## **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.

| ■ ◆ Record: 374 of 413     |               |                     |               |                   | Ν            | lew 🕂 🛛 Edit 🖋 De | lete 🗙 Print 🔒 Actions | s 🖈        |
|----------------------------|---------------|---------------------|---------------|-------------------|--------------|-------------------|------------------------|------------|
| Disbursement: 504          | 31   Macm     | illan Macbeth       | -Corridor     |                   |              | 12/15/23          | POSTED                 | $\bigcirc$ |
| Vendor Payment Details     |               |                     |               |                   | Ν            | lotices 🔒 🛛 Tasks | 🗹 Emails 📉 Doc         | 3 Ø        |
| 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 Deta        | ails |                       |                 |               |                     |                           | Not                | Find Related Disbursements   |
|----------------------------|------|-----------------------|-----------------|---------------|---------------------|---------------------------|--------------------|--|
| eneral Info                |      |                       | Payee Addre     | SS            |                     |                           | Payment Info       | Post<br>Void   |
| ompany >                   |      | Amount                | Pay To The Orde | er Of         |                     |                           | Payment Method     |  |
| lacmillan Macbeth-Corridor |      | 1,079.64              | Company Nan     | ne or Individ | lual                |                           | CHECK              | Duplicate  |
| ank Account >              |      |                       | Street          |               |                     |                           | Check Status       | Update Payment Reference   |
| 115   Cash Checking (AI)   |      |                       |                 |               |                     |                           | PRINTED            | Set Check Status as Printed  |
| ank Rec Status >           | 1    | Reconciled On         | City            |               | State or Prov       | Postal Code               | Memo               | Revert Check Status to Pending   |
| ENDING                     |      |                       | Country         |               | Postal Format       |                           | Macmillar Ma       | Set Wire Status to Processed   |
|                            |      | endor Inv #<br>347471 | Vendor Inv Date |               | Total S<br>1,079.64 | Suggested Balance<br>0.00 | Amount<br>1,079.64 | Set ACH Status to Submitted<br>Adju: Set ACH Status to Processed<br>Revert ACH Status to Pending |
|                            |      |                       |                 |               |                     |                           |                    | Set Remittance Advice Status to Sent<br>Revert Remittance Advice Status to P                     |
|                            |      |                       |                 |               |                     |                           |                    |  |
|                            |      |                       |                 |               |                     |                           |                    |  |

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

|   | Disburs   | ement    | S       |                    |                                |                |             | Update Disbursement Date for List                 |
|---|---|----------|---------|--------------------|--------------------------------|----------------|-------------|---|
|   | Image: Note of the i |          |         |                    |                                |                |             |   |
| - | Disbursement  | Date     | Account | Company 🔍          | Мето                           | Pmnt Reference | Pmnt Status | Set Check Status as Printed for Lat               |
| > | 50451   | 12/26/23 | 1115    | Hewlett Packard    | Hewlett Packard                | 50364          | PENDING     | Revert Check Status to Pending for List           |
| > | 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 Pending             |
| > | 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 Pendi |

## 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."

|                                    | ails Sales & Mark                        | eting Cu          | stomer Details         | Vendor Details          | Finance & Accounting     | 1 No            | otice 😣 🛛 Tasks 🕻                                 | Emails 🎦                       | Docs  |
|------------------------------------|--|-------------------|------------------------|-------------------------|--------------------------|-----------------|---|--------------------------------|-------|
| ayee Address                       | Sync with Billing 🖌 Sy                   | nc with Office    | Purchasi               | ng Setup                | *                        | Shipping Set    | tup   |                                |       |
| Silling Salutation (Con            | npany Name)                              |                   | Payment T              | erms A/R Contact >      |                          | Carrier (       | Carrier Service                                   | Account #                      |       |
| Office Place                       |  |                   | Net 30                 | _                       |                          |                 |   |                                |       |
| Address                            |  |                   | Send Docs              | Via Email               |                          | Shipping Terms  |   | Ship Point                     |       |
| 16 Union Sq West                   |  |                   | Email                  | info@office-place.com   | n 🗳 🎽                    | )               |   |                                |       |
|                                    |  |                   | PO Relatour            | Default Template for PO |                          | Free Shipping T | ype   | Free Shipping The              | resho |
| lity                               | State / Prov                             | Postal Code       |                        |                         |                          |                 |   |                                |       |
| New York                           | NY                                       | 10013             | Current                | Purchasing              |                          | Preferences     |   |                                |       |
|                                    |  |                   |                        |                         |                          |                 |   |                                |       |
| Jountry                            | Postal Format                            | Currency          | Last Purch             | se Credit Limit A/      | P Balance Credit Balance | Drop ship or    | ly. Vendor only accept                            | ts drop shipments.             |       |
|                                    | Postal Format<br>American                | Currency          | Last Purch<br>2/25/202 |                         | P Balance Credit Balance |                 | ily. Vendor only accept<br>ig not allowed. POs ca |                                |       |
|                                    |  | Currency Purchase | 2/25/202               |                         |                          |                 |   |                                |       |
| DSA<br>JSA<br>Products (3)<br>Code | American                                 |                   | 2/25/202               | 4 20                    |                          | Drop shippin    |   |                                | ×     |
| Products (3)                       | American Purchase Orders (2)             | Purchase          | 2/25/202               | 4 20<br>ursements (50)  | ,000.00                  | Drop shippin    | g not allowed. POs ca                             | nnot be drop shipped.<br>Total |       |
| Products (3)<br>Code               | American Purchase Orders (2) ase Markers | Purchase          | 2/25/202               | 4 20<br>ursements (50)  | Last Purcha              | Drop shippin    | g not allowed. POs ca                             | nnot be drop shipped.<br>Total | ж     |

