

# Remittance Advice Emails



by ASQiT

# Sending Emails

User Guide

## Description

This document provides a guide to setting remittance advice emails from the payment journal to vendors that are included in the payment run.

Visit our [web page](#) to learn more

## Preview Remittance Email Warnings

Before sending remittances advice emails, it is advised to preview remittance email that shows if there are any issues – missing emails, invalid remittance profiles, etc. To run the preview, select *Actions -> Remittance -> Preview Email Remittances*:

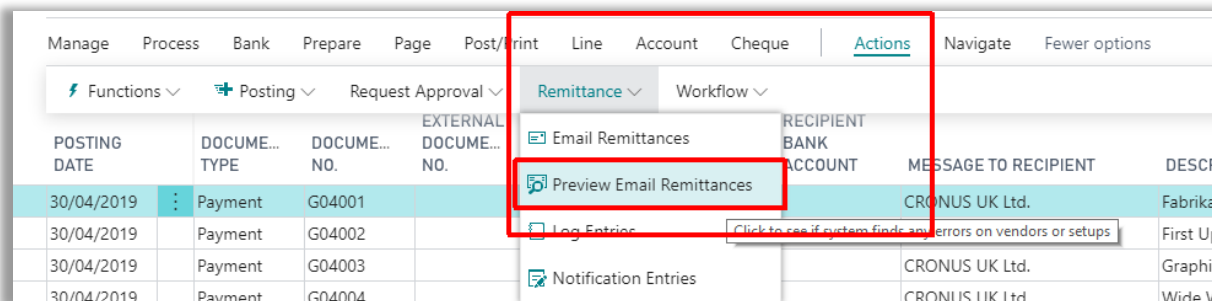
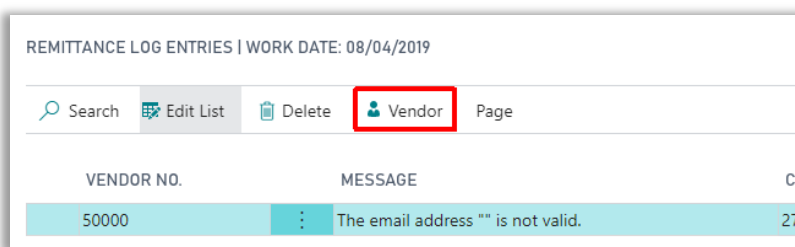


Figure 1 - Preview email remittances



If preview finds any warning, the log entry page opens that shows all warnings in this particular run. Click on *Vendor* to open a vendor card and fix the issue.

Figure 2 - Log entries

## Send Remittance Emails

To send remittance advice emails to vendors in the payment run, on the journal select *Actions -> Remittance -> Email Remittances*:

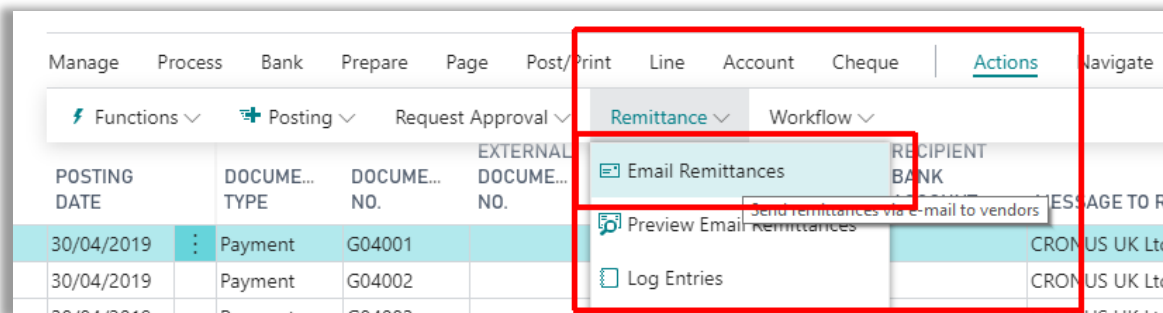


Figure 3 - Email Remittances

When sending remittance advices encountered warning that prevented some email being sent out, system asks whether to show these warnings.

