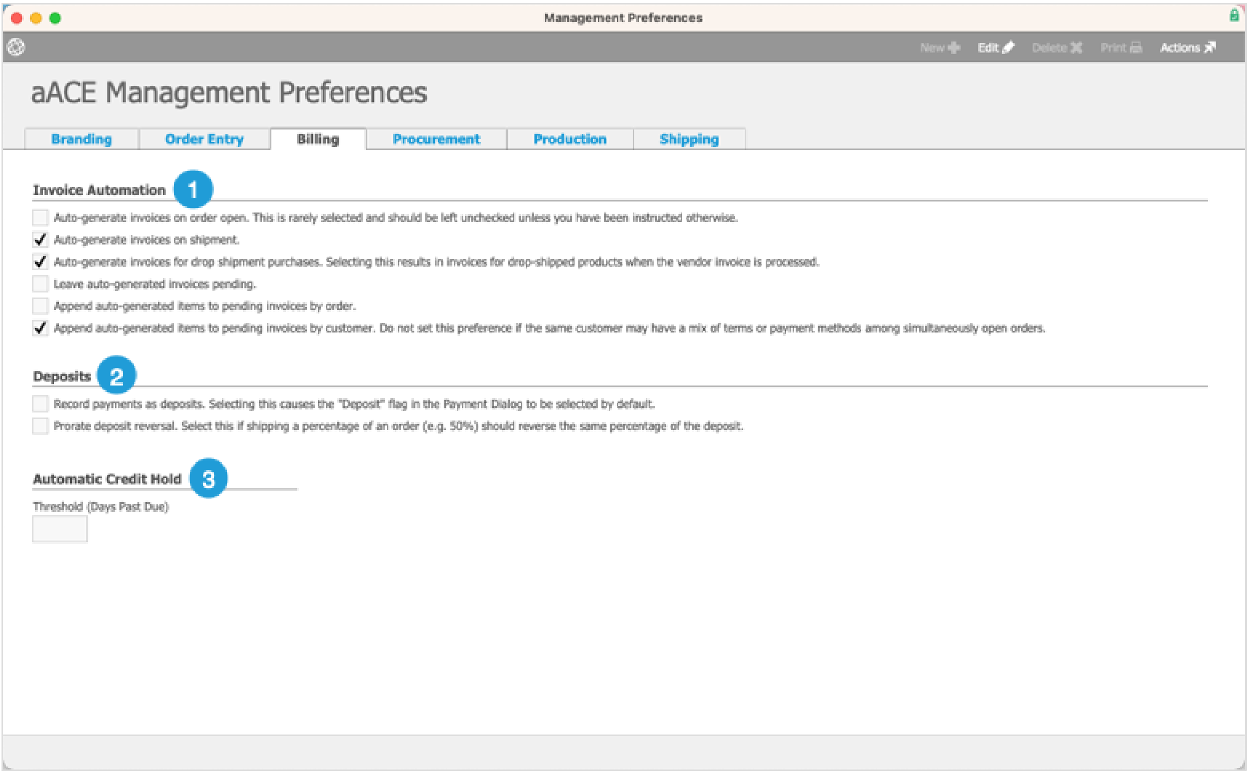
Overview of Billing Preferences

Last Modified on 07/31/2023 5:29 pm EDT

This guide explains the billing settings you can use to optimize your invoicing workflows. It is intended for system administrators.

aACE offers a variety of preferences to make your invoicing workflows more efficient. To manage these settings, navigate from Main Menu > Internal > Management Preferences > Billing.

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



1. Invoice Automation

You can configure aACE settings to automatically generate invoices when certain events occur. When you mark one of the six invoice-related flags, it activates the following functionality:

- **Auto-generate invoices on order open** — aACE automatically creates an invoice when you Open the related order.
  Note: This setting must be configured carefully. Please consult with your aACE representative before marking this flag.

- **Auto-generate invoices on shipment** — aACE automatically creates an invoice when you mark the related shipment as Shipped.
- **Auto-generate invoices for drop-shipment purchases** — aACE automatically creates a customer invoice for drop-shipment purchases when you process the vendor invoice.
- **Leave auto-generated invoices pending** — aACE leaves all auto-generated invoices in Pending status.
- **Append auto-generated items to pending invoices by order** — When items for an order are sent in multiple shipments, aACE automatically adds the items from the subsequent shipments to the initial invoice. If you post the initial invoice before the final shipment is sent, aACE will automatically generate a new invoice.
- **Append auto-generated items to pending invoices by customer** — When a customer places multiple orders, aACE automatically locates any pending invoices for that customer and appends the additional items to it. If there isn't an invoice in Pending status for that customer, aACE will generate a new invoice.