#### 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  |                    |                      |  |  |
|-----------------------|---|---|---|--------------------|----------------------|--|--|
| Email 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   |   |   |                    |                      |  |  |
| System<br>Request Log | Sincerely,  | < <namefirst>&gt;<br/>&lt;<namelast>&gt;</namelast></namefirst>   | <cofficename>&gt;<br/>&lt;<officename>&gt;<br/>&lt;<officedepartment>&gt;</officedepartment></officename></cofficename> | Email Templates    |                      |  |  |
|                       | < <namefullfl>&gt;</namefullfl>   | < <namefullfl>&gt;<br/>&lt;<email>&gt;</email></namefullfl>   | < <officefax>&gt;<br/>&lt;<officephone>&gt;</officephone></officefax>   | Estimate or Quote  | Receipt Notification |  |  |
|                       | < <officename>&gt;<br/>&lt;<phonedirect>&gt;</phonedirect></officename> | < <phonedirect>&gt;<br/>&lt;<title>&gt;&lt;/td&gt;&lt;td&gt;&lt;&lt;OfficePhoneWithExtension&gt;&gt;&lt;br&gt;&lt;&lt;OfficeWebAddress&gt;&gt;&lt;/td&gt;&lt;td&gt;Estimate or Quote&lt;/td&gt;&lt;td&gt;Receipt Notification&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;&lt;Email&gt;&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;&lt;OfficeAddress&gt;&gt;&lt;/td&gt;&lt;td&gt;Order&lt;/td&gt;&lt;td&gt;Purchase Order&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;&lt;OfficeWebAddress&gt;&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Order&lt;/td&gt;&lt;td&gt;Purchase Order&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Packing List&lt;/td&gt;&lt;td&gt;RFQ&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;X Enable Incoming Emai&lt;/td&gt;&lt;td&gt;1&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Packing List&lt;/td&gt;&lt;td&gt;RFQ&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Incoming Email Setup&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Sales Order Invoice&lt;/td&gt;&lt;td&gt;Vendor Follow-Up&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Exclude Email Addresses These&lt;/td&gt;&lt;td&gt;email addresses will no&lt;/td&gt;&lt;td&gt;t be linked to any master record&lt;/td&gt;&lt;td&gt;Sales Order Invoice&lt;/td&gt;&lt;td&gt;Vendor Follow-Up&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Invoice&lt;/td&gt;&lt;td&gt;Purchase Acknowledgment&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Invoice&lt;/td&gt;&lt;td&gt;Purchase Acknowledgment&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Attach contact emails to o&lt;/td&gt;&lt;td&gt;ompany record.&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Customer Statement&lt;/td&gt;&lt;td&gt;Remittance Advice&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Customer Statement&lt;/td&gt;&lt;td&gt;Remittance Advice&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;X Enable Outgoing Emai&lt;/td&gt;&lt;td&gt;I&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Commission Statement&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Outgoing Email Setup&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Commission Statement&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Notice Rec ID for Send Failure&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Outgoing email error&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Notice Rec ID for Delivery Failure&lt;/td&gt;&lt;td&gt;•&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Cache Settings&lt;/td&gt;&lt;td&gt;Email Not Delivered&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Disconnect&lt;/td&gt;&lt;td&gt;Cc aACE on outgoing email&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;/tbody&gt;&lt;/table&gt;</title></phonedirect> |   |                    |                      |  |  |

