Working with Remittance Advice

Last Modified on 07/07/2026 3:02 pm EDT

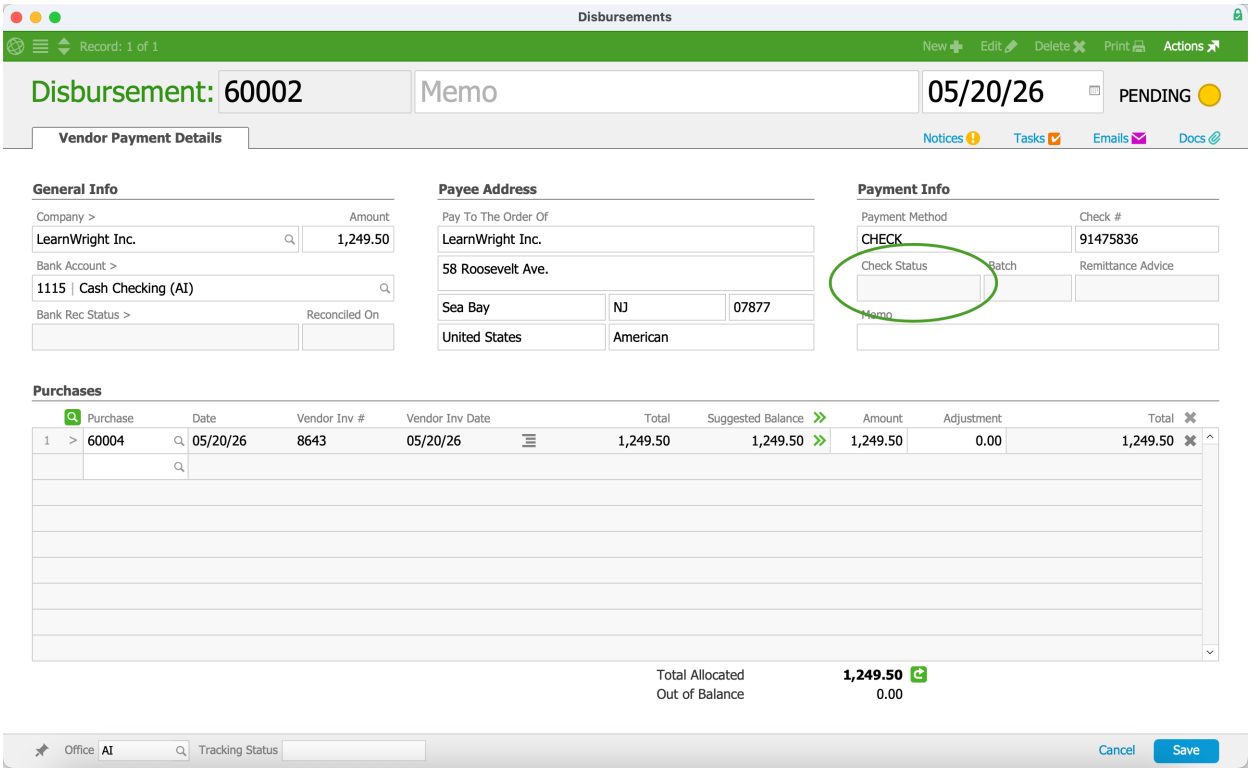
This guide discusses aACE remittance advice features. It is intended for general users.

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).

Understanding the Payment Status Field Logic

The Payment Status field will automatically populate based on the payment method and status of the processing payment. For example, the Payment Status field is titled Check Status for check payment disbursements.