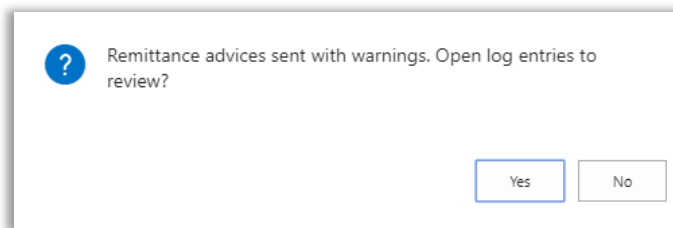


Figure 4 - Show warnings

REMITTANCE NOTIFICATION ENTRIES | WORK DATE: 08/04/2019 ✓ SAVED

Search Edit List Delete Process Download Vendor Page More options

CREATED AT ↓	DIS... ↓	VENDOR NO.	NOTIFICA... ACTION	VENDOR NAME	TO ADDRESS
27/04/2019 10:42	<input checked="" type="checkbox"/>	40000	EMail	Wide World Importers	toby.rhode@contoso.com
27/04/2019 10:42	<input checked="" type="checkbox"/>	20000	EMail	First Up Consultants	george.mcleon@asqit.co.uk
27/04/2019 10:42	<input checked="" type="checkbox"/>	10000	EMail	Fabrikam, Inc.	krystal.york@asqit.co.uk

Figure 5 - Notification Entries

**Important.** Remittance Advice emails are either sent from the journal or scheduled to send via automated jobs (Job Queue) later. In both cases Notification Entries are created, but will either be marked as 'Distributed' if emails are actually sent.

System stores sent emails in Remittance Notification Entries. These entries show date and time of creation, email addresses used, and store the report attachment and email body layout.

## Test Mode

Remittance Setup

Setup Entries

General > ap-invoices@asqit.co.uk

Report Selection > ASQiT Remittance Advice Remittance Advice Email Body

**Test Mode**

Test Mode

Test Mode Send To

Figure 6 - Remittance Setup

When testing remittance emails, the special Test Mode can be activated in the *Remittance Setup*.

When in test mode, upon sending remittance emails, system replaces all vendor email addresses with the one stated in the setup.

This way you can send emails to company's internal address to test mailing setup, email body, report layout without accidentally sending it to vendors.

Notification Entries will show which emails were created using Test Mode.

CREATED AT ↓	SUBJECT	TEST MO...
27/04/2019 11:20	Remittance Advice	<input checked="" type="checkbox"/>
27/04/2019 11:20	Remittance Advice CRONUS UK..	<input checked="" type="checkbox"/>
27/04/2019 11:20	Remittance Advice	<input checked="" type="checkbox"/>
27/04/2019 11:20	Remittance Advice CRONUS UK..	<input checked="" type="checkbox"/>

Figure 7 - Notification Entries. Test mode

## Notification Entries

Notification entries hold recent history of sent remittance email, or emails that are queued to be sent via automated job queue:

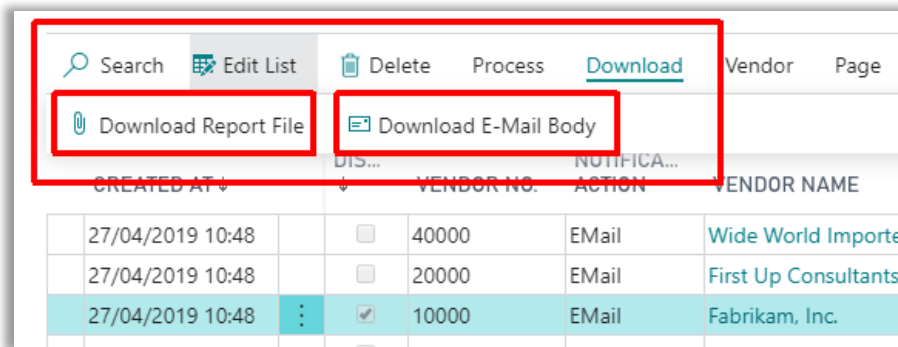
CREATED AT ↓	DIS...	VENDOR NO.	NOTIFICA...	VENDOR NAME	TO ADDRESS
27/04/2019 10:42	<input checked="" type="checkbox"/>	40000	Email	Wide World Importers	toby.rhode@contoso.com
27/04/2019 10:42	<input checked="" type="checkbox"/>	20000	Email	First Up Consultants	george.mcleon@asqit.co.uk
27/04/2019 10:42	<input checked="" type="checkbox"/>	10000	Email	Fabrikam, Inc.	krystal.york@asqit.co.uk

Figure 8 - Notification Entries

If email is not yet sent (*Distribution* box is not ticked), user can process the entry and send the email manually, by clicking *Process* -> *Process Entry*.

