

Overview of Shipping Preferences

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This guide introduces settings that control how aACE handles incoming and outgoing shipments. It is intended for system administrators.

You can configure preferences relating to shipping and shipment automation. To review Shipping Preference settings, navigate from Main Menu > Internal > Management Preferences > Shipping.

Note: You must click Edit to update these settings and preferences.

The screenshot shows the 'aACE Management Preferences' window with the 'Shipping' tab active. The 'Order Shipments' section (1) includes a checked checkbox for 'Returns reduce order item quantity...'. The 'Purchase Order Shipments' section (2) has two unchecked checkboxes. The 'Line Item Code Defaults' section (3) has several unchecked checkboxes and a note about forcing user choice. The 'Shipment Automation' section (4) has three checkboxes, with the first two checked.

1. Order Shipments

This setting determines how [customer returns are processed](http://aace6.knowledgeowl.com/help/processing-customer-returns) in your company:

- Flag cleared – aACE will *not* automatically reduce the item quantities on the initial order. The system assumes that additional product will be sent to *replace* the returned items.

Note: If the 'Auto-generate shipments' flag on this screen is also marked, aACE will automatically generate a replacement shipment when the returned goods are received.

- Flag marked – aACE will automatically update the initial order to reduce the item quantities equal to the returned product. The system assumes that additional product will *not* be sent. No automatic replacement shipment is generated.

2. Purchase Order Shipments

You can control aspects of purchase order shipments by configuring these preferences.

3. Line Item Code Defaults

Specifying defaults for your line item codes (LICs) can be useful for streamlining your company's workflows. These preferences set the various defaults for *all* products.

4. Shipment Automation

aACE's robust automation features allows you to automate aspects of your shipments. Settings for shipment and delivery dates and shipment generation can be found in this section.