If your workflows require additional automation options, contact your aACE representative to discuss adding customized preferences.

For examples on how these preferences can support your workflow, refer to our guide on Understanding Invoice Automation (https://aace6.knowledgeowl.com/help/understanding-invoice-automation).

2. Deposits

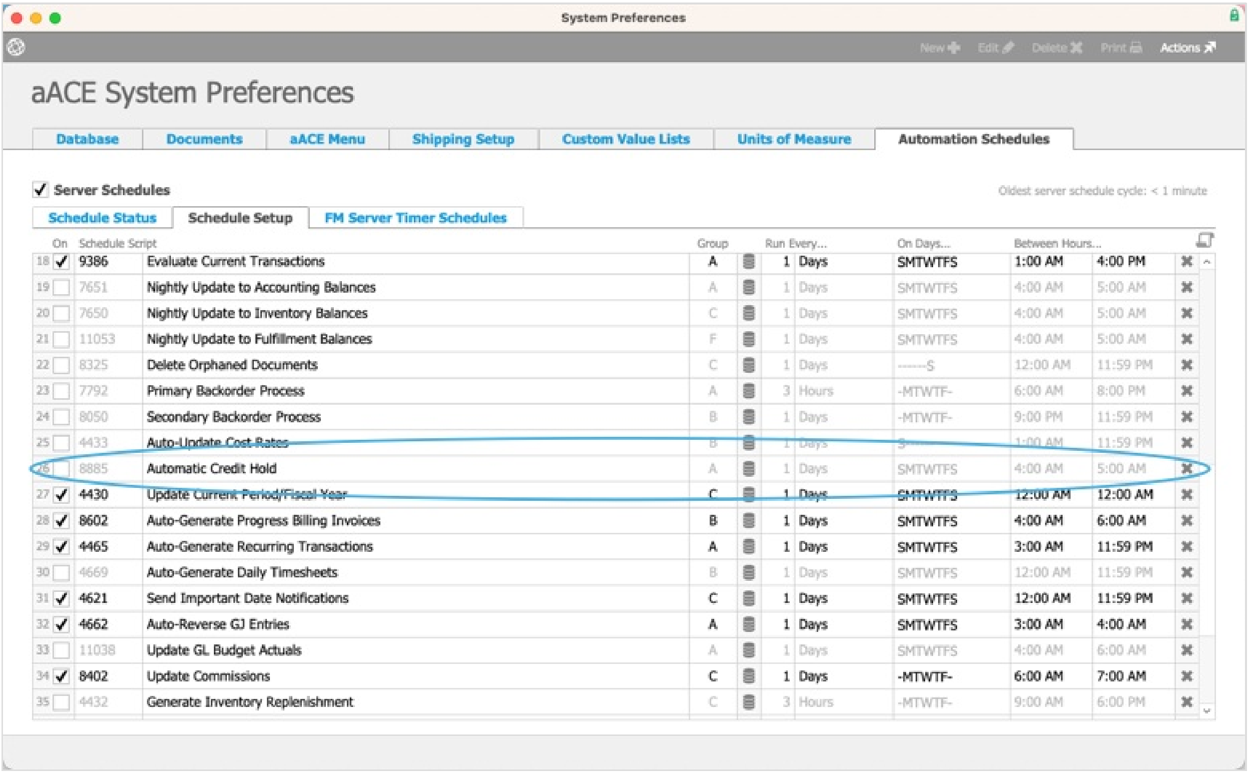
You can configure preferences in the Deposits section to determine how payments are processed. Using the deposit preferences, you can also determine whether deposits should be reversed when shipments are made for an order.

- **Record payments as deposits** — aACE automatically marks the "Deposit" flag for all payments made through the Payment Due dialog.
- **Prorate deposit reversal** — When you ship a percentage of an order, aACE automatically reverses the same percentage of the received deposit (e.g. if you ship 10% of the order, aACE will reverse 10% of the deposit).