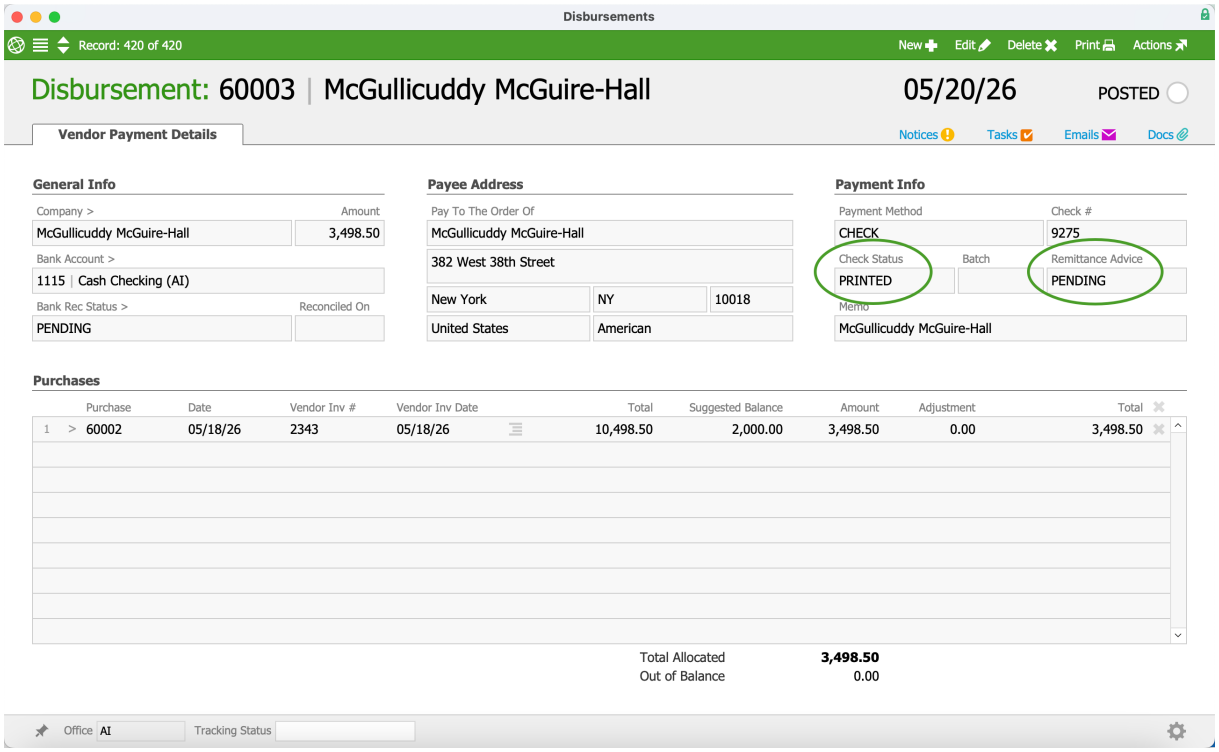


The Remittance Advice field for each payment type is updated at different stages:

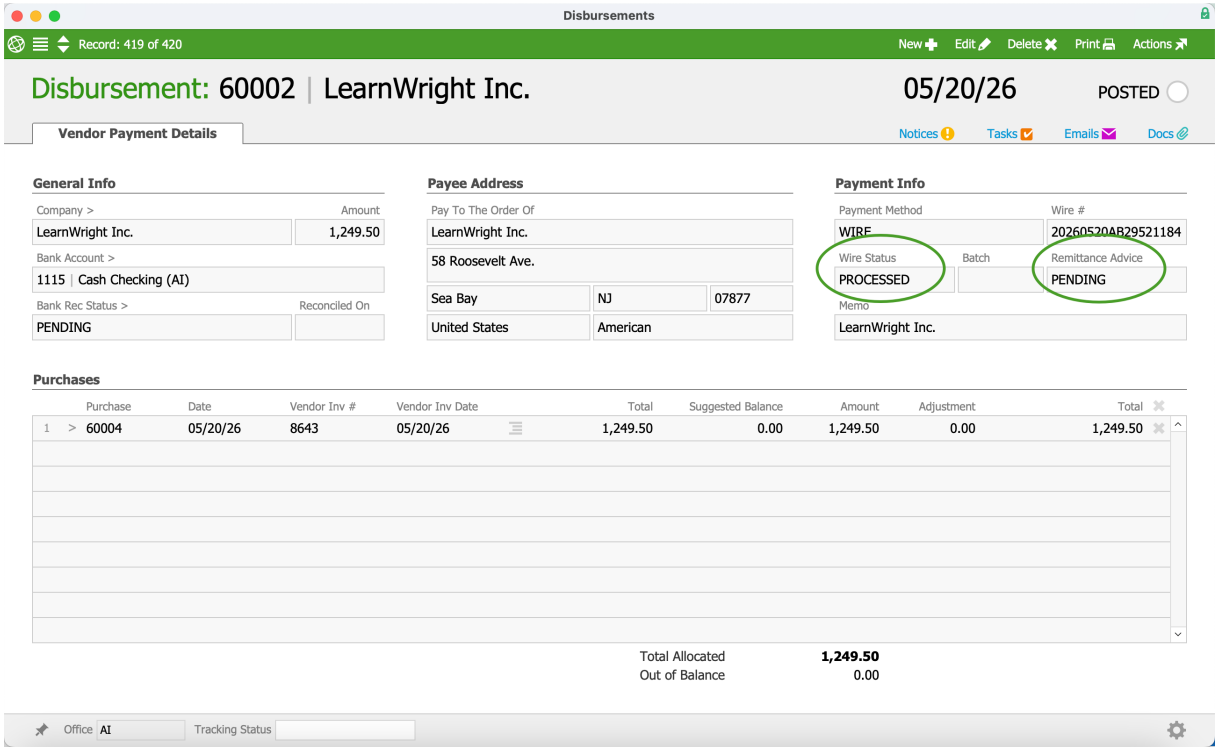
- CASH and CREDIT CARD disbursements — When the disbursement record status is POSTED



