



TRACELINK UNIVERSITY

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Remittance advices

Remittance advices allow buyers to exchange data with suppliers confirming that payment has been made for one or more invoices.

Create and submit remittance advices

Perform this task to create and submit remittance advices. Additionally, customers can begin work on a remittance advices and save it for completion at a later time.

Create and submit a new remittance advice

- 1. Select a [MPL Network] from the Network drop-down in the header.
- 2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
- 3. Select

Manufacturing - Customer

from the left menu.

Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.

4. Select

Remittance Advices



5. Select the New + New button.

- 6. Enter the remittance advice number in the Remittance Advice Number field.
- 7. Select the Save

 button.

The screen refreshes with the saved remittance advice in the draft state and with the required sections populated.

- 8. Select the Edit button
- 9. In the Transaction Information section, select Submitted from the Process Status drop drown.
- 10. In the Remittance Advice Information section, fill in the following fields:
 - a. Remittance Advice Number field A unique identifier of remittance advice.
 - b. Date of Remittance field The date on which the remittance advice is sent.
 - c. Payment Amount field The payment amount for which the remittance advice is being generated.
 - d. Type of Payment or Remittance drop-down The unique code used to track and identify a specific payment or remittance transaction.
 - e. Currency drop-down The 3-letter ISO currency code that the line items included in the purchase order are priced with.
 - f. Payment Method drop-down The method used to make the payment.

11. In the

Customer and Vendor

section, fill in the following fields under



Customer

group:

a. Company type-ahead field – The name of the customer responsible for generating the remittance advice. This field pulls from the Owner's company and location master data.

The remaining Customer fields are auto populated with the values from the company or location's master data entry. If the name of the customer is not present in the Owners master data, the customer name must be entered manually.

- b. Address 1 field The address of the particular location.
- c. Address 2 field Any additional address information.
- d. Country drop-down The two-letter country code with country name for this location.
- e. State field The state or region for this location.
- f. City field The city for this location.
- g. Postal Code field The postal code for this location's main address.
- h. Contact Telephone Number field The company or location's phone number.
- i. Contact Fax Number field The company or location's fax number
- j. Party ID Type drop-down The identifier type used for this company or location.
- k. Party ID Value field The value associated with the identifier type.

12. In the

Customer and Vendor

section, fill in the following fields under

Vendor



group:

a. Company type-ahead field – The name of the vendor who will receive the remittance advice. This field pulls from the Owner's company and location master data.

The remaining Vendor fields are auto populated with the values from the company or location's master data entry. If the name of the vendor is not present in the Owners master data, the vendor name must be entered manually.

- b. Address 1 field The address of the particular location.
- c. Address 2 field Any additional address information.
- d. Country drop-down The two-letter country code with country name for this location.
- e. State field The state or region for this location.
- f. City field The city for this location.
- g. Postal Code field The postal code for this location's main address.
- h. Contact Telephone Number field The company or location's phone number.
- i. Contact Fax Number field The company or location's fax number
- j. Party ID Type drop-down The identifier type used for this company or location.
- k. Party ID Value field The value associated with the identifier type.

13. In the

Customer and Vendor Bank Information

section, fill in the following fields under

Customer Bank Information



group:

a. Bank Name type-ahead field – The name of the customer's bank. This field pulls from the Owner's company and location master data.

The remaining Customer fields are auto populated with the values from the company or location's master data entry. If the bank name is not present in the Owners master data, the bank name must be entered manually.

- b. Bank Branch Name field The name of the customer's bank branch.
- c. In the Account Holder Information section, fill in the following details:
 - i. Account Number field The customer's bank account number.
 - ii. Account Holder Name field The customer's account name as displayed in the bank records.

14. In the

Customer and Vendor Bank Information

section, fill in the following fields under

Vendor Bank Information

group:

a. Bank Name type-ahead field – The name of the vendor's bank. This field pulls from the Owner's company and location master data.

The remaining Vendor fields are auto populated with the values from the company or location's master data entry. If the vendor name is not present in the Owners master data, the vendor name must be entered manually.

b. Bank Branch Name field - The name of the vendor's bank branch.



