Email Remittance Slips (Payment Vouchers)

Last updated: April 25, 2023

Navigation path:
Electronic Payments > Other

The screen “Email Remittance Slips” allows the user to select an output file. A list of bill payments associated with the output file is displayed on a sub-list. On click of the button “Email”, a remittance email with payment voucher attached as PDF is sent to the payee of each bill payment listed on the output file that has been marked for selection.

The email is sent to the main email address held on the vendor record. A copy of the remittance email is sent to the email address recorded in the field, “Email Cc” on the Bank Account Setup record.

A copy of the remittance email is attached to the Messages sub-tab of the bill payment. A checkbox on the bill payment indicates if a remittance has been sent. If this box is checked, the bill payment will not be listed on the sub-list of bill payments on the “Email Remittance Slips” page. In addition, this checkbox is editable allowing resending of the email remittance.