Working with Remittance Advice

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This guide discusses aACE's remittance advice features. It is intended for system administrators.

Remittance advice is sent when you contact a vendor to let them know that an invoice payment is made. Remittance advice is often a frustration point for businesses. Vendors tend to apply payments to whichever outstanding invoices they have in their system, but it's important to you that they apply it to the right invoices. Additionally, emailing the remittance advice prior to mailing the check would allow vendors to correct any issues beforehand (e.g. wrong mailing address).

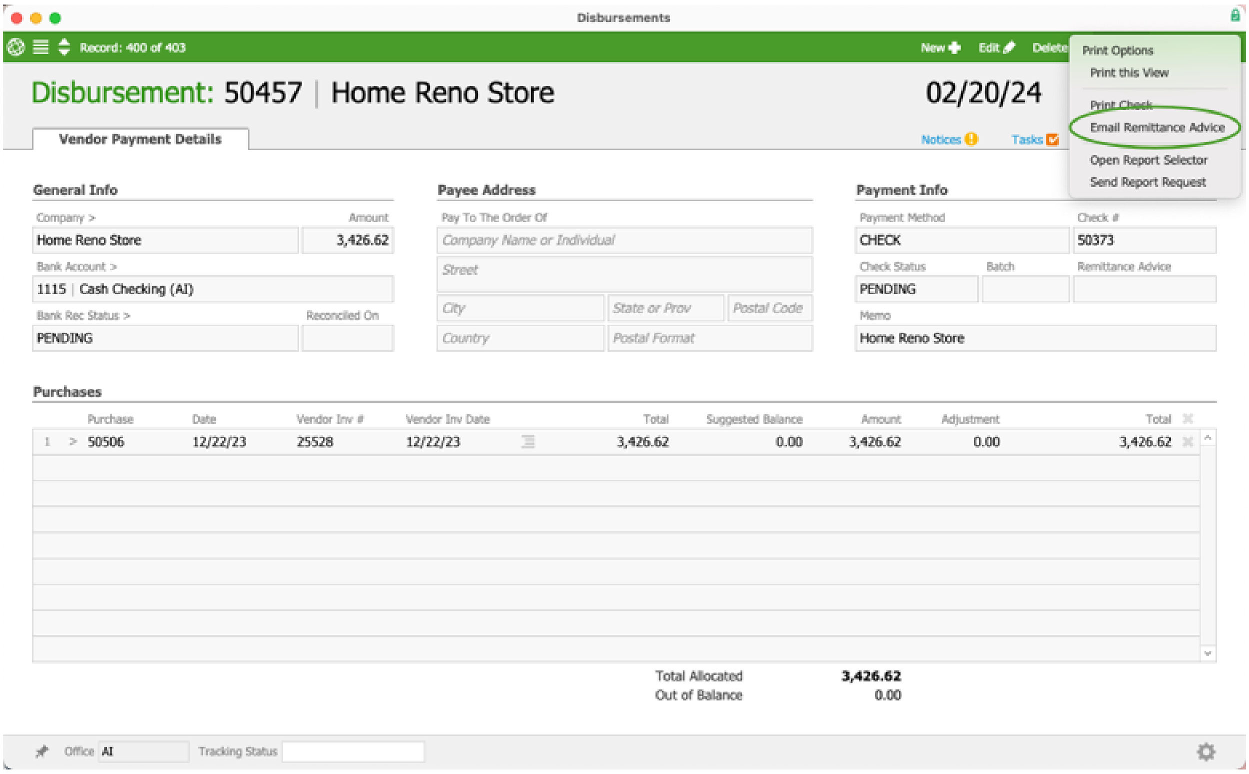
aACE offers useful remittance advice features, including manually sending remittance advice, semi-automating the process, or fully automating it.