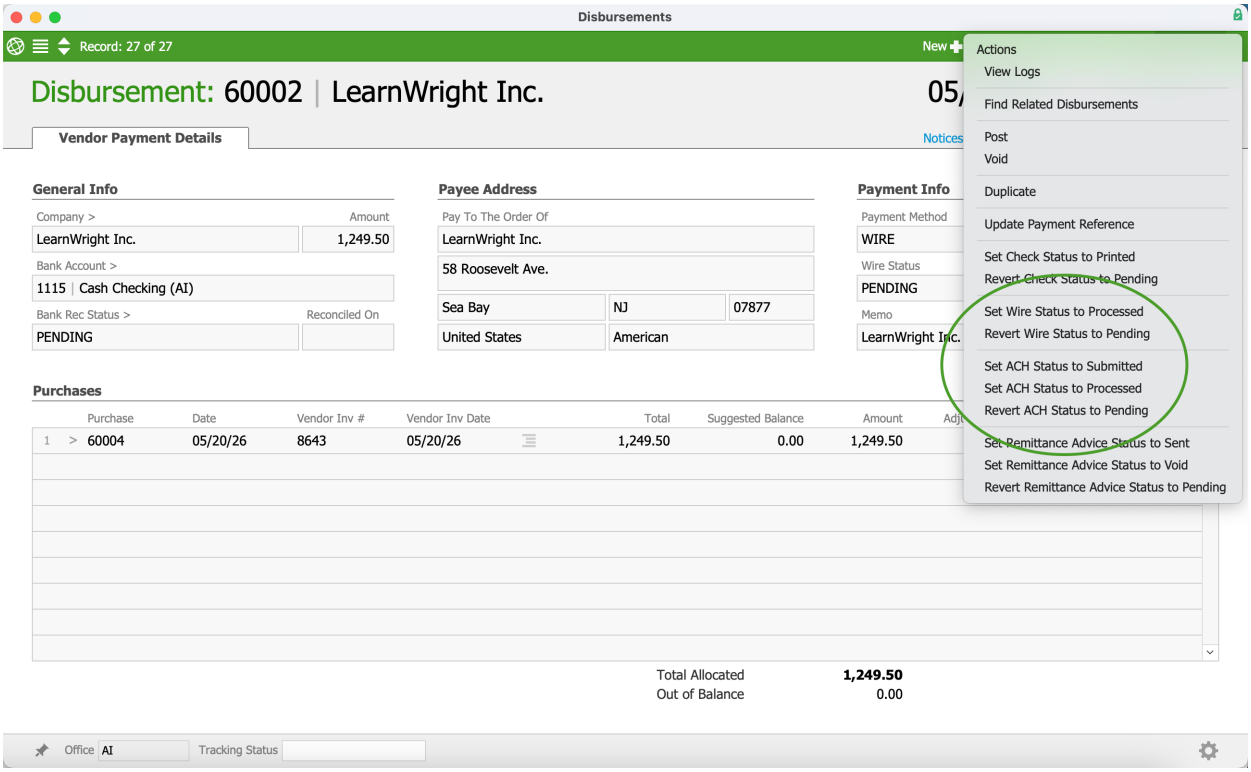
- CHECK disbursements — When the Check Status field is PRINTED using Print > Print Check



