

Accessing Order Setup Modules

Last Modified on 06/20/2023 2:19 pm EDT

This guide describes the modules associated with setting up orders. It is intended for general users.

Orders typically deal with four different record types. Line item code and rate card records each store information about the items and services you buy and sell. Template and task group records store pre-defined details and workflows.

Line Item Codes

Line item codes (LICs) are the items and services you buy and sell. aACE includes seven LIC record types. Each has specific characteristics, attributes, and functions within the system.

1. Items – Product you buy or sell (but not inventoried items or assembly items)
2. Inventoried Item – Product you keep in stock and track quantities
3. Assembly Item – Product that requires production
4. Inventoried Assembly Item – Product that requires production and is then kept in stock
5. Time – Activities your team works on (e.g. design services, technical support, and product assembly time)
6. Expense – Items you purchase and consume (e.g. office supplies, out-of-pocket expenses like travel or taxi fare), and also for things you purchase and pass the cost on to your customer (e.g. job supplies or special services)
7. Other – Miscellaneous uses such as line item adjustments, order deposits, line item discounts, tax adjustments, etc.

Every source of revenue or cost throughout the system is assigned to an LIC. Each LIC record, in turn, is associated with both a revenue-side and cost-side general ledger accounting code. This allows users to assign the same LIC (e.g. “Printing”) to both a Purchase and an Invoice. All the necessary accounting logic is completely transparent.

Learn more about [line item codes](https://aace6.knowledgeowl.com/help/overview-of-line-item-codes) (<https://aace6.knowledgeowl.com/help/overview-of-line-item-codes>).

Rate Cards

The [Rate Cards](https://aace6.knowledgeowl.com/help/rate-cards) (<https://aace6.knowledgeowl.com/help/rate-cards>) module stores special pricing and commissions associated with LICs. You can create custom rate cards to link to specific

customers or to use for special pricing situations.

Templates

The Templates module stores templates for several record types: orders, purchase orders, shipments, and campaigns. Rather than re-entering similar data over and over, you can simply select a template to generate these records. In addition, it offers management the opportunity to standardize activities and better control the wording viewed by clients.

Task Groups

The Task Groups module is used to create workflows which can then be assigned to jobs and line item codes. These *process* templates help automate the setup of workflows around assemblies and other multi-task fulfillments.
