Automating 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 <u>manually sending remittance</u> <u>advice (https://aace6.knowledgeowl.com/help/working-with-remittance-advice)</u>, semi-automating the process, or fully automating it.

The Automated Remittance Advice Process

aACE offers preferences to automate your remittance advice processes. It is important to understand these preferences and the list of criteria for the automation to be triggered.

Automated Remittance Advice Process in aACE

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

- 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.
- The remittance advice status of a disbursement is PENDING.
- The payment status of a disbursement is POSTED, PROCESSED, or PRINTED

Note: These statuses differ from the <u>record status</u> (https://aace6.knowledgeowl.com/help/overview-of-recordstatus-levels). Remittance advice and payment status are found in the Payment Info section. 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.

Payment Status Logic

The Payment Status field will automatically populate based on the Disbursement's payment method and the stage at which the payment has been processed.

- For CASH and CREDIT CARD disbursements the field is set when the disbursement is POSTED.
- For CHECK disbursements the field is set when the check is PRINTED.
- For WIRE and ACH disbursements the field is set when the disbursement is PROCESSED.

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Disbursement: 504	31 Macm	illan Macbeth	-Corridor		12/15/23 POST			
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General Info		Payee Address			Payment I	nfo		
Company >	Amount	Pay To The Order Of			Payment Met	hod	Check #	
Macmillan Macbeth-Corridor	1,079.64	Company Name or Ind	lividual		CHECK		50378	
Bank Account >		Street			Check Status	Patch	Remittance Advice	
1115 Cash Checking (AI)					PRINTED		PENDING	
Bank Rec Status >	Reconciled On	City	State or Prov	Postal Code	PICTIN		-	
PENDING		Country	Postal Format		Macmillan M	1acbeth-Corridor		
Purchases								
Purchase Date	Vendor Inv #	Vendor Inv Date	Total	Suggested Balance	Amount	Adjustment	Total 💥	
1 > 50486 11/16/23	1847471	11/16/23	1.079.64	0.00	1.079.64	0.00	1.079.64	^

Oftentimes, disbursements may be recorded after the fact or with the actual WIRE or ACH transaction occurring outside the aACE system. In these scenarios, the Payment Status field will need to be manually populated in order to trigger the remittance advice automation.

Manually set the payment status via the Actions dropdown menu.

Vendor Payment Details					Noti	Find Related Disbursements
eneral Info		Payee Address			Payment Info	Post Void
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lacmillan Macbeth-Corridor	1,079.64	Company Name or	Individual		CHECK	Duplicate
ank Account >		Street			Check Status	Update Payment Reference
115 Cash Checking (AI)					PRINTED	Set Check Status as Printed
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						Set Remittance Advice Status to Sent Revert Remittance Advice Status to Pe

You may also manually set the payment status field in the Disbursements List view via the Edit dropdown menu.

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[Disburs	ement	S						Edit Update Disbursement Date for List
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> !	50452	01/16/24	1115	Macmillan	Macmillan Macbeth-Corridor	50369	PENDING	/	Set Wire Status for List to Processed
>	50453	01/16/24	1115	Home Reno Store	Home Reno Store	50368	PENDING	(Revert Wire Status for List to Pending
> !	50454	01/16/24	1115	McGullicuddy	McGullicuddy McGuire-Hall	50370	PENDING		Set ACH Status for List to Submitted
> !	50457	02/20/24	1115	Home Reno Store	Home Reno Store	50373	PENDING		Set ACH Status for List to Processed
> .	50458	02/20/24	1115	Art Supplies, Inc.	Art Supplies, Inc.	50371	PENDING		Revert ACH Status for List to Peopling
> !	50459	02/20/24	1115	China Brushworks	China Brushworks International	50372	PENDING		Set Remittance Advice Status for List to Sent
> !	50461	03/25/24	1115	Office Place	April 2024 Rent	50377	PENDING		Revert Remittance Advice Status for List to Pending
S	how All Find	Pending Chec	ks Find Per	nding Wires Find Pending	ACHs Find Submitted ACHs	Find Pending Remitta	Ince Advice	Related Re	cords 🔻 🖉

Enabling aACE Automated Remittance Advice

Once you choose to move forward with enabling automated remittance advice, you will need perform this list of setup activities:

1. Set up your Vendors' A/R Email Address and Send Doc Via Preference

- 2. Configure the Remittance Advice Email Template
- 3. Clean up old Disbursements
- 4. Configure Notice Setup
- 5. Activate Automated Schedule

1. Set up your Vendors' A/R Email Address and Send Doc Via Preference

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."

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ayee Address	Sync with Billing 🖌 Sy	nc with Office	Purchas	ing Setup	*	Shipping Sel	tup		
Silling Salutation (Con	mpany Name)		Payment	Terms A/R Contact >		Carrier	Carrier Service	Account #	
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16 Union Sq West			Email	info@office-place.com	1 🗳 🦯)			
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2. Configure the Remittance Advice Email Template

You also need to configure the remittance advice email template

(https://aace6.knowledgeowl.com/help/working-with-email-template-preferences) with a "from" email address (e.g. ap@yourdomain.com). Complete the following steps:

Navigate from Main Menu > System Admin > Email Integration > Email Templates. 2.

