TRACELINK UNIVERSITY

Remittance advices

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

For more information about Remittance advices guidelines, see Remittance advice transactions.

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 the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select one of the following menu items depending on the orchestration used:
    - Select Manufacturing - Customer from the left menu.

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- Select Commerce - Customer from the left menu.

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

7. Select Remittance Advices.
8. Select the New button.
9. Enter the remittance advice number in the Remittance Advice Number field.
10. Select the Save button.

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

11. Select the Edit button.
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. In the Remittance Advice Information section, fill in the following fields:
    i. Remittance Advice Number field – A unique identifier of remittance advice.
    ii. Date of Remittance field – The date on which the remittance advice is sent.
    iii. Payment Amount field – The payment amount for which the remittance advice is being generated.
    iv. Type of Payment or Remittance drop-down – The unique code used to track and identify a specific payment or remittance transaction.
    v. Currency drop-down – The 3-letter ISO currency code that the line items included in the purchase order are priced with.
    vi. Payment Method drop-down – The method used to make the payment.
14. In the Customer and Vendor section, fill in the following fields under Customer group:

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i. 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.

ii. Address 1 field – The address of the particular location.
iii. Address 2 field – Any additional address information.
iv. Country drop-down – The two-letter country code with country name for this location.
v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
xi. Party ID Value field – The value associated with the identifier type.

15. In the Customer and Vendor section, fill in the following fields under Vendor group:

    i. 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.

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ii. Address 1 field – The address of the particular location.
iii. Address 2 field – Any additional address information.
iv. Country drop-down – The two-letter country code with country name for this location.
v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
xi. Party ID Value field – The value associated with the identifier type.

16. In the Customer and Vendor Bank Information section,
    a. In the Customer group, fill in the following fields:
        i. 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.

        ii. Bank Branch Name field – The name of the customer's bank branch.
    b. 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.
17. In the Customer and Vendor Bank Information section:
    a. In the Vendor group, fill in the following fields:
        i. Bank Name type-ahead field – The name of the vendor's bank. This

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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.

ii. Bank Branch Name field – The name of the vendor's bank branch.

b. 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.

18. In the Payment Information section, fill in the following fields:
   i. Payment Reference Number field – The identifier for the payment made.
   ii. Payment Date field – The date the payment is made.
   iii. Check Number field – The unique check number (if payment is made by check).
   iv. Check Date field – The date the check was issued.
19. 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 section, 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 icon and fill in the following fields under Invoice Information section:
      i. Invoice Number field – The invoice identifier for which the remittance advice is generated.

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ii. Invoice Amount field – The amount stated on the invoice.
iii. Discount Amount field – The discount amount applied to the total payment.
iv. Adjustment Reason Code field – The reason code for the adjustment made.
v. Memo Type drop-down – The type of memo attached, such as a credit memo or debit memo.
vi. Memo Number field – The identifier of the attached memo.
vii. Adjustments and Deductions field – The amount adjusted based on the attached memo or any other reason.
viii. Tax Amount field – The applicable tax amount.
ix. Net Amount Paid field – The amount paid after applying discounts and adjustments.
x. Action Code field – Indicates the action or status associated with the payment being reported.
xi. Note Code field – The code to denote the type of note description.
xii. 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.

20. 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 section, enter the entity identifier number in the Entity Identifier field.

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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 icon and fill in the following fields under Adjustment Information section:

   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.

e. Select Apply.
   The adjustment information is added to entity identifier line item.

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

21. In the Notes section, select the Add + icon to enter any additional comments or instructions.
22. To submit the remittance advice:
    To save the remittance advice in a Draft state and finish it later, ensure the

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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 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 the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific

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Partner or internal location) in the header.

5. Select the Go button.
6. Select one of the following menu items depending on the orchestration used:
   - Select Manufacturing - Customer from the left menu.
   - Select Commerce - Customer from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Remittance Advices.
8. Select the Filter button to find the remittance advice in the Draft state.
9. Select the Remittance Advice Number link in the results table.
10. Select the Edit button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the remittance advice details and select the Edit icon associated with that line item to modify the fields if required.
13. 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.
14. Select the Save button.

