

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](https://aace6.knowledgeowl.com/help/automating-remittance-advice) (<https://aace6.knowledgeowl.com/help/automating-remittance-advice>).

Manual Remittance Advice

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

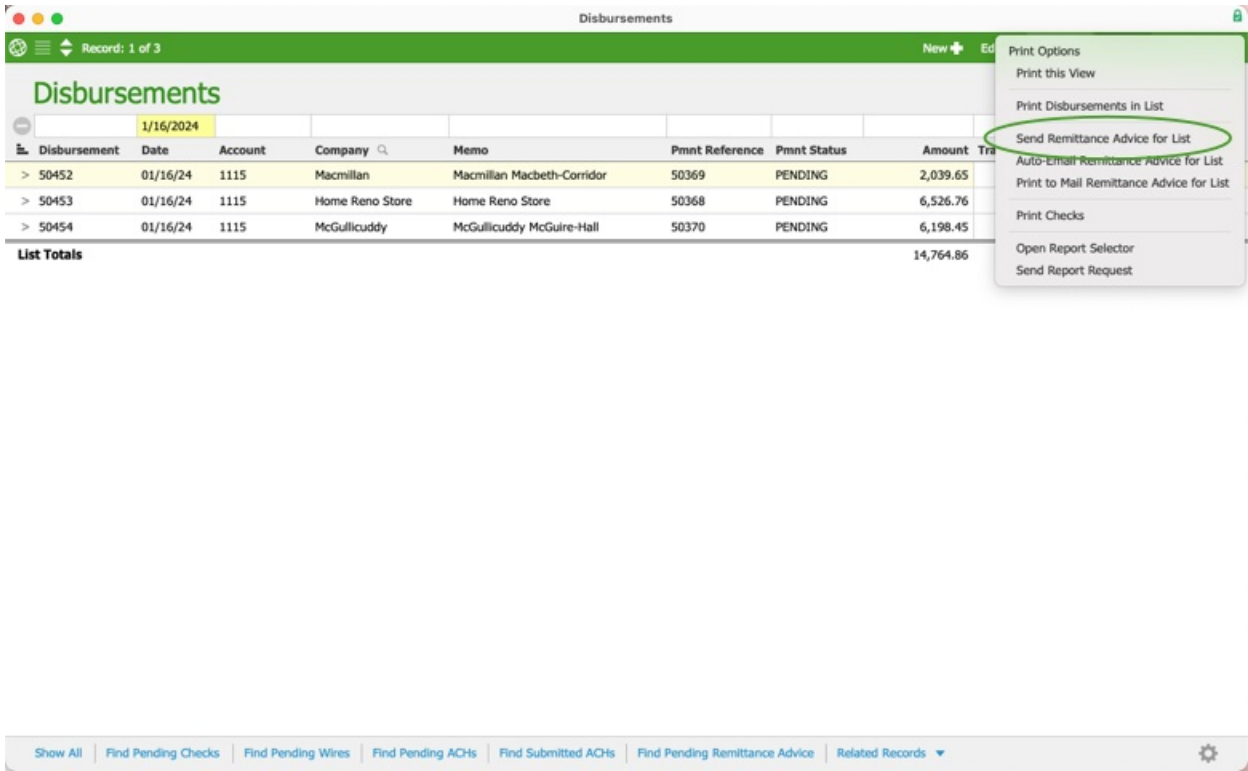
Sending a Single Disbursement

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. This will generate an email in your email client for you to review and send.

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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).

When sending emails for a list, emails are sent via the email integration, so your email client will not open. Emails will be sent behind the scenes.

Automated Remittance Advice

aACE offers preferences to [automate your remittance advice processes](#)

(<https://aace6.knowledgeowl.com/help/automating-remittance-advice>).