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 POF X         Plase Info       Not Response Info         Reply-To:       End-User Mesage         Do not hesitate to reach out with any questions.       <         C:       End-User Mesage         Dostorsmentsil       Companies_PhyseCompanyRecID_CompanyRecID:         C:       Boc Set I         Skdpect       Skdpect |  |
|--|--|
| Imail Template Info     Attach POF X     Text Body     HTML Body     Let Statement     HTML Preview       Template Info     C     C     C     C     C       Standard     Please be advised that a << PaymentMethod>> for << DisbursementAmount>> << DeliveryNotes>>     Do not hesitate to reach out with any questions.       Prom:     Provider to override current user's email address.     C       Applicate to override current user's email address.     C       Prom:     End-User Message       DebursementSi     CompaniePreeCompanyRecID_CompanyRecID::       CC:     Boc Self       Subject     Soly   |  |
| Imail Template Info     Attach POF X     Text Body     HTML Body     Let Statement     HTML Preview       Template Info     C     C     C     C     C       Standard     Please be advised that a << PaymentMethod>> for << DisbursementAmount>> << DeliveryNotes>>     Do not hesitate to reach out with any questions.       Prom:     Provider to override current user's email address.     C       Applicate to override current user's email address.     C       Prom:     End-User Message       DebursementSi     CompaniePreeCompanyRecID_CompanyRecID::       CC:     Boc Self       Subject     Soly   |  |
| template type     << <slutation>       Standard     Hease be advised that a &lt;<paymentmethod>&gt; for &lt;<disbursementamount>&gt; &lt;<deliverynotes>&gt;       mail Header     Do not hesitate to reach out with any questions.       Do not hesitate to reach out with any questions.       Registration       Registration       Registration       Registration       Registration       RecordTags&gt;&gt;</deliverynotes></disbursementamount></paymentmethod></slutation>  |  |
| Standard     Please be advised that a << PaymentMethod>> for < DisbursementAmount>> << DeliveryNotes>>       Standard     Do not hestiate to reach out with any questions.       Standard     <       Standard     End-laser hessage       DisbursementSi     End-laser hessage       DisbursementSi     End-laser hessage       DiscompanyRecID_companyRecID_companyRecID_     RccordTags>>       Stalject     Boc Self   |  |
| Imail Header     Please be advised that a < <paymentmethod>&gt; for &lt;<disbursementamount>&gt; &lt;<deliverynotes>&gt;       imail Header     Do not hesitate to reach out with any questions.       ap@aacesoft.com     &lt;<signature>&gt;       tro:     End-later Message       To:     End-later Message       Do companies_payeeCompanyRecID_CompanyRecID::     &lt;<recordtags>&gt;       CC:     Bcc: Self       Biblject     Self</recordtags></signature></deliverynotes></disbursementamount></paymentmethod>   |  |
| Trom: Applate to overside current user's email address,<br>pp@Bacesoft.com<br>keplyTo:<br>Co: End-User Message<br>Disfursements]<br>AccompanySecID_CompanyRecID::<br>AccompanySecID_CompanyRecID::<br>AccompanySecID_CompanyRecID::<br>Bc: Bc: Self  |  |
| p@accesoft.com < < <signature>&gt;   p@baccesoft.com &lt;<signature>&gt;    for: End-User Message   for: End-User Message   Skbursements]    companies_payecCompanyRecID_CompanyRecID::   RCompanyEmail   CC: Boc: Self</signature></signature>  |  |
| < <recordtags>&gt;<br/>c: End-User Message<br/>MorpanyEmail<br/>CC Bec Sef<br/>Libject.</recordtags>   |  |
| To: End-User Message<br>DSpursements]<br>Companies_PayeeCompanyRecID.CompanyRecID:<br>CC: Boc: Self<br>Sciject   |  |
| Companies_PayeeCompanyRecID_CompanyRecID::<br>RCC  |  |
| aCC: Boc Self  |  |
| Subject  |  |
|  |  |
|  |  |
| Remittance Advice #< <disbursementid>&gt; from<br/>&lt;<officename>&gt;</officename></disbursementid>  |  |
|  |  |

#### 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.

|              |          |         |             |       | Disb             | oursements     |             |    |   |        |
|--------------|----------|---------|-------------|-------|------------------|----------------|-------------|----|---|--------|
|              |          | s       |             |       |                  |                |             |    | Edit<br>Update Disbursement Date for<br>Update Tracking Status for List                               |        |
| Disbursement | Date     | Account | Company     | Q. Me | mo               | Pmnt Reference | Pmnt Status |    | Set Check Status as Printed fo<br>Revert Check Status to Pendin                                       |        |
| 50455        | 01/25/24 | 1115    | Office Plac | e Fet | oruary 2024 Rent |                |             | 10 | Set Wire Status for List to Proc<br>Revert Wire Status for List to P                                  |        |
|              |          |         |             |       |                  |                |             |    | Set ACH Status for List to Subr<br>Set ACH Status for List to Proc<br>Revert ACH Status for List to P | cessed |
|              |          |         |             |       |                  |                |             | <  | Set Remittance Advice Status<br>Revent Remittance Advice Stat   |        |
|              |          |         |             |       |                  |                |             |    |   |        |
|              |          |         |             |       |                  |                |             |    |   |        |
|              |          |         |             |       |                  |                |             |    |   |        |
|              |          |         |             |       |                  |                |             |    |   |        |
|              |          |         |             |       |                  |                |             |    |   |        |
|              |          |         |             |       |                  |                |             |    |   |        |