Manual Remittance Advice

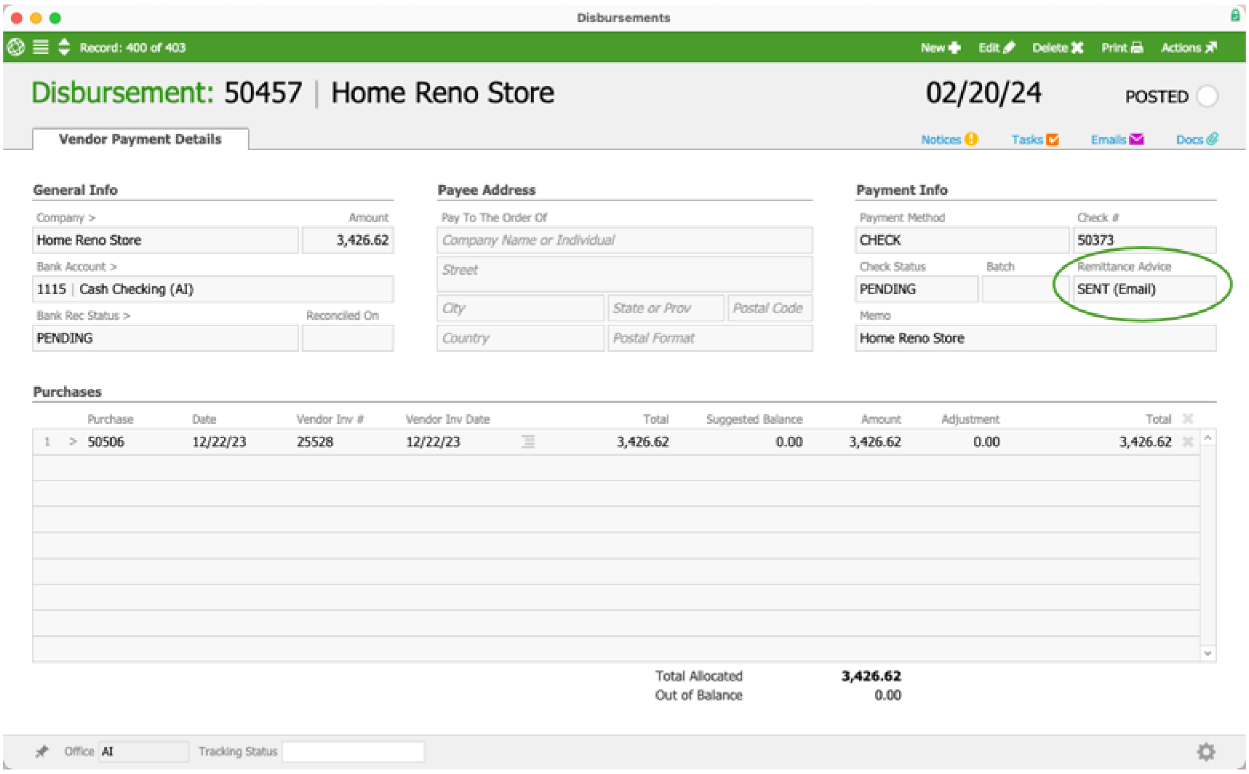
You can manually send remittance advice using two methods: individual disbursements and a list of disbursements.

Sending a Single Disbursement

To send remittance advice for a single disbursement, navigate to the desired disbursement (Main Menu > Accts Payable > Disbursements). At the disbursement's detail view, click Print > Email Remittance Advice.