- WIRE and ACH disbursements — When the Wire Status or ACH Status field is PROCESSED



If disbursements are recorded after they have been processed or with the actual wire or ACH transaction occurring outside of your aACE system, you must manually update the Payment Status field to trigger the automated remittance advice process. You can manually set the payment status by selecting Actions > the appropriate wire or ACH status action.

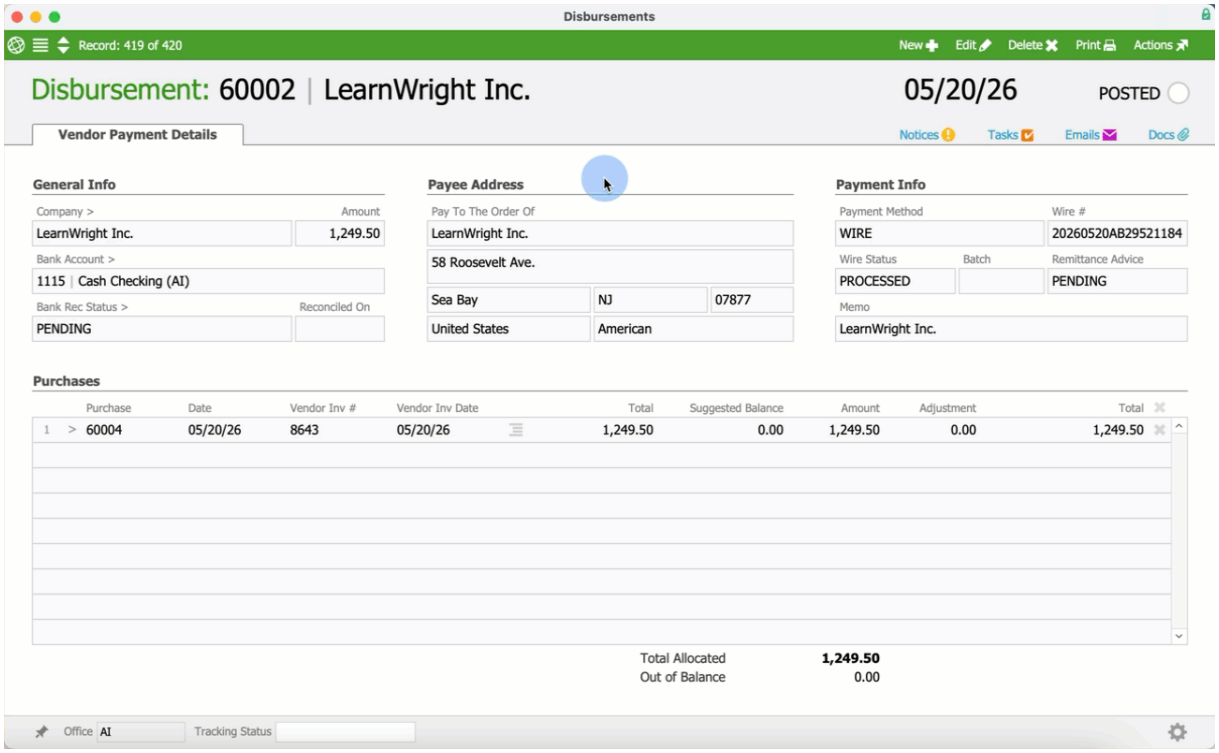


These action options are also available in the list view.