#### 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.

| ■ ◆ Record: 1 of 1 Notice Setup: Remittance Advice Rep  | tev ⊕ Eat # Deleta X Prin a Actions X*  |
|---|---|
| Notice Setup Details  | 1 Notice 🕘 Tasks 🕰 Emails 🕰 Docs 🦃  |
| Setup Info  | Notice Template   |
| Team >  | Notice Title  |
| A/P   | Remittance Advice Report < <reportdate>&gt;</reportdate>  |
| ✓ BACE Notice Single User Completion  | Notice Message  |
| SNS Email Setup Notes This notice is sent when Remittance Advice for Disbursements is sent automat File: Scripts Script: DISB: Auto-Email Remittance Advice Accepted Merge Fields: < <cbotdbarsements_sent>&gt; &lt;<cbobursements_sent>&gt; &lt;<cdisbursements_netsent>&gt; </cdisbursements_netsent>&gt; &gt; <td>menu to see these two lists broken out into SENT and PENDING. The following Remittance Advice was sent:</td></cbobursements_sent></cbotdbarsements_sent> | menu to see these two lists broken out into SENT and PENDING. The following Remittance Advice was sent: |

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.

| •  |                    |            |                              |                       |     |
|--|--------------------|------------|------------------------------|-----------------------|-----|
| Database Documents aACE Menu Shipping Setup              | Custom Value Lists | Units of M | easure Automation Schedules  |                       | _   |
| Server Schedules   |                    |            | Oldest serve                 | r schedule cycle: < 1 | mir |
| Schedule Status Schedule Setup FM Server Timer Schedules |                    |            | ondat serve                  | sonoune operer < x    |     |
| On Schedule Script                                       | Last Run           | Group      | Status                       | RUN                   |     |
| Auto-Update Cost Rates                                   |                    | В          |                              | RUN                   | 3   |
| Automatic Credit Hold                                    |                    | Α          |                              | RUN                   | 3   |
| ✓ Update Current Period/Fiscal Year                      | 8 hours            | с          | Next: 10/18/2024 12:00 AM    | RUN                   | 3   |
| ✓ Auto-Generate Progress Billing Invoices                | 4 hours            | В          | Next: 10/18/2024 04:00 AM    | RUN                   | 1   |
| ✓ Auto-Generate Recurring Transactions                   | 5 hours            | Α          | Next: 10/18/2024 03:00 AM    | RUN                   | 1   |
| ✓ Auto-Generate Daily Timesheets                         | 8 hours            | В          | Next: 10/18/2024 12:00 AM    | RUN                   | 1   |
| <ul> <li>Send Important Date Notifications</li> </ul>    | 8 hours            | С          | Next: 10/18/2024 12:00 AM    | RUN                   | 3   |
| ✓ Auto-Reverse GJ Entries                                | 5 hours            | Α          | Next: 10/18/2024 03:00 AM    | RUN                   | 3   |
| Update GL Budget Actuals                                 |                    | Α          |                              | RUN                   | 3   |
| ✓ Update Commissions                                     | 2 hours            | С          | Next: 10/18/2024 06:00 AM    | RUN                   | 1   |
| Generate Inventory Replenishment                         |                    | С          |                              | RUN                   |     |
| Generate COGS Reconciliation                             |                    | Α          |                              | RUN                   |     |
| Generate COGS Reconciliation                             |                    | В          |                              | RUN                   | 1   |
| Archive Data   |                    | Α          |                              | RUN                   | 1   |
| Credit Card Expiration Notifications                     |                    | В          |                              | RUN                   |     |
| ✓ Send Pending Notices                                   | < 1 minute         | В          | Next: 10/17/2024 08:15:23 AM | RUN                   |     |
| Auto-Send Remittance Advice                              | 230 days           | G          |                              | RUN                   |     |
| Process Web Leads  | 96 days            | E          |                              | RUN                   |     |
| ✓ Retrieve Incoming Emails                               | < 1 minute         | E          | Next: 10/17/2024 08:16 AM    | RUN                   |     |
|  | a di matana dan    | E          | Next: 10/17/2024 08:16 AM    | RUN                   |     |
| Send Outgoing Emails                                     | < 1 minute         | E          | NCAC: 10/17/2021 00:10 /01   |                       |     |