    The remittance advice is submitted.

Tips

- Select the remittance advice number row and then select the Delete

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icon on the top of the Search Remittance Advices screen, to delete a remittance advice in draft state.

 A deleted transaction cannot be retrieved.

Create new discussions and add comments to existing discussions

Owner and Partner can start discussions or add comments directly from a subtype view page. This allows authorized users from owner and partner companies to collaborate in the context of the transaction they are viewing.

Start a Discussion from a Subtype View Page

Perform this task to add new discussion directly from the subtype record being viewed.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Navigate to the subtype record you want to discuss.
7. Open the subtype record to display its view page.
8. Select the Add Discussion button.
   The new discussion page opens in a new tab.

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9. Start the discussion using one of the following options:

    i. In the Transaction section, select the transaction ID link to review and update the related transaction automatically referenced from the subtype record.

    ii. Select the New button to initiate a new discussion for the transaction, if required.
    This creates a new, independent discussion thread for the transaction. The new discussion will not be a continuation of any existing discussion associated with the subtype record, and prior discussion details from the subtype record will not automatically carry forward into the new thread.

10. Enter the discussion details. For detailed field descriptions, see Create and Submit a Discussion.

11. Select the Save button.
    The new discussion is now associated with the transaction from the originating subtype view page.

Add a Comment from a Subtype View Page

Perform this task to add a comment to an existing discussion associated with transaction being viewed.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.

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5. Select the Go button.
6. Navigate to the subtype record related to the discussion you want to comment on.
7. Open the subtype record to display its view page.
8. Select the Add Comment button.
   The Discussion Search page opens in a new tab within the context of the selected transaction.
9. Find the discussion to update using one of the following options.

    i. Review and update the discussions already associated with the transaction.

    ii. Select the Filter button, enter the search criteria, and apply the filter. From the filtered results, select the discussion to review and update. For detailed field descriptions, see Search and View All Discussions.

    iii. If the existing discussion is not appropriate, select the New button to start a new discussion for the associated transaction. For detailed field descriptions, see Create and Submit a Discussion.

10. Select the discussion to update.
11. Enter comment.
12. Select the Save button.
    The comment is added to the selected discussion and remains associated with the related transaction.

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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 the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select one of the following menu items depending on the orchestration used:
    - Select Manufacturing - Customer or Manufacturing - Supplier from the left menu.
    - Select Commerce - Customer or Commerce - Supplier from the left menu.

      Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Remittance Advices.
8. Select the Filter button.
9. In the Filters panel, fill in one or more of the following fields to filter the results:

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i. Multi Field Search field - Searches across multiple indexed fields using a single keyword, including Text, Text Area, Email, URL, and Lookup fields.

ii. State drop-down – The state of the remittance advice:

- 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.

iii. Vendor Name type-ahead – Displays only if the menu item is Sent Remittance Advices in Manufacturing - Customer or Commerce - Customer. 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.

iv. Customer type-ahead – Displays only if the menu item is Received Remittance Advices in Manufacturing - Supplier or Commerce - Supplier. 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.

v. Last Modified drop-down – The period of time in which the remittance advice was last updated:

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- 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.

10. Select Apply.

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

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

    The View Remittance Advices screen displays.

12. 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 the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific

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Partner or internal location) in the header.

5. Select the Go button.

6. Select one of the following menu items depending on the orchestration used:

    - Select Manufacturing - Customer from the left menu.
    - Select Commerce - Customer from the left menu.

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

7. Select Remittance Advices.

8. Select the Filter button to find the remittance advice in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Remittance Advice Number link in the results table.
10. 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.
11. Select the Edit button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. 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,

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thus saving time and effort for both parties.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select one of the following menu items depending on the orchestration used:
   - Select Manufacturing - Customer from the left menu.
   - Select Commerce - Customer from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Remittance Advices.
8. Select a Remittance Advice Number in the Sent state.
9. Select the Edit button.

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

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The statues of the remittance advice moves to Sent state.

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Navigate to help documentation and support

Select the Help Center icon in the header to access the one-stop-shop help center for everything related to the network you are currently within (e.g.

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