

Working with Remittance Advice

Last Modified on 12/10/2024 9:55 am EST

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.

Disbursement: 50457 | Home Reno Store 02/20/24

Record: 400 of 403 New Edit Delete

Vendor Payment Details Notices Tasks

General Info

Company > **Home Reno Store** Amount **3,426.62**

Bank Account > **1115 | Cash Checking (AI)**

Bank Rec Status > **PENDING** Reconciled On

Payee Address

Pay To The Order Of

Company Name or Individual

Street

City State or Prov Postal Code

Country Postal Format

Payment Info

Payment Method **CHECK** Check # **50373**

Check Status **PENDING** Batch Remittance Advice

Memo **Home Reno Store**

Purchase	Date	Vendor Inv #	Vendor Inv Date	Total	Suggested Balance	Amount	Adjustment	Total
1 > 50506	12/22/23	25528	12/22/23	3,426.62	0.00	3,426.62	0.00	3,426.62
Total Allocated						3,426.62		
Out of Balance						0.00		

Office AI Tracking Status

When you generate an email for remittance advice, aACE updates the Remittance Advice field on the disbursement to SENT (Email). If the email is subsequently not sent, either deleted or held in drafts, this field will not revert. Once the email is generated, aACE assumes it was sent. You may revert this field manually back to "Pending" via the Action menu.

Disbursement: 50457 | Home Reno Store 02/20/24 POSTED

Record: 400 of 403 New Edit Delete Print Actions

Vendor Payment Details Notices Tasks Emails Docs

General Info

Company > **Home Reno Store** Amount **3,426.62**

Bank Account > **1115 | Cash Checking (AI)**

Bank Rec Status > **PENDING** Reconciled On

Payee Address

Pay To The Order Of

Company Name or Individual

Street

City State or Prov Postal Code

Country Postal Format

Payment Info

Payment Method **CHECK** Check # **50373**

Check Status **PENDING** Batch **SENT (Email)** Remittance Advice

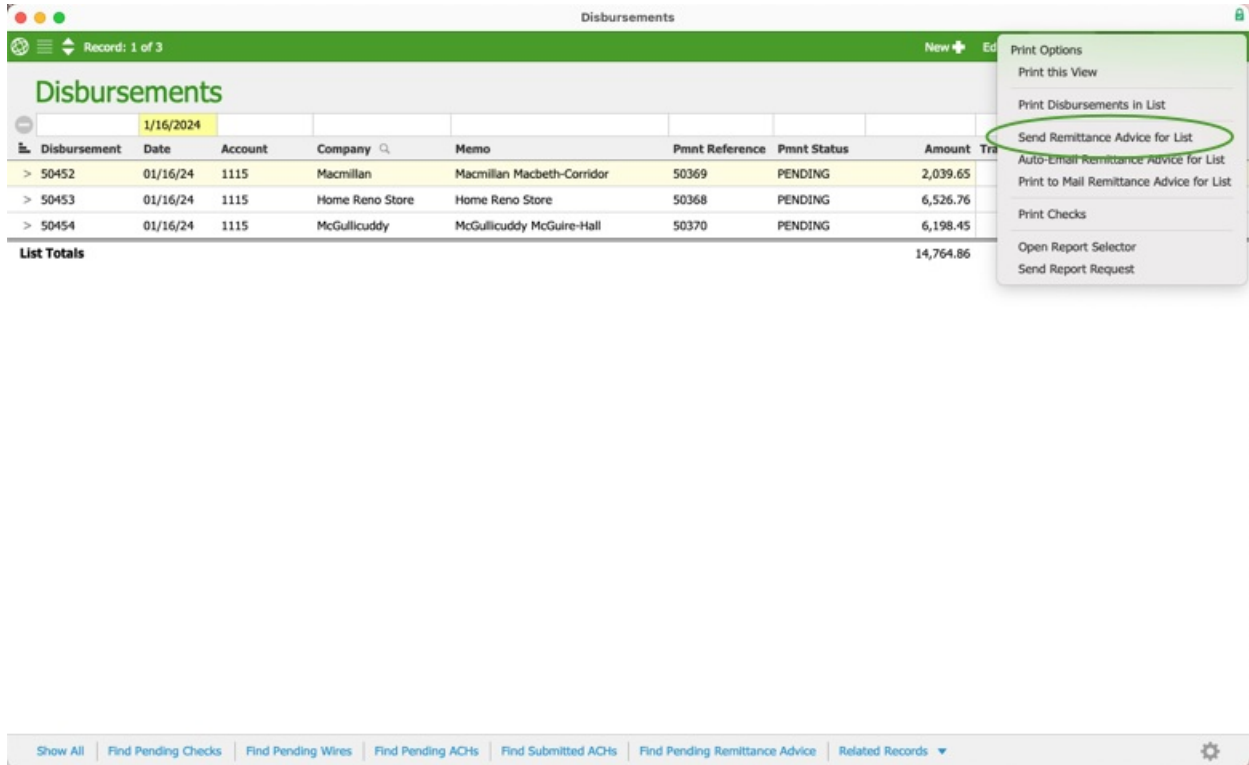
Memo **Home Reno Store**

Purchase	Date	Vendor Inv #	Vendor Inv Date	Total	Suggested Balance	Amount	Adjustment	Total
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Total Allocated						3,426.62		
Out of Balance						0.00		

Office AI Tracking Status

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.