# Automating Remittance Advice

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This guide discusses the automated remittance process. 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 (https://aace6.knowledgeowl.com/help/working-with-remittance-advice), semi-automating the process, or fully automating it.

## Understanding the Automated Remittance Advice Process

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

- The value of the A/R Send Docs Via field in the Vendor Details tab of the related company record is not Mail.
- There is a valid email address to send the remittance advice to.
  For more information on the remittance advice data source logic, refer to Understanding Data Sources for Email Templates (https://aace6.knowledgeowl.com/help/understanding-data-sources-for-email-templates#remittance-advice).
- The Remittance Advice field in the disbursement is PENDING.

These statuses differ from the record status (https://aace6.knowledgeowl.com/help/overview-of-record-status-levels). The Remittance Advice and Payment Status fields are found in the Payment Info section.

The remittance advice process emails the PDFs to their respective email addresses. The Remittance Advice field for the sent disbursements is 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.

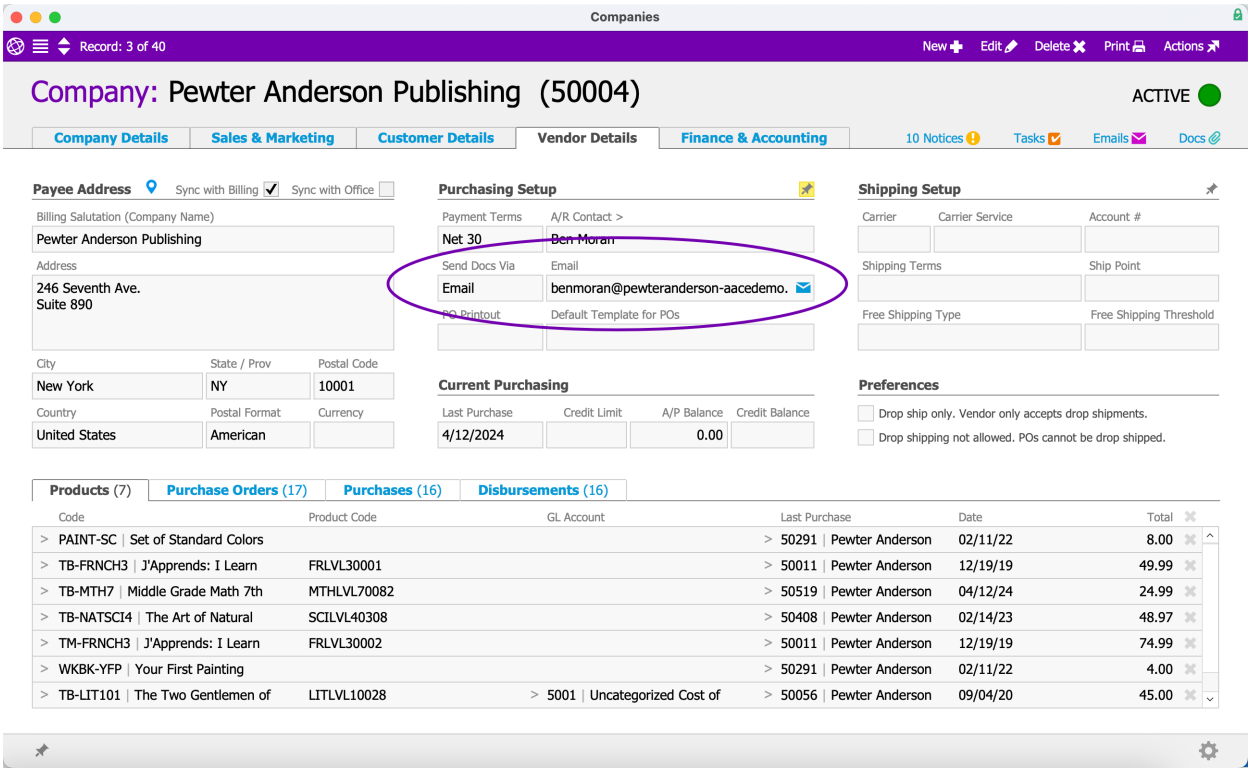
For vendors who may need special handling, remittance advice can still be run manually. Upon doing this, the remittance advice status will be updated to SENT and will not be included in that night's batch.

# Enabling aACE Automated Remittance Advice

To enable automated remittance advice, you will need perform several actions: confirm vendor A/R email address and Send Docs Via preference, configure the remittance advice email template, clean up old disbursements, configure notice setups, then activate the automation schedule.

