

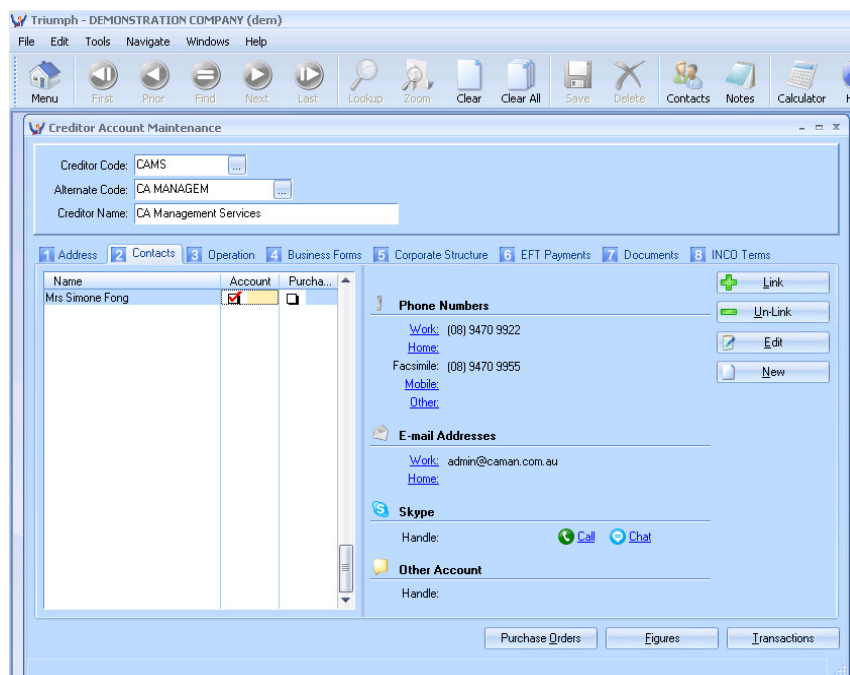
Triumph – Creditors

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

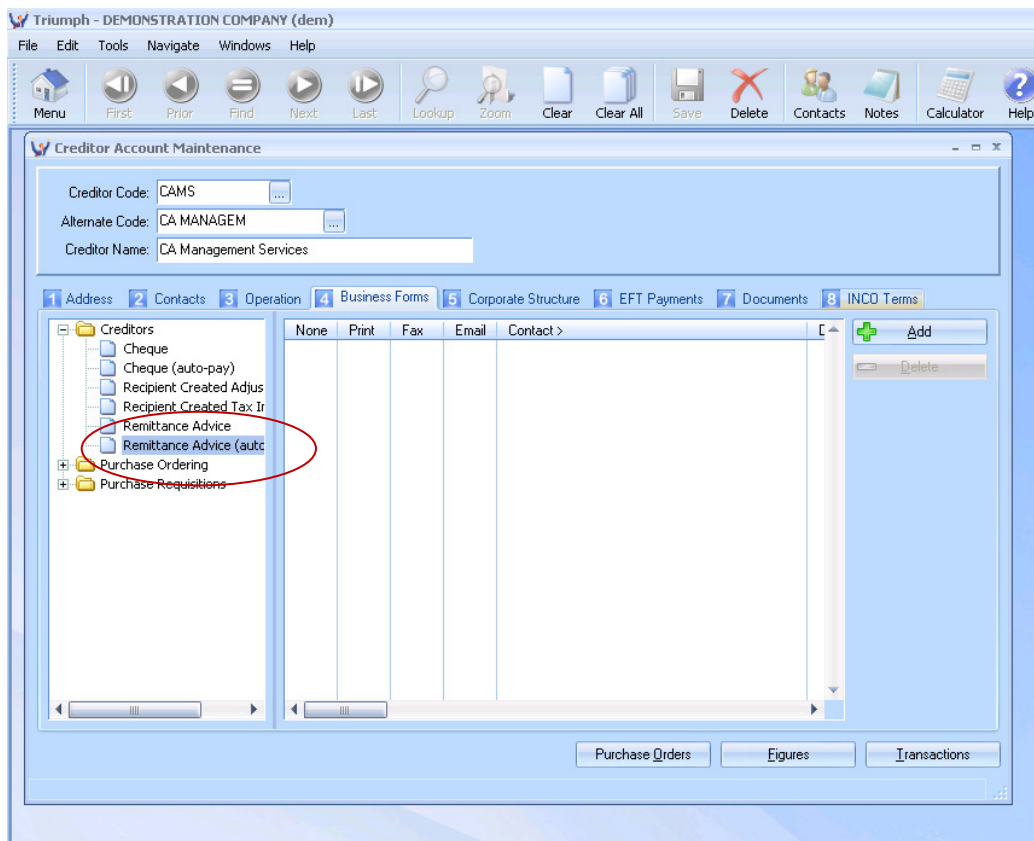
Go to C – F – A (Creditors – File Maintenance & Enquiry – Creditor Account Maintenance)