- c. In the Account Holder Information section, fill in the following details:
 - i. Account Number field The vendor's bank account number
 - ii. Account Holder Name field The vendor's account name as displayed in the bank records.
- 15. In the Payment Information section, fill in the following fields:
 - a. Payment Reference Number field The identifier for the payment made.
 - b. Payment Date field The date the payment is made.
 - c. Check Number field The unique check number (if payment is made by check).
 - d. Check Date field The date the check was issued.
- 16. In the Invoice Information section:
 - a. Select the Add + icon. At least one invoice line item is required to submit a remittance advice.
 - b. In the Add Entity Information panel, under Invoice Table, enter the entity identifier number in the Entity Identifier field.
 - c. Select Apply.

The entity number is added to the invoice information line.

- d. Select a entity identifier line item row and then select the branch of icon and fill in the following fields under Invoice Information:
 - i. Invoice Number field The invoice identifier for which the remittance advice is generated.
 - ii. Invoice Date field The invoice date.
 - iii. Invoice Amount field The amount stated on the invoice.
 - iv. Discount Amount field The discount amount applied to the total payment.
 - v. Adjustment Reason Code field The reason code for the adjustment made.



- vi. Memo Type drop-down The type of memo attached, such as a credit memo or debit memo.
- vii. Memo Number field The identifier of the attached memo.
- viii. Adjustments and Deductions field The amount adjusted based on the attached memo or any other reason.
 - ix. Tax Amount field The applicable tax amount.
 - x. Net Amount Paid field The amount paid after applying discounts and adjustments.
 - xi. Action Code field Indicates the action or status associated with the payment being reported.
- xii. Note Code field The code to denote the type of note description.
- xiii. Description field A brief description or instruction for the adjustment.
- e. Select Apply.

The new entity identifier item is added.

f. Select the line item row drop down to view the invoice information in a table.

17. In the Adjustment Information section:

- a. Select the Add + icon. At least one adjustment line item is required to submit a remittance advice.
- b. In the Add Entity Information panel, under Adjustment Table, enter the entity identifier number in the Entity Identifier field.
- c. Select Apply.

The entity number is added to the adjustment information line.

d. Select a entity identifier line item row and then select the branch and fill in the following fields under Adjustment Information:



- i. Adjustment Reason Code The adjustment reason code.
- ii. Memo Type drop-down The type of memo attached, such as a credit memo or debit memo.
- iii. Memo Number field The identifier of the attached memo.
- iv. Amount of Adjustment field The amount adjusted based on the attached memo or any other reason.
- v. Reference Transaction Type drop-down The transaction type referenced in the memo.
- vi. Reference Transaction Value field The reference transaction number.
- vii. Note Code The code indicating the type of note (description).
- viii. Description The note (description) or instruction related to the adjustment.
 - ix. Date The date of the referenced transaction.
 - x. Select Apply.

The adjustment information is added to entity identifier line item.

- xi. Select the line item row drop down to view the adjustment information in a table.
- 18. In the Notes section, enter any additional comments or instructions.
- 19. To submit the remittance advice:
 - To save the remittance advice in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save button in the draft state.
 - 1. Select the Move To button at the top of the screen.

The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.



2. Select the Save

button.

The remittance advice is submitted.

Tips

- Select the Add + icon, to add a new line item, where available.
- Select the Delete icon, to remove an individual line item, where available.
- Select the branch $\frac{8}{3}$ icon, to add a new line item in the inserted table, where available.
- New remittance advices can also be created by selecting the New button on the Remittance Advices Details screen for an existing remittance advice.

Submit a draft remittance advice

Complete and submit a saved remittance advice in the draft state.

- 1. Select a [MPL Network] from the Network drop-down in the header.
- 2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
- 3. Select

Manufacturing - Customer

from the left menu.

- Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
- 4. Select



Remittance Advices

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- 5. Select the Filter button to find the remittance advice in the Draft state.
- 6. Select the Remittance Advice Number link in the results table.
- 7. Select the Edit button.
- 8. In the Transaction Information section, select Submitted from the Process Status drop drown.
- 9. Confirm the remittance advice details and select the Edit icon associated with that line item to modify the fields if required.
- 10. Select the Move To button at the top of the screen.

The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

11. Select the Save

■ button.