## Confirming Vendor A/R Email Address and Send Docs Via Preference

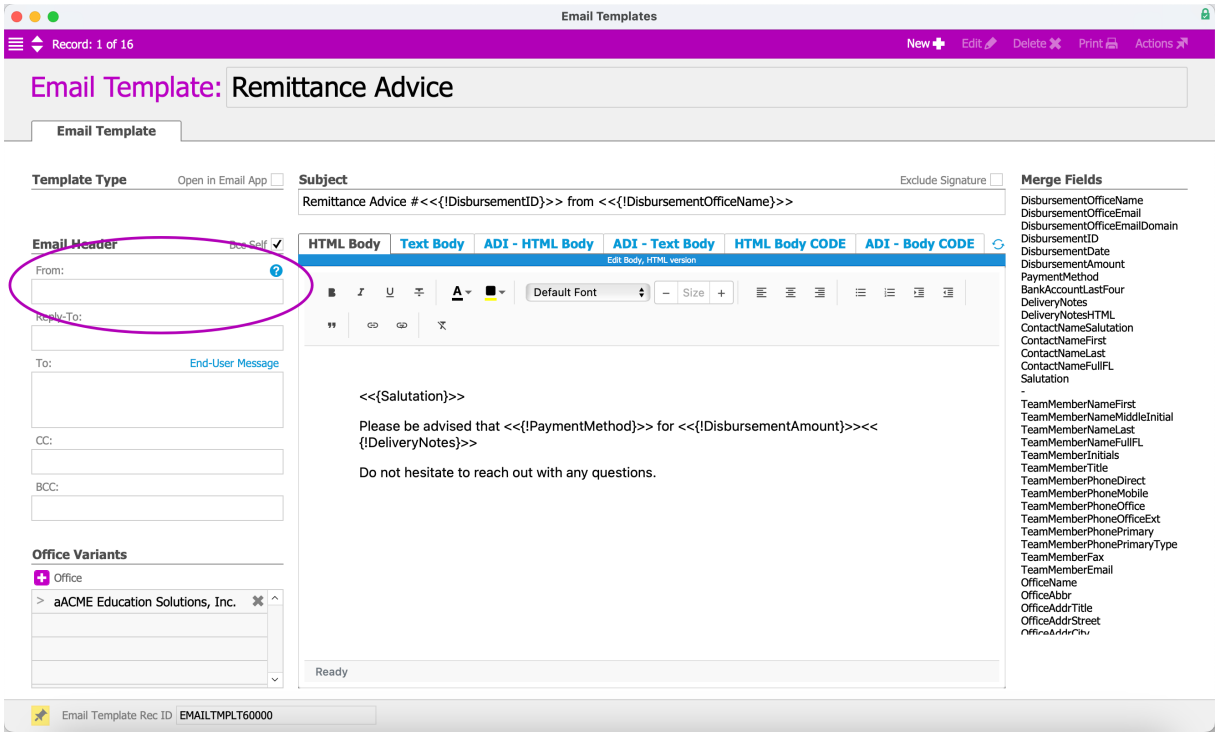
For a vendor to qualify for automated remittance advice, their company record must have a valid email in the Vendor Details tab > Email field, and the Send Docs Via field must be set to Email.




# Configuring the Remittance Advice Email Template

You must configure the remittance advice email template (https://aace6.knowledgeowl.com/help/editing-email-templates) with a From email address (e.g. ap@yourdomain.com).