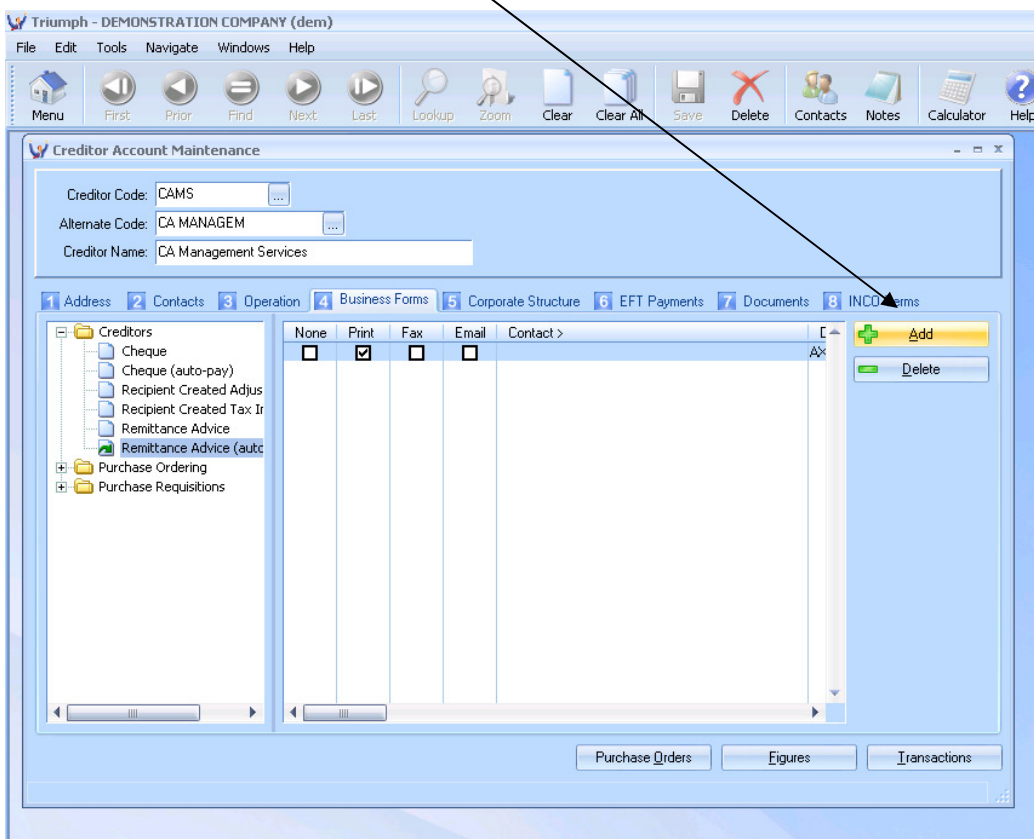
Select the Creditor/Supplier you wish to set up to receive their remittance via email. Make sure they have a person set up under the contact tab with an email address and a tick in the Account box.



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.