CREATED AT ↓	DIS...	VENDOR NO.	ACTION	VENDOR NAME
27/04/2019 10:48	<input type="checkbox"/>	40000	Email	Wide World Importers
27/04/2019 10:48	<input type="checkbox"/>	20000	Email	First Up Consultants
27/04/2019 10:48	<input checked="" type="checkbox"/>	10000	Email	Fabrikam, Inc.

Figure 9 - Process Notification



CREATED AT	DIS...	VENDOR NO.	ACTION	VENDOR NAME
27/04/2019 10:48	<input type="checkbox"/>	40000	Email	Wide World Importe
27/04/2019 10:48	<input type="checkbox"/>	20000	Email	First Up Consultants
27/04/2019 10:48	<input checked="" type="checkbox"/>	10000	Email	Fabrikam, Inc.

Figure 10 - Download Notification reports

To view the remittance report generated for vendor, or review the email body layout, select the *Download* option.

## Standard Reports

Standard reports included with this App produce following remittance report:

Remittance Advice						
<b>Fabrikam, Inc.</b> Krystal York 10 North Lake Avenue , GA US-GA 31772 USA				<b>CRONUS UK Ltd.</b> 7122 South Ashford Street Westminster London, W2 8HG		
				Phone No.	0666-666-6666	
				VAT Reg. No.	777777777	
Our Document No.	Doc. Type	Your Document No.	Document Date	Curr. Code	Remaining Amount	Payment Curr. Amount
G04001	Invoice	107201	10/03/19		0.00	1,267.50
<b>Total Amount</b>					<b>GBP</b>	<b>1,267.50</b>

Figure 11 - Standard report layout

and this email body layout:

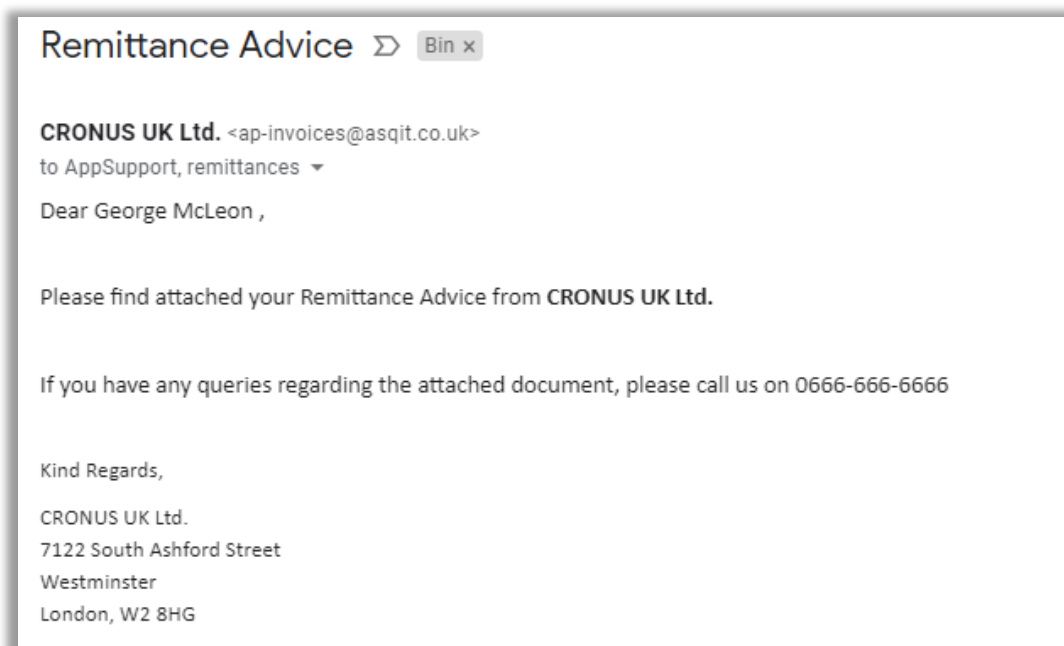


Figure 12 - Standard email layout