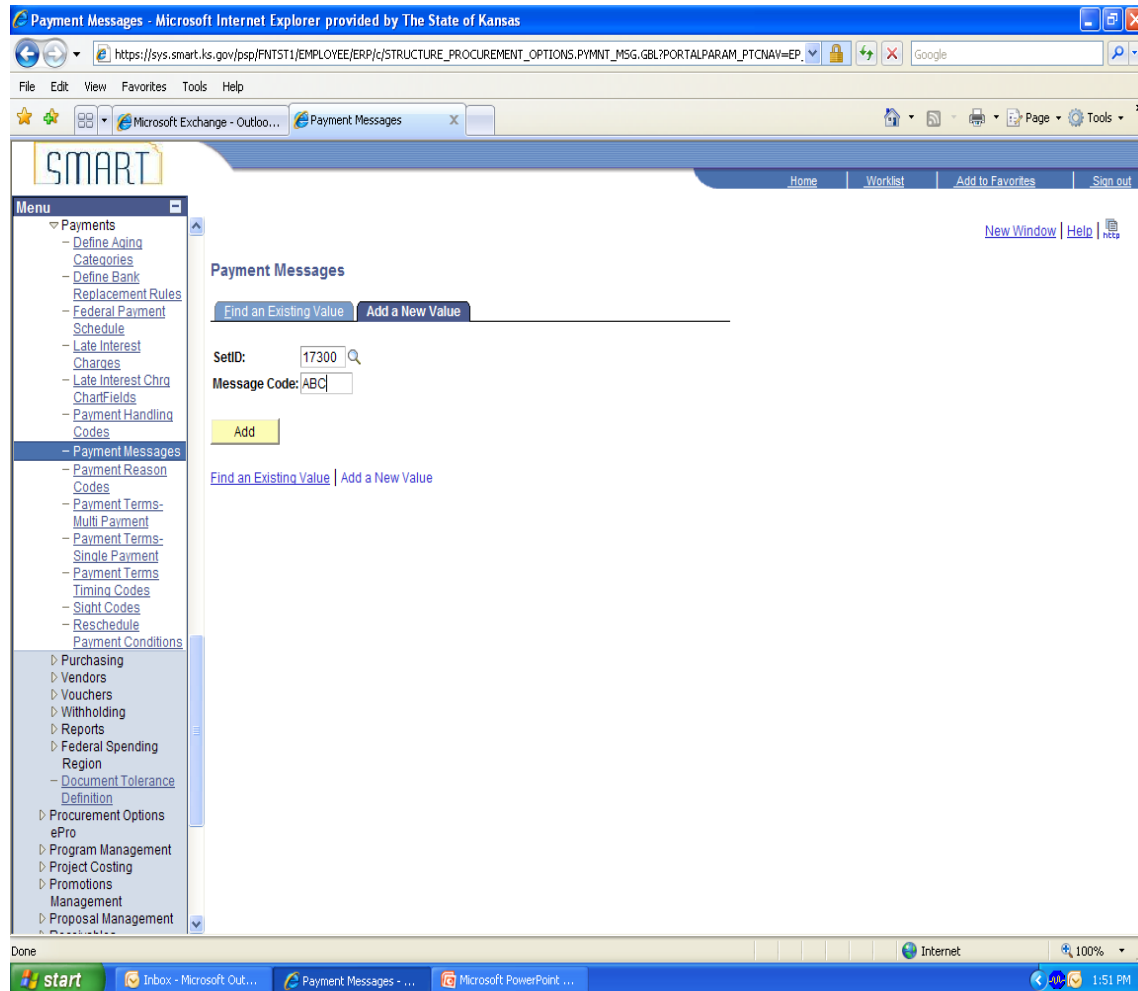


Enter New Payment Message

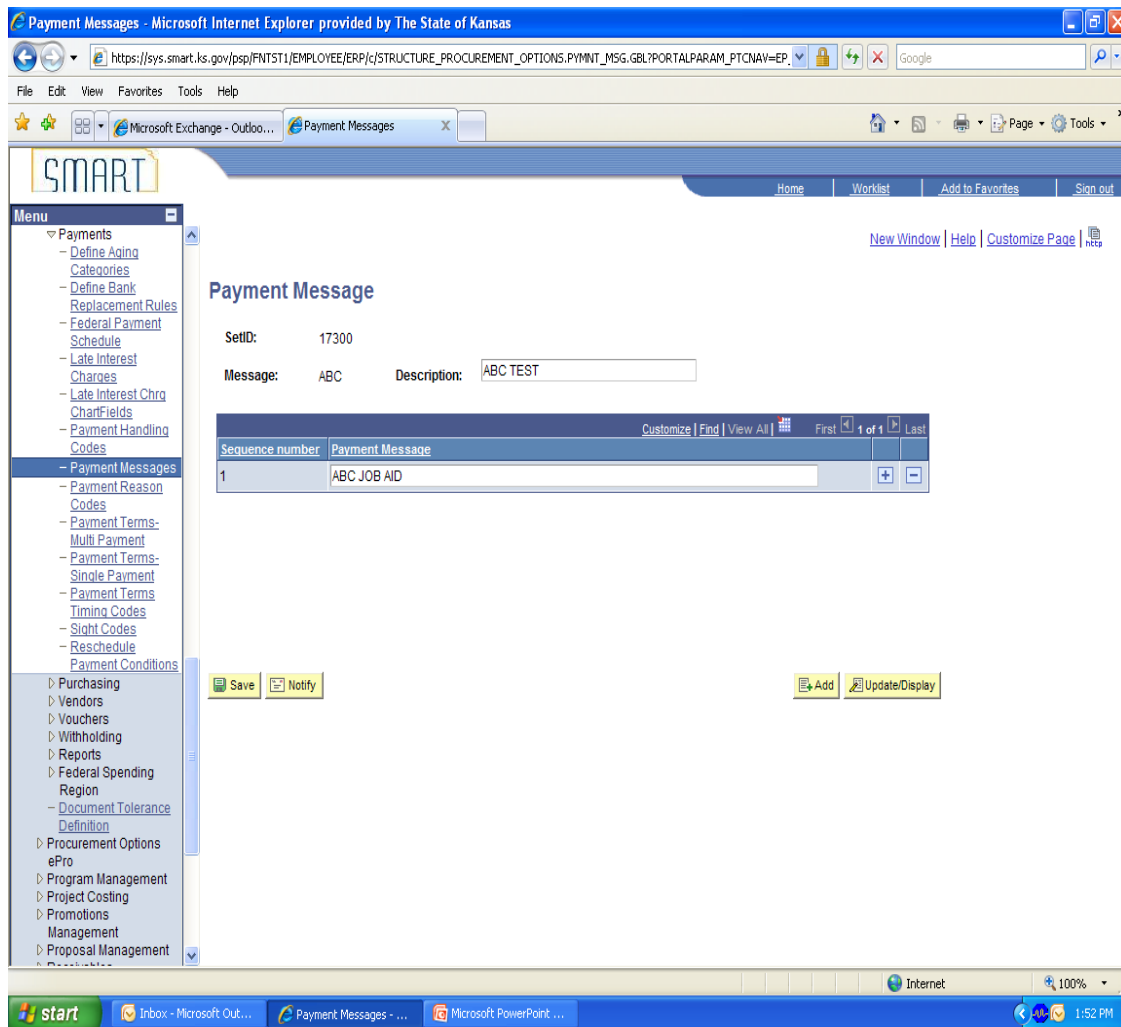
Navigation – Set Up Financials/Supply Chain > Product Related > Procurement Options > Payments > Payment Messages

1. Enter agency Business Unit at SetID.
2. Enter the code for the message that agency will use in Message Code.
3. Click 'Add'.



Enter New Payment Message

4. Enter Description.
5. Enter the Payment Message.
6. If more lines are needed, click '+’.
7. Click ‘Save’.



Payment Message

SetID: 17300
 Message: ABC Description: ABC TEST

Sequence number	Payment Message
1	ABC JOB AID

Buttons: Save, Notify, Add, Update/Display

Maintain Payment Message

Navigation – Set Up Financials/Supply Chain > Product Related > Procurement Options > Payments > Payment Messages

1. Enter agency Business Unit at SetID.
2. Enter the Message Code and click 'Search'. A list of the agency message codes will appear if Message Code is not entered and just click the 'Search' button.
3. Click on the Message Code that needs changed.



Maintain Payment Message

4. Change the Payment Message.
5. Click 'Save'.