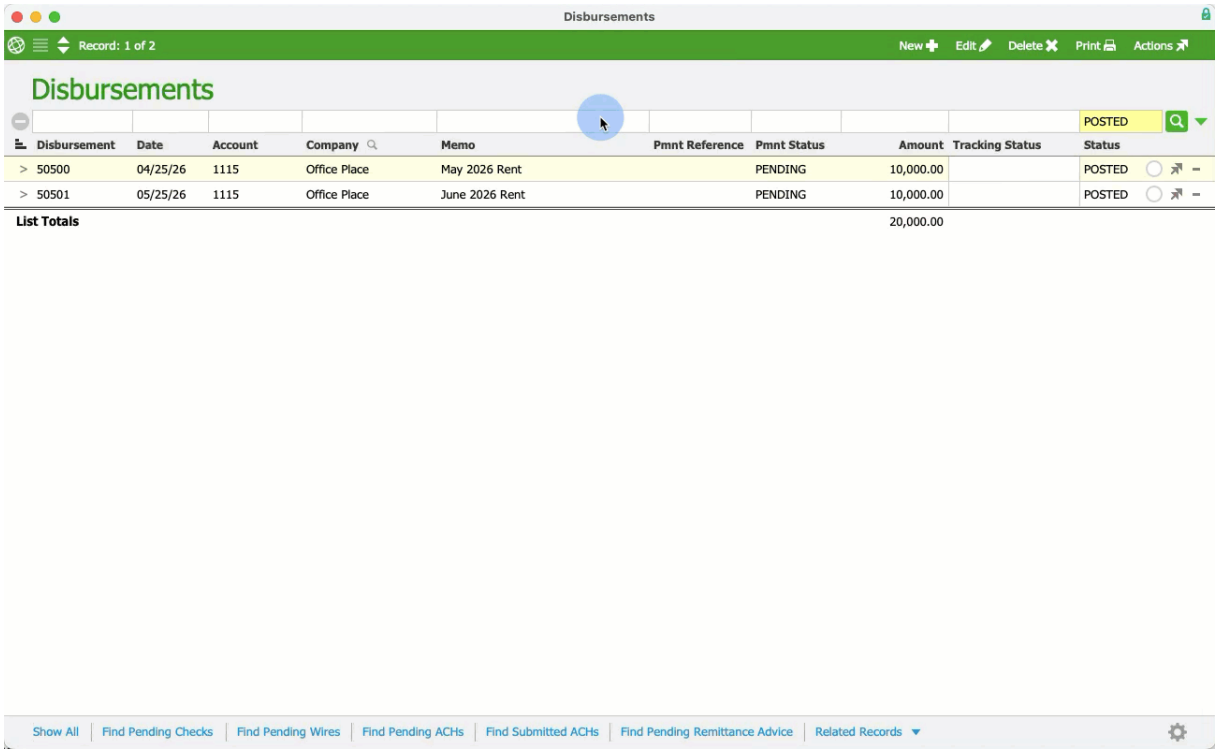
1. From the Main Menu, go to **System Admin** > **Email Integration** > **Email Templates**.
2. Locate the Remittance Advice email template.
3. Enter a From email address in the From: field.




# Preventing Notifications for Old Disbursements

Once you have configured a From email address, you can prevent aACE from automatically sending remittance advice for old disbursements by manually updating the Remittance Advice to Void.

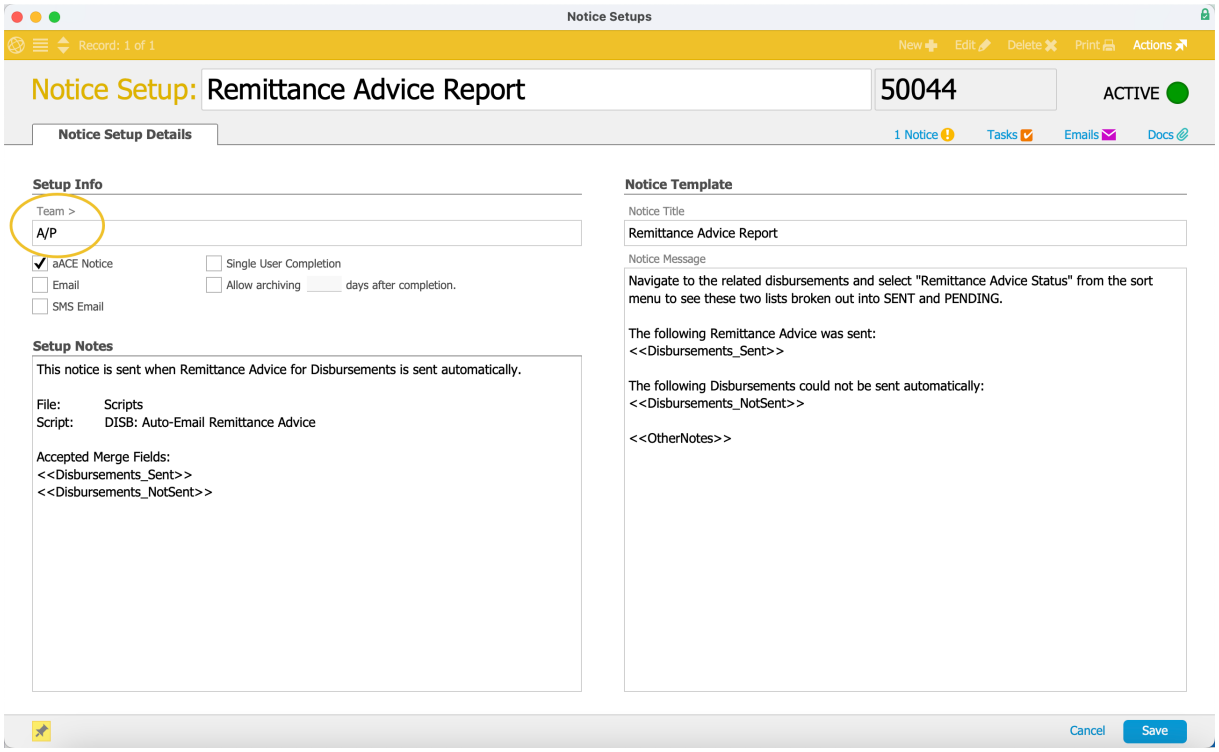
1. From the Main Menu, go to **Accts Payable** > **Disbursements**.
2. In the Quick Search links, select **Find Pending Remittance Advice**.
3. Select **Edit** > **Set Remittance Advice for List to Void**.