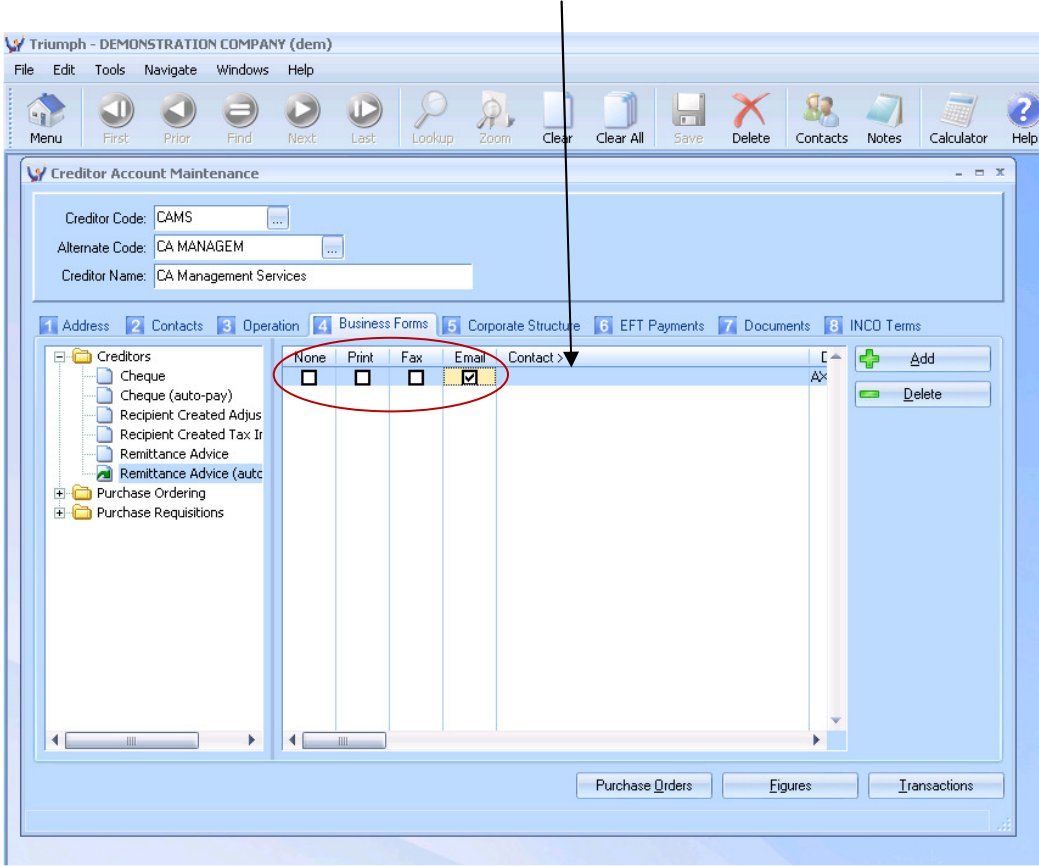


Once you have selected you need to press Add

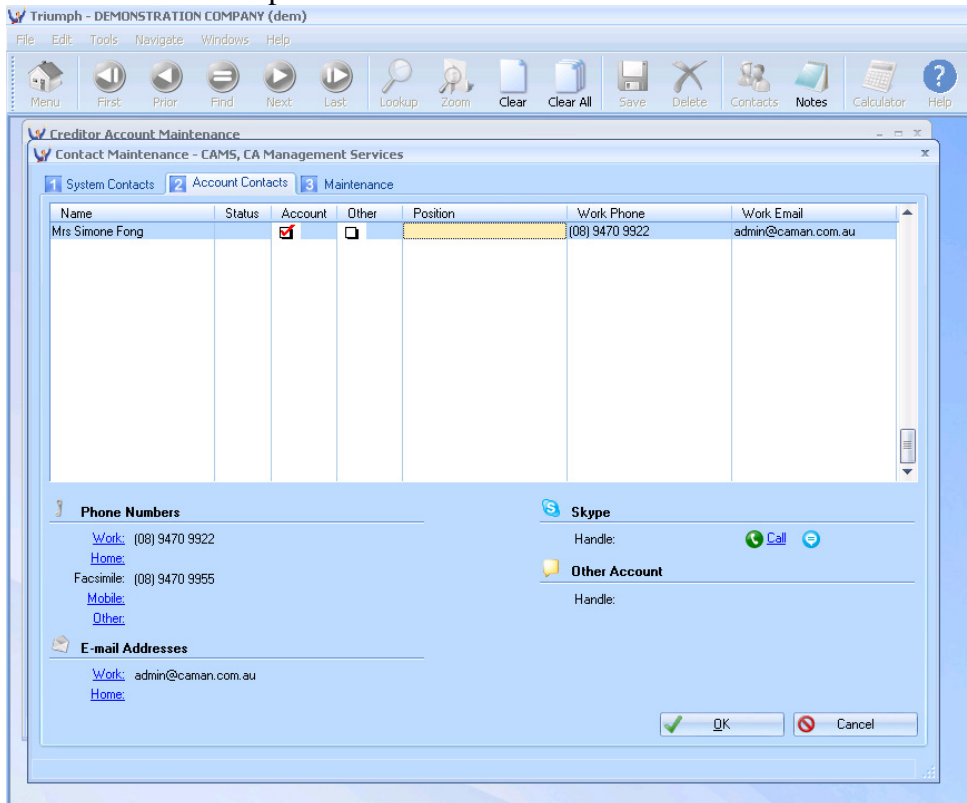


The default setting would be showing a tick in the print box. Please put a tick in the email box so it looks like the below screen shot.

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