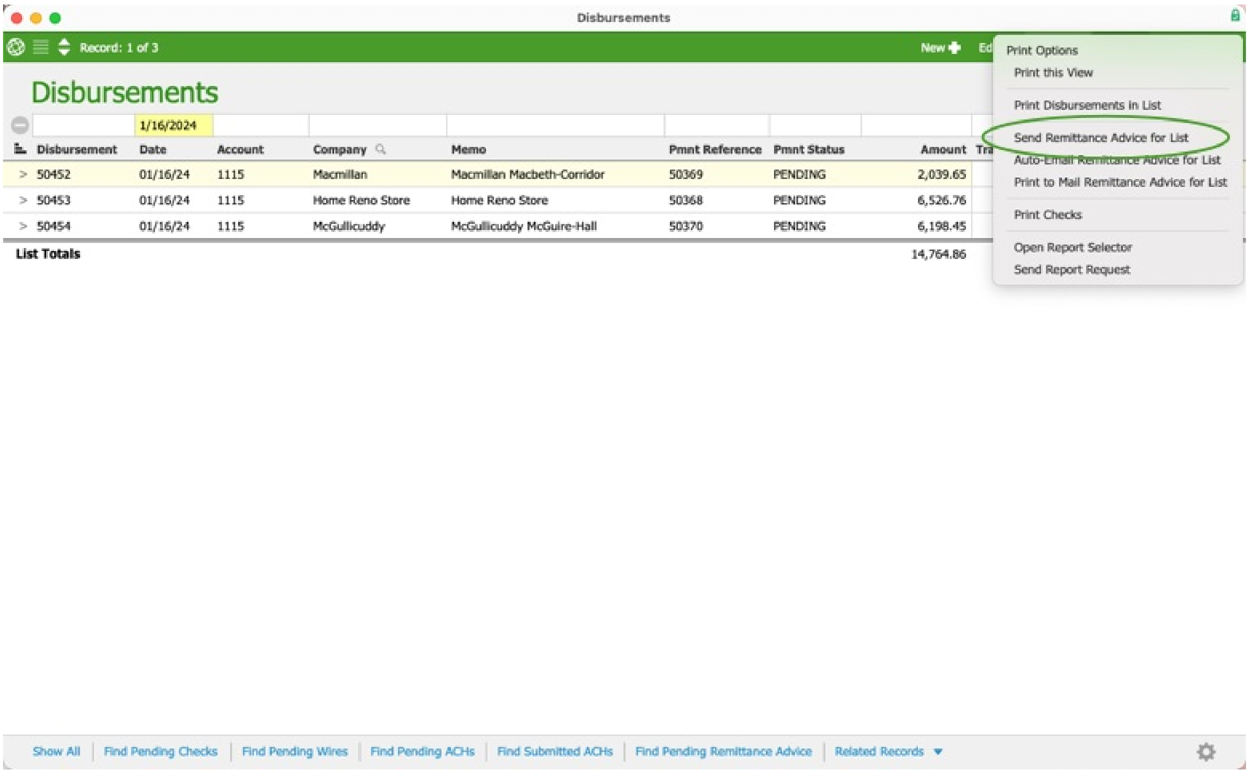


When you email remittance advice, aACE updates the Remittance Advice field on the disbursement to SENT (Email).



Sending Multiple Disbursements

You can send remittance advice for multiple disbursements in a list. Navigate to the list view of the Disbursement's module (Main Menu > Accts Payable > Disbursements). In the header bar, click Print > Send Remittance Advice for List.



Disbursements can only be emailed in a list if the related company record includes a valid email address on the Vendor Details tab. When you email remittance advice, aACE updates the Remittance Advice field on the disbursement to SENT (Email).

Automated Remittance Advice

aACE offers preferences to automate your remittance advice processes.

Automated Remittance Advice Process in aACE

Each night, aACE's remittance advice process will find all disbursements that meet the following requirements:

- The remittance advice status of a disbursement is PENDING.
  Note: This status differs from the record status (https://aace6.knowledgeowl.com/help/overview-of-record-status-levels). Remittance advice status is found in the Payment Info section.
- The related company's A/R Send Docs Via field in the Vendor Details tab is set to "Email".

- The related company has a valid A/R email address in the Vendor Details tab.

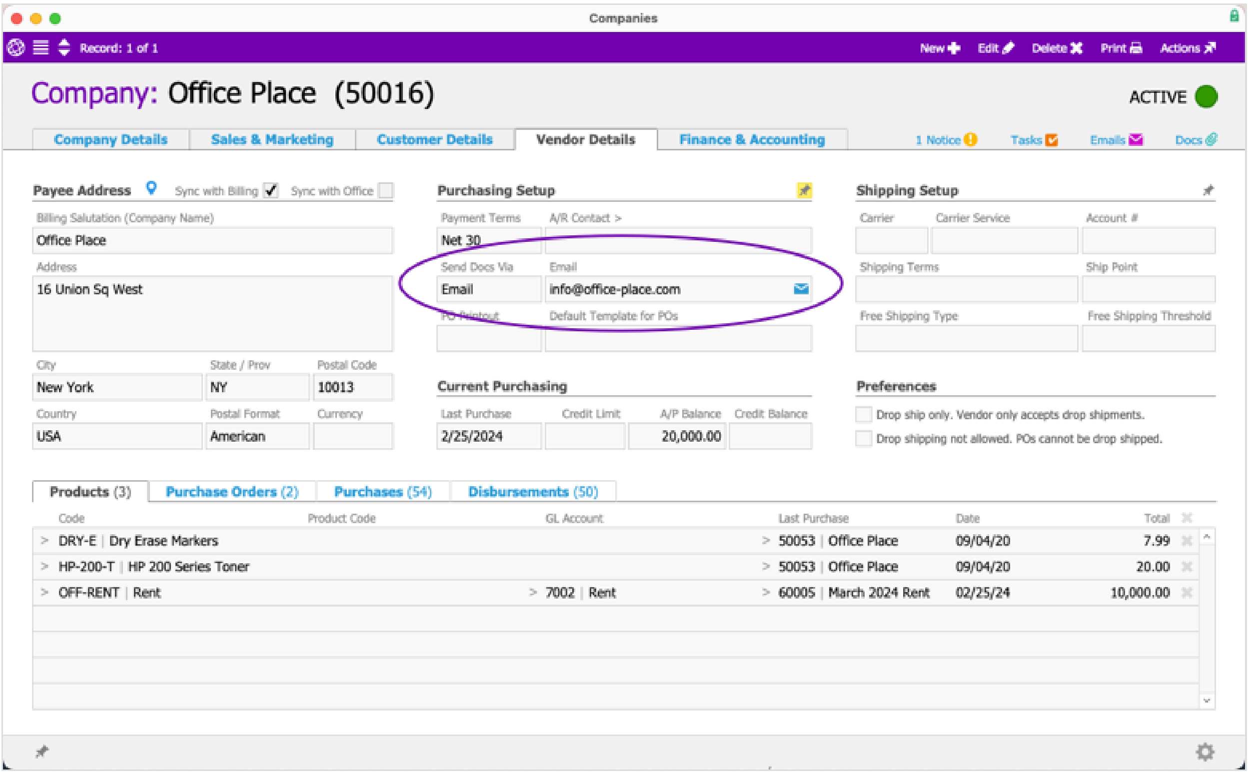
After the process collects these disbursements, it emails the PDFs to their respective email addresses. The remittance advice status for the sent disbursements is then updated to SENT (Email).