3. Automatic Credit Hold

You can specify when a company will be automatically flagged for a credit hold using the Threshold (Days Past Due) field.

Note: If you specify a threshold here, you must also enable the Automatic Credit Hold automation schedule.



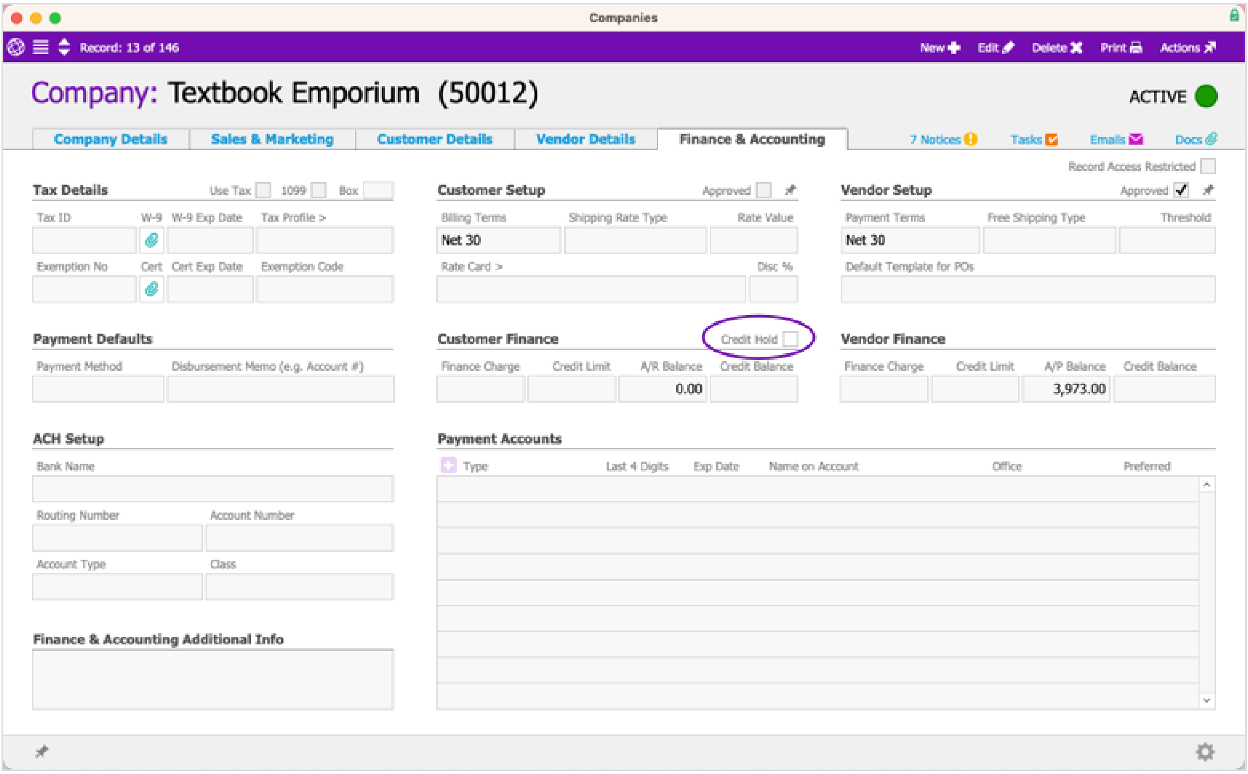
Additional Details about Automatic Credit Holds

Enabling the Automatic Credit Hold automation schedule completes several actions. It first searches for any companies that have one or more open invoices that are past due for at least the specified Threshold (Days Past Due). For any companies that match this criteria, the schedule automatically:

1. Flags those companies for a credit hold.
2. Notes the credit hold update on the Company record's logs.
3. Generates a notice to the Financial Oversight team, including a link back to the company and to each of the relevant invoices.

Once a credit hold is applied to a company, anyone who tries to open a new order for that company will receive a warning message about the credit hold. If they proceed with opening the order, a notice will be sent to the Financial Oversight team, including a link back to the order.

To clear the Credit Hold flag for a company, you must manually review the company and edit the record. You can view the company's credit details on the Finance & Accounting tab:



If you manually clear the flag, but a past-due invoice is not addressed, the flag will be marked again the next time the automated process runs.