

Triumph – Creditors

Did you know you can set your suppliers/creditors up to receive their remittances automatically via email?

Go to C – F – A (Creditors – File Maintenance & Enquiry – Creditor Account Maintenance



Select the Creditor/Supplier you wish to set up to receive their remittance via email. Make sure they have a person set up under the contact tab with an email address and a tick in the Account box.

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Go to the Business Forms Tab and select either Remittance Advice (manual payment) OR Remittance Advice (auto payment) you can set up both to be done by email.

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Once you have selected you need to press Add

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The default setting would be showing a tick in the print box. Please put a tick in the email box so it looks like the below screen shot.



Then you need to click on the Contact Header and the below screen will come up

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This will list all the people you have on this supplier / creditor. Highlight the person you wish to receive the remittance advice via email and press OK.

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Note: That if you tick the accounts box under the contacts tab then by default it goes to that person and you don't need to select that person specifically - You only need to click into contacts if you want someone different



You screen will then look like this.

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You can now commence using the email function when you do either a manual payment run or via the automatic payment run methods.

If you have any questions please contact our support desk either via telephone 9470 9922 or via email <u>support@caman.com.au</u>