Manually Sending a Single Disbursement

To send remittance advice for a single disbursement:

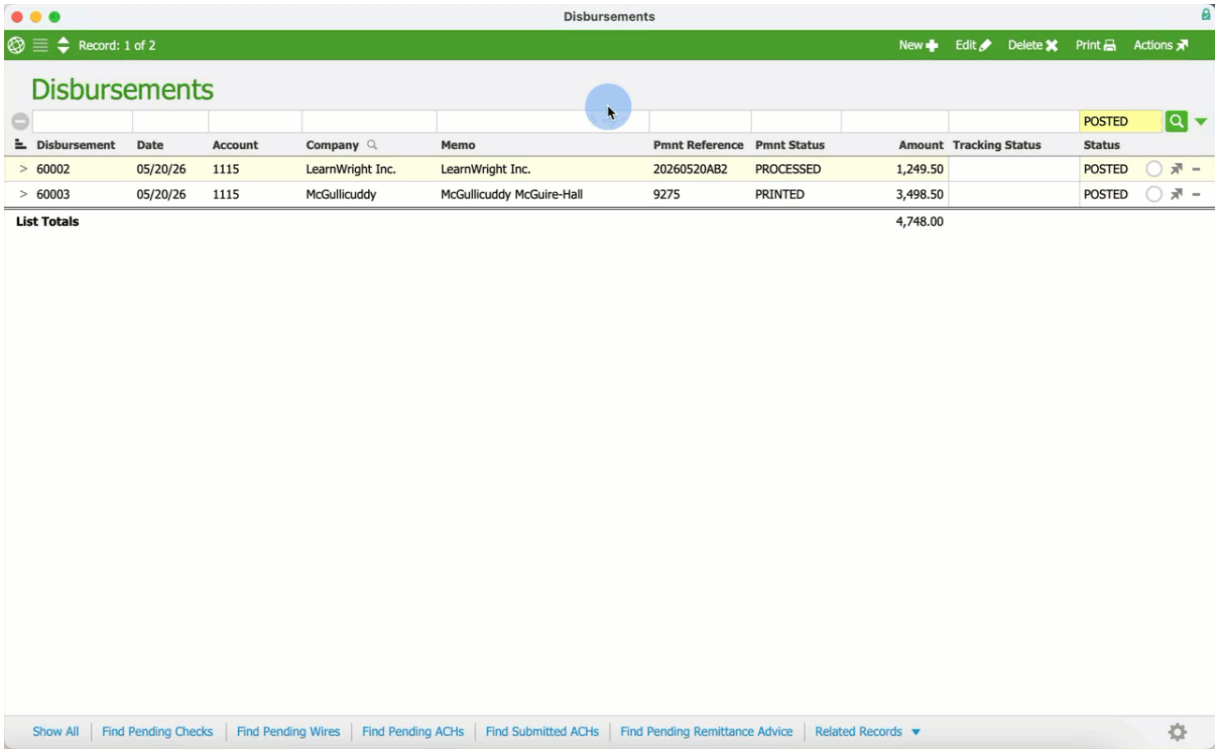
1. From the Main Menu, go to **Accts Payable** > **Disbursements**.
2. Use the Quick Search bar (https://aace6.knowledgeowl.com/help/using-aaces-quick-search-features) to locate the disbursement then select to **Go-To icon** (>).
3. Select **Print** > **Email Remittance Advice**.
   This will generate an email in your email client for you to review and send.



Manually Sending Multiple Disbursements

You can send remittance advice for multiple disbursements in a list. Disbursements can only be emailed if there is a valid email address. For more information on the data sources for remittance advice email addresses, refer to Understanding Data Sources for Email Templates (https://aace6.knowledgeowl.com/help/understanding-data-sources-for-email-templates#remittance-advice). When sending emails for a list, emails are sent through the aACE Email Integration.

1. From the Main Menu, go to **Accts Payable** > **Disbursements**.
2. Use the Quick Search bar (https://aace6.knowledgeowl.com/help/using-aaces-quick-search-features) to locate the disbursements.
3. Select **Print** > **Send Remittance Advice for List**.



Automating Remittance Advice

Your system administrator can enable remittance advice automation (https://aace6.knowledgeowl.com/help/automating-remittance-advice) if your organization wants automation.