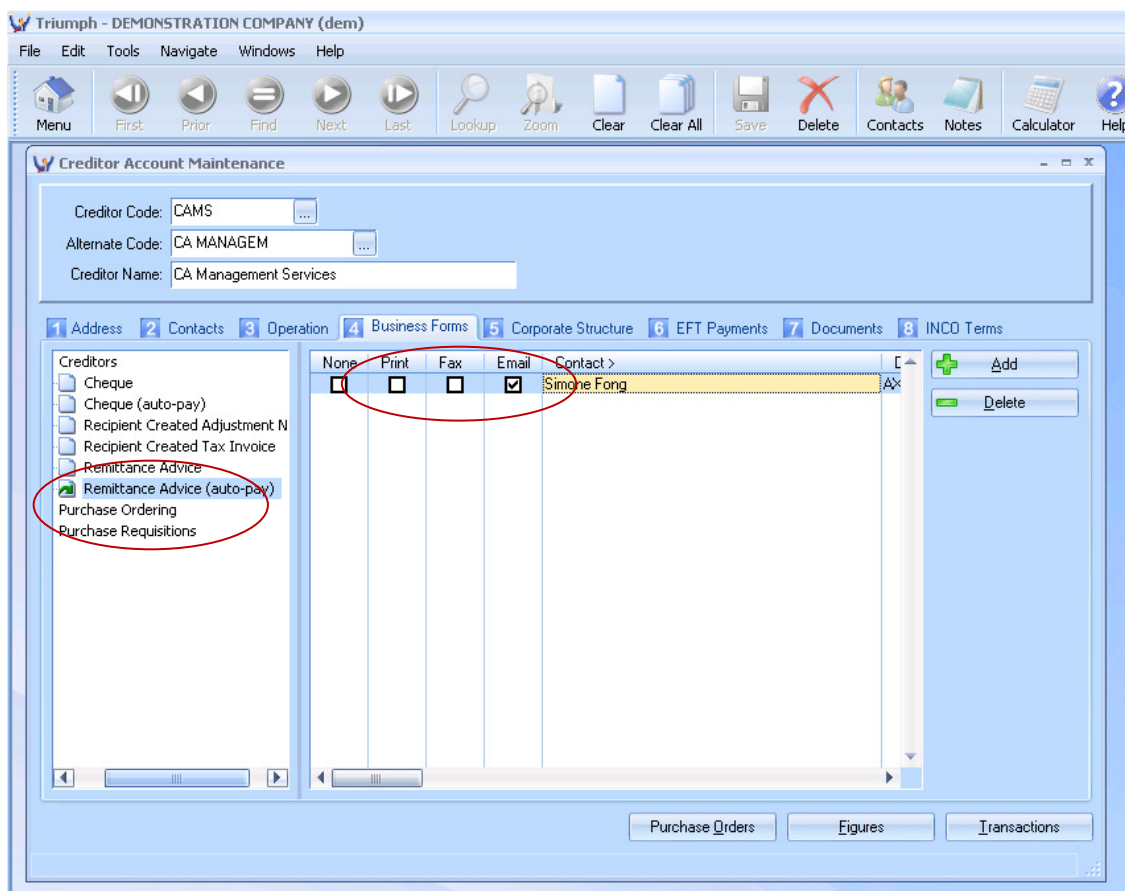


This will list all the people you have on this supplier / creditor. Highlight the person you wish to receive the remittance advice via email and press OK.



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.



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 support@caman.com.au