The remittance advice is submitted.

Tips

• Select the remittance advice number row and then select the Delete Licon on the top of the Search Remittance Advices screen, to delete a remittance advice in draft state.

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A deleted transaction cannot be retrieved.



Search and view remittance advices

Search for and view remittance advices

Perform this task to search for and view remittance advices sent or received by suppliers or customers to view their details. Viewing the details of a remittance advices enables suppliers or customers to quickly access invoice information (e.g. the quantity for each line item in an order) in TraceLink without having to search through the actual B2B message.

- 1. Select a [MPL Network] from the Network drop-down in the header.
- 2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
- 3. Select Manufacturing Customer or Manufacturing Supplier from the left menu.
 - Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
- 4. Select

Remittance Advices

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- 5. Select the Filter = Filter button.
- 6. In the Filters panel, fill in one or more of the following fields to filter the results:
 - State drop-down The state of the forecast plan:
 - Draft The transaction is in the draft state.
 - Submit The transaction has been created.



- Processing The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
- Processed The application changes the standard information into a format that is easy to use and specific to your transaction.
- Preparing to Send The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
- Sending -The application sends out business transactions to the buyer or supplier.
- Sent The transaction is successfully completed and shared with the receiving party.
- Vendor Name type-ahead Displays only if the menu item is

Sent Remittance Advices

- . The name of the company the remittance advice was sent to.

 If the name of the company is not present in the Owners master data then the company's name must be entered manually.
- Customer type-ahead Displays only if the menu item is

Received Remittance Advices

- . The name of the company the remittance advice was received from. If the name of the company is not present in the Owner's master data then the company's name must be entered manually.
- Last Modified field The period of time in which the remittance advice was last updated:
 - Today The transaction was modified within the last few hours.
 - Yesterday The transaction was updated within the past 24 hours.
 - Last Week The transaction was modified in the last 7 days.
 - Last Month The transaction was modified in the last 30 days.



- Last 3 Months The transaction was modified in the last 90 days.
- Last 6 Months The transaction was modified in the last 180 days.
- Custom Range Select a specific period of time that the transaction was modified in from the calendar.

7. Select Apply.

A list of remittance advices displays based on the filter results.

8. Select the link for the remittance advice from the results table.

The View Remittance Advices screen displays.

9. To view all fields for each line item, select the View 📴 icon on the

Remittance Advices

Details screen.

Reprocess and resubmit remittance advices

Reprocess remittance advices

After the remittance advice is submitted, the user might encounter an error and the processed status will be set to Paused With Error. Use the following procedure to resolve any error messages encountered while submitting remittance advices.

- 1. Select a [MPL Network] from the Network drop-down in the header.
- 2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
- 3. Select

Manufacturing - Customer

from the left menu.



Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.

4. Select

Remittance Advices

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- 5. Select the Filter button to find the remittance advice in Processing, Processed, Preparing to Send, or Sending state.
- 6. Select the Remittance Advice Number link in the results table.
- 7. View the following fields for error in the Transaction Information section:
 - Process Status Displays the status of the submitted transaction.
 - Last Transaction Error Displays the error message.
- 8. Select the Edit _____ button...
- 9. In the Transaction Information section, select Submitted from the Process Status drop drown.
- 10. Select the Save

 button.

The remittance advices request is moved from Processing state to Sending state indicating that the remittance advice is submitted successfully.

⚠ Do not select the Move To button, as it will cause the transaction to skip a workflow state, preventing successful delivery.

Resubmit remittance advices

If a transaction is successfully sent to a partner but an issue occurs on the partner's side (e.g. in their ERP system), the sender can avoid re-entering all the details by rolling back to a previous workflow state and resending the transaction, thus saving time and effort for both parties.



- 1. Select a [MPL Network] from the Network drop-down in the header.
- 2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
- 3. Select

Manufacturing - Customer

from the left menu.

Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.

4. Select

Remittance Advices

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- 5. Select a Remittance Advice Number in the Sent state.
- 6. Select the Edit _____ button

The state of the remittance advice is automatically moved to Sending state.

7. Select the Move To button at the top of the screen.

The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

8. Select the Save

button.

The remittance advice is submitted.

The statues of the remittance advice moves to Sent state.



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