



TRACELINK UNIVERSITY

Home

Resources

TraceLink University

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 an remittance advices

Perform this task to create and submit remittance advices.

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 by using the owner's instance of Multienterprise Information Network Tower.

4. Select Remittance Advice.


5. Select the 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.



8. Select the Edit  button.
9. In the Transaction Information section, select Submitted from the Process Status drop down.
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 field – The 3-letter ISO currency code.
 - 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. Customer Name 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 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. 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. To add new invoice information to a entity identifier line item, select a entity identifier line item row and then select the branch  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. To add new adjustment information to a entity identifier line item, select a entity identifier line item row and then select the branch  icon 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 Remittance Summary section, fill in the following fields:


a. Total Amount of Invoices field - The total amount of all associated invoices.

- b. Total Discounts field – The total discounts applied to all combined invoices.
- c. Total Adjustments and Deductions field – The total adjustments applied to all combined invoices.
- d. Total Amount Paid field – The total amount after applying discounts and adjustments.

19. In the Notes section, enter any additional comments or instructions.

20. 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


- In the Invoice Information section, do one of the following:
 - Select the Edit  icon, to edit the details of an individual entity identifier.
 - Select the Delete  icon, to delete an individual entity identifier.
- In the Adjustment Information section, do one of the following:
 - Select the Edit  icon, to edit the details of an individual entity identifier. User can select Previous or Next to view more line items.
 - Select the Delete  icon, to delete an individual entity identifier.

- In the Notes section, do one of the following:
 - Select the Add **+** icon, to add comments or instructions.
 - Select the Delete **-** icon, to remove comments or instructions.

Submit a draft remittance advice

Perform this task to complete a saved (draft) 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 by using the owner's instance of Multienterprise Information Network Tower.
4. Select Remittance Advice.
5. Filter to find the remittance advice.
6. Select the Remittance Advice Number link for the remittance advice in the Draft state from the results table.



7. Select the Edit  button.
8. In the Transaction Information section, select Submitted from the Process Status drop down.
9. 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.

10. Select the Save  button.

The remittance advice is submitted.

Tips

- To edit the details of an individual line item in the remittance advice, select the Edit  icon for the line item. in the Invoice Information and Adjustment Information sections.
- To delete a remittance advice in draft state, select the remittance advice number row and then select the Delete  icon on the top of the screen.



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 by customers and received by suppliers. Viewing the details of a remittance advices enables suppliers 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 from the left menu.



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

4. Select Remittance Advice.

5. Select the 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 – The name of the supplier the remittance advice was sent to.

If the name of the supplier is not present in the Owners master data then the supplier's name must be entered manually

- Last Modified field – The period of time in which the forecast plan 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 advice displays based on the filter results.


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

The View Remittance Advice screen displays.

9. View all the fields in the Transaction Information, Remittance Advice Information, Customer and Vendor, Customer and Vendor Bank Information, Payment Information, Invoice Information, Adjustment Information, Remittance Summary, and Notes sections.

For detail information about these fields, see **Create and submit a new remittance advice**.


Tips

- To view the details of an individual entity identifier in the remittance advice, select the View  icon for the line item in the Invoice Information section on the Remittance Advice Details screen.

Resubmit remittance advices


Resubmit remittance advice

Perform this task if the user needs to resend a submitted 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 by using the owner's instance of Multienterprise Information Network Tower.
4. Select Remittance Advice.

5. Filter to find the remittance advice.
6. Select the Remittance Advice Number link for the remittance advice in the Sent state from the results table.

7. Select the Edit  button.

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

8. 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.

9. Select the Save  button.

The advance shipment notice is submitted.

The statuses of the remittance advice moves to Sent state.

Related Content



Set up your account

New to the TraceLink Network?

[View More](#)



View notifications

Apps send notifications when specific events happen, and you receive these notifications

within the Opus user experience in the Notifications panel.

View More



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.

View More