• 😐 🖷			aACE Email Integration				
mail Integration	General Settings			Enable Test Mode			
General Settings	Web Service URL			Test Mode Settings			
Mailgun I	aaceservices.net/awss_beta	/webservice					
Email Data	System Email Address						
Email Templates	aACE@mg.aacesoft.com						
	Email Signature						
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	Exclude Email Addresses These	email addresses will no	be linked to any master record	Sales Order Invoice	Vendor Follow-Up		
				Invoice	Purchase Acknowledgment		
				Invoice	Purchase Acknowledgment		
	Attach contact emails to c	ompany record.		Customer Statement	Remittance Advice		
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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".

Email Template: Remittance Advice Imail Template Info Attach PDF Sandard Plase be advised that a < Plase be advised that a < Payment/Hethod>> for < Email Header Do not hesitate to reach out with any questions. Prom: End-User Meage Dadvarsemental CompaniesPayeeCompanyRecID_CompanyRecID:: < Cc: Boc Set[Sk/ptct Sk/ptct	
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3. Clean up old Disbursements

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**.
- 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.

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Disburs	iori ement	s							Edit Update Dist Update Trac	oursement Date for List king Status for List	
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4. 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.

E 🗢 Record: 1 of 1	New 🔶 Edit 🖋 Delets 💥 Print 📾 Actions 🕅
Notice Setup: Remittance Advice Repor	t (50044) ACTIVE 🌑 1 Notice 😣 Taska 🖸 Emails 🖬 Docs 🖉
Setup Info	Notice Template
Team >	Notice Title
A/P	Remittance Advice Report < <reportdate>></reportdate>
AACE Notice Single User Completion	Notice Message
SMS Email Setup Notes This notice is sent when Remittance Advice for Disbursements is sent automatical File: Scripts Script: DISB: Auto-Email Remittance Advice Accepted Merge Fields: < <reportdate>> <clobusements_sent>> <<obduptements_notsent>> > </obduptements_notsent></clobusements_sent></reportdate>	menu to see unese two suss oroxen out into SENT and PENDING. The following Remittance Advice was sent: Collsbursements_Sent>> The following Disbursements could not be sent automatically: Collsbursements_NotSent>> < <othernotes>></othernotes>

4. Click Save.

5. Activate Automated Schedule

The last step is to check the checkbox to activate the Auto-Send Remittance Advice script schedule. Navigate from Main Menu > System Admin > System Preferences > Automation Schedules. Scroll toward the bottom of the list in the Schedule Status sub tab. Check the checkbox next to Auto-Send Remittance Advice. Close the window.

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aACE System Preferences						
Database Documents aACE Menu Shipping Setup	Custom Value Lists	Units of Me	asure	Automation Schedules		
Server Schedules Schedule Status Schedule Status Schedule Status				Oldest server sch	edule cycle: < 1	minute
On Schedule Script	Last Run	Group	Status		RUN	
Auto-Update Cost Rates		В			RUN	× ^
Automatic Credit Hold		Α			RUN	×
✓ Update Current Period/Fiscal Year	8 hours	с	Next: 10/1	18/2024 12:00 AM	RUN	×
✓ Auto-Generate Progress Billing Invoices	4 hours	В	Next: 10/1	18/2024 04:00 AM	RUN	ж
✓ Auto-Generate Recurring Transactions	5 hours	А	Next: 10/1	18/2024 03:00 AM	RUN	30
✓ Auto-Generate Daily Timesheets	8 hours	В	Next: 10/1	18/2024 12:00 AM	RUN	ж
✓ Send Important Date Notifications	8 hours	с	Next: 10/1	18/2024 12:00 AM	RUN	ж
✓ Auto-Reverse GJ Entries	5 hours	А	Next: 10/1	18/2024 03:00 AM	RUN	ж
Update GL Budget Actuals		А			RUN	ж
✓ Update Commissions	2 hours	С	Next: 10/1	18/2024 06:00 AM	RUN	ж
Generate Inventory Replenishment		c			RUN	30
Generate COGS Reconciliation		Α			RUN	×
Generate COGS Reconciliation		В			RUN	×
Archive Data		А			RUN	×
Credit Card Expiration Notifications		В			RUN	×
✓ Send Pending Notices	< 1 minute	В	Next: 10/1	17/2024 08:15:23 AM	RUN	ж
Auto-Send Remittance Advice	230 days	G			RUN	ж
Process Web Leads	96 days	E			RUN	×
✓ Retrieve Incoming Emails	< 1 minute	E	Next: 10/1	17/2024 08:16 AM	RUN	×
✓ Send Outgoing Emails	< 1 minute	E	Next: 10/1	17/2024 08:16 AM	RUN	×
✓ Process ADI Requests	5 minutes	E	Next: 10/1	17/2024 08:20 AM	RUN	×
✓ Process Email Automation	5 minutes	E	Next: 10/1	17/2024 08:20 AM	RUN	×