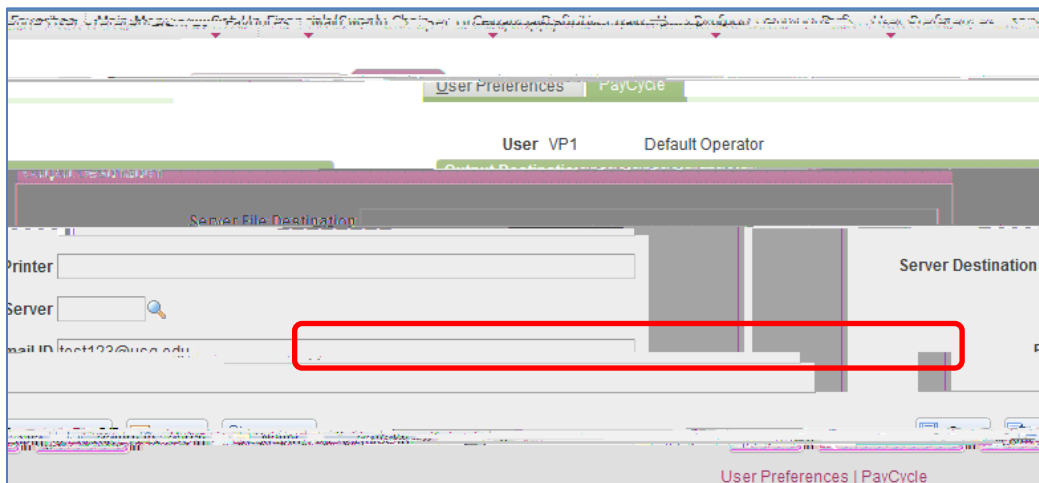


In PSFIN v9.2, you now have the ability to email payment advices to Suppliers who are paid via ACH and EFT. This job aid, details how to set up set up your email address for use in emailing payment advices, how to enable email payment advice notification for a supplier, and how to enable email payment 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: > > >
2. On the [redacted] tab, enter the [redacted] of the person who will be processing ACH and EFT pay cycles
3. In the [redacted] panel, select the [redacted] link
4. Enter the email address in the [redacted] field
5. Click



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