## Configuring Internal Notices

You can configure the notice setup that will notify specific team members of remittance advice statuses:

1. From the Main Menu, go to **System Admin** > **Notice Setups** > **Remittance Advice Report**.
2. Select **Edit**.
3. In the Setup Info section, specify the team who needs to receive these notices in the Team field.

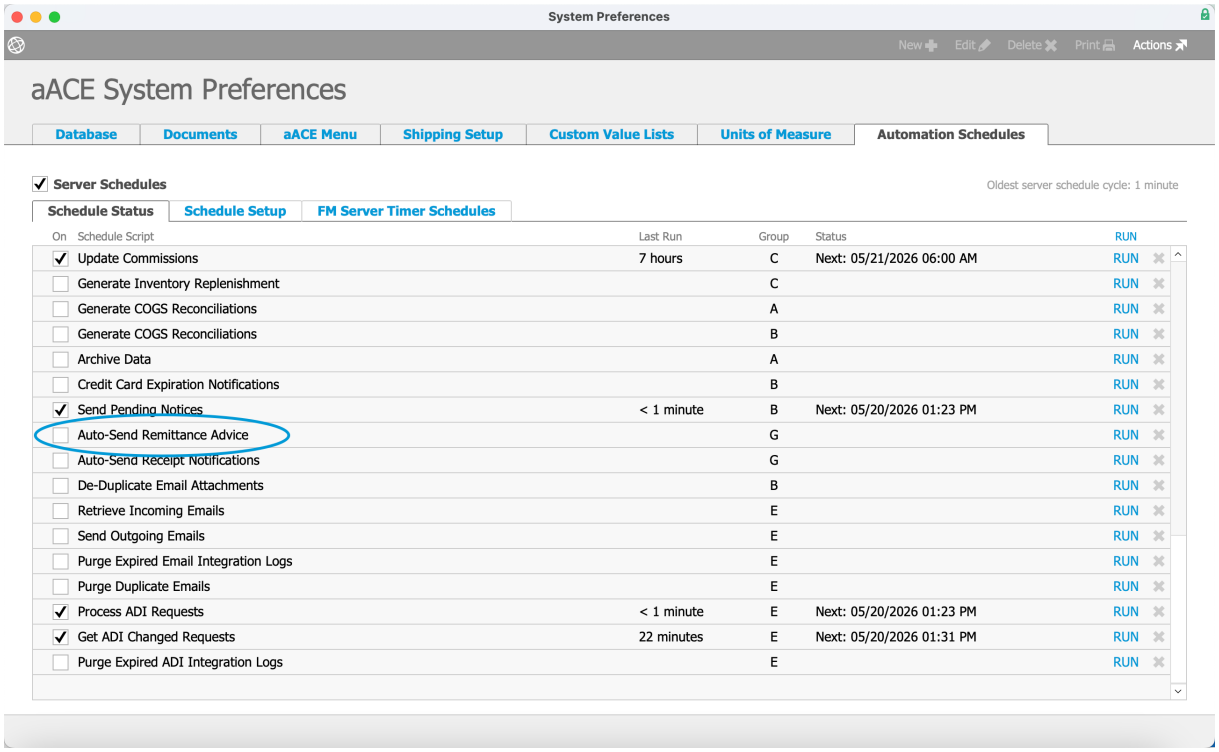



4. Select **Save**.

## Activating the Automation Schedule

To have aACE automatically send remittance advice, you must enable the Auto-Send Remittance Advice automation schedule:

1. From the Main Menu, go to **System Admin** > **System Preferences** > **Automation Schedules**.
2. Locate the Auto-Send Remittance Advice schedule.
3. Select the Auto-Send Remittance Advice schedule checkbox.




If you want the Auto-Send Remittance Advice schedule to run at different time intervals, refer to Configuring Automation Schedules (https://aace6.knowledgeowl.com/help/configuring-automation-schedules) to change the schedule timing and frequency.