Because the remittance advice process runs after hours rather than at the time of posting, you don't need to worry about potential mistakes that may occur throughout the day. For example, if a team member posts a disbursement with an error on it, there is time to intercept the remittance advice before the process runs that night.

For vendors who may need special handling, remittance advice can still be run manually. Upon doing this, the remittance advice status will be updated to Sent and will not be included in that night’s batch.

Enabling aACE Automated Remittance Advice

Once you choose to move forward with enabling automated remittance advice, you will need to set up your vendors. You can choose just a few vendors or set them all up at once. For a vendor to qualify for automated remittance advice, their company record must have an email in the Vendor Details tab Email field, and the Send Docs Via field must be set to "Email."

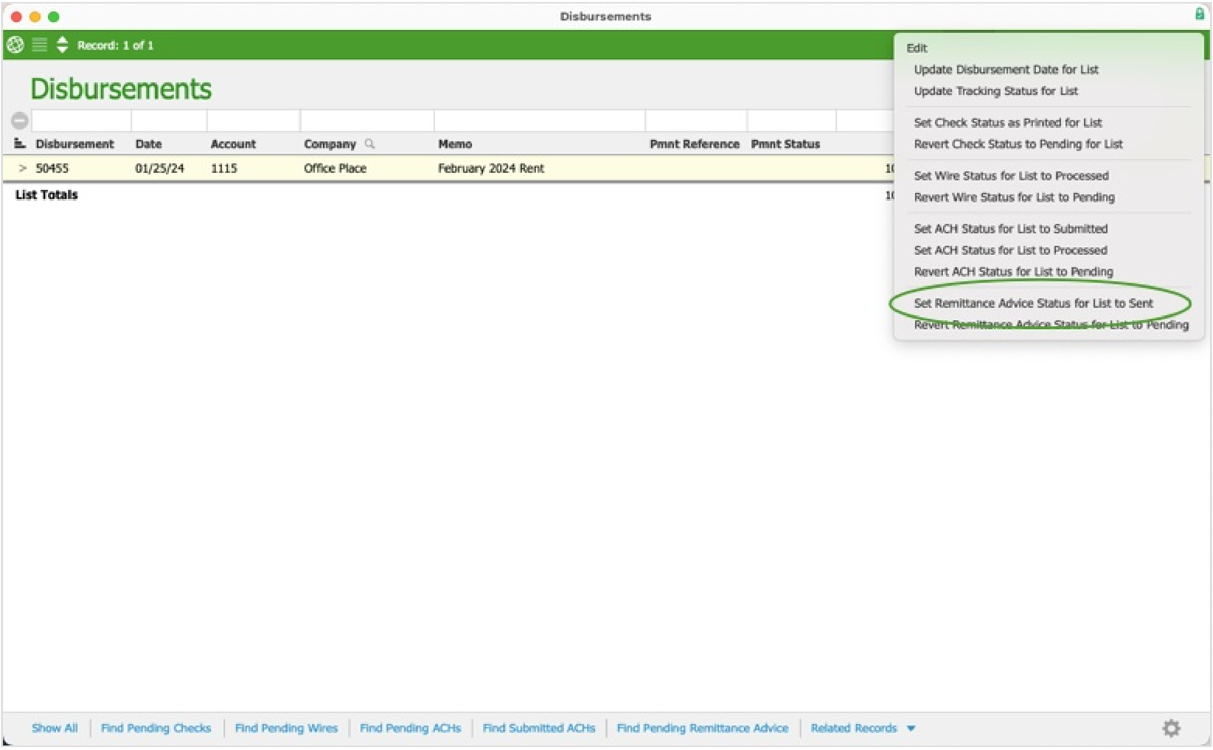


You also need to configure the remittance advice [email template](https://aace6.knowledgeowl.com/help/working-with-email-template-preferences) (https://aace6.knowledgeowl.com/help/working-with-email-template-preferences) with a "from" email address (e.g. ap@yourdomain.com). Complete the following steps:

1. Navigate from **Main Menu** > **System Admin** > **Email Integration** > **Email Templates**.
2. Find the Remittance Advice email template.
3. Include a "from" email address (e.g. ap@yourdomain.com) in the designated field.
4. You may also modify other details on the email template, such as the "subject" and "body".

