
Fax	1 (763) 494-2891		
Attention			

Alternate Remittance Address			
	Mnemonic	Default	1099
1	Default	Y	N
2	1099	N	Y
3			

Name: BOSTON SCIENTIFIC
Address: ONE SCIPED PLACE
City: MAPLE GROVE
State: MN
Zip: 55311
Additional: 1 (763) 494-1700
Email: skandrick@bosscl.com

EFT Notification Email:

Alternate Remittance EFT Notification Email: ckelley@bosscl.com

Cancel Save

- 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

Electronic Payment - EP624 Facility: SYSTEM Vendor: H0011
Status: ELECPMT Amount: 2450.00
Bank: BOA Date: 04/03/20

Alerts	Number	Date	Status	Status Date	Vendor	Amount
<input type="checkbox"/>	EP624	04/03/20	ELECPMT	04/03/20	BOSTON SCIENTIFIC	2450.00

Remit to: BOSTON SCIENTIFIC Address: ONE SCIMED PLACE, MAPLE GROVE, MN 55311, 1 (763) 494-1700 EFT Notification Email: ckelley@bossci.com

Vendor Emailed: Comment:

Invoices	Override	Date	Balance	Discount	Payment	Remaining
04032020		04/03/20	2500.00	50.00	2450.00	0.00

Credit Memos	Override	Date	Balance	Discount	Payment	Remaining
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Remit To Overrides:

Remove Selected Edit Comment Replace Void Invoices Email Refresh

- 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.



Electronic Payment - EP624 Facility: SYSTEM Vendor: P0011
Status: ELECPT Amount: 2450.00
Bank: BOA Date: 04/03/20

1 of 1 selected

Alerts Range	Number	Date	Status	Status Date	Vendor	Amount
<input checked="" type="checkbox"/>	EP624	04/03/20	ELECPT	04/03/20	BOSTON SCIENTIFIC	2450.00

Remit to: BOSTON SCIENTIFIC Address: ONE SCIMED PLACE, MAPLE GROVE, MN 55311, 1 (763) 494-1700 EFT Notification Email: ckelley@bosscl.com

Vendor Emailed: Comment:

Invoices	Override	Date	Balance	Discount	Payment	Remaining
04032020		04/03/20	2500.00	50.00	2450.00	0.00

Remit To Overrides

Remove Selected Edit Comment Replace Void Invoices **Email** Refresh

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

Electronic Payment - EP624 Facility: SYSTEM Vendor: P0011
Status: ELECPT Amount: 2450.00
Bank: BOA Date: 04/03/20

1 of 1 selected

Alerts Range	Number	Date	Status	Status Date	Vendor	Amount
<input checked="" type="checkbox"/>	EP624	04/03/20	ELECPT	04/03/20	BOSTON SCIENTIFIC	2450.00

Remit to: BOSTON SCIENTIFIC Address: ONE SCIMED PLACE, MAPLE GROVE, MN 55311, 1 (763) 494-1700 EFT Notification Email: ckelley@bosscl.com

Vendor Emailed: Comment:

Invoices	Override	Date	Balance	Discount	Payment	Remaining
04032020		04/03/20	2500.00	50.00	2450.00	0.00

Remit To Overrides

Remove Selected Edit Comment Replace Void Invoices **Email** Refresh