Once you have configured a "from" email address, you can prevent aACE from auto-sending remittance advice for old disbursements.

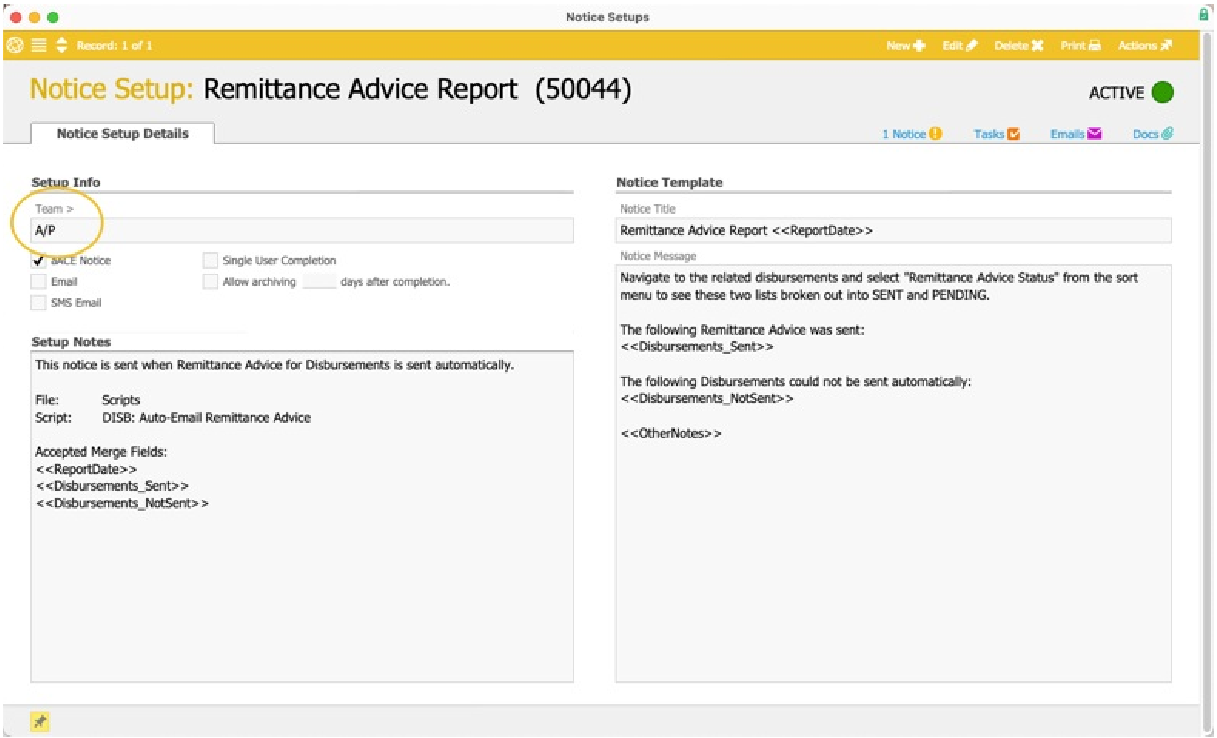
1. Navigate from **Main Menu** > **Accts Payable** > **Disbursements**.
2. In the Quick Search links at the bottom of the module, click **Find Pending Remittance Advice**.
3. Navigate to **Edit** > **Set Remittance Advice for List to Sent**.
   Enabling this setting will prevent the automated remittance advice process from sending remittance advice on old disbursements.
   Note: You can also select Revert Remittance Advice Status for List to Pending if a Sent disbursement needs to be changed back to Pending.



Internal Notices for Automated Remittance Advice

After the email template is configured, you can configure the notice setup that will notify specific team members of any remittance advice that was sent and which could not be sent automatically:

1. Navigate from **Main Menu** > **System Admin** > **Notice Setups** > **Remittance Advice Report**.
2. In the module header bar, click **Edit**.
3. In the Setup Info section, specify the team who needs to receive these notices in the Team field.



4. Click **Save**.