Overview of Billing Preferences

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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.

	Management P	references			6
3				Edit 🖋 🛛 Delete	Actions 🛪
aACE Management Preferer	nces				
Branding Order Entry Billing	Procurement Production	Shipping			
Invoice Automation 1					
Auto-generate invoices on order open. This is rarely selected an	nd should be left unchecked unless you have been i	instructed otherwise.			
 Auto-generate invoices on shipment. Auto-generate invoices for drop shipment purchases. Selecting 1 	this results in invoices for dron-shipped products w	hen the vendor invoice	is processed.		
Leave auto-generated invoices pending.	and reasons in minutes for each propped produces in				
Append auto-generated items to pending invoices by order.					
Append auto-generated items to pending invoices by customer.	Do not set this preference if the same customer m	ay have a mix of term	s or payment methods among simultaneous	ly open orders.	
Deposits 2					
Record payments as deposits. Selecting this causes the "Deposi	it" flag in the Payment Dialog to be selected by defi	ault.			
Prorate deposit reversal. Select this if shipping a percentage of	an order (e.g. 50%) should reverse the same perce	entage of the deposit.			
Automatic Credit Hold					
Threshold (Days Past Due)					

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 <u>Understanding Invoice Automation (https://aace6.knowledgeowl.com/help/understanding-invoice-automation</u>).

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.

							New 🖶 E	dit 🖋 🛛 Delete 🗙	Print 🗟 🖌	Actions
AC	CE Sy	stem Preferences								
Da	tabase	Documents aACE Menu Shipping Setup	Custom Value Lists	Lists Units of Measure			Automation Schedules			
Sei	rver Sche	dules						Oldest server sc	hedule cycle: < :	1 minut
Sch	edule Sta	tus Schedule Setup FM Server Timer Schedules								
On	Schedule S	cript	Group		Run 8	Every	On Days	Between Hou	irs	1
8 🗸	9386	Evaluate Current Transactions	A	8	1	Days	SMTWTFS	1:00 AM	4:00 PM	ж
9	7651	Nightly Update to Accounting Balances	A	8	1	Days	SMTWTFS	4:00 AM	5:00 AM	×
0	7650	Nightly Update to Inventory Balances	C	8	1	Days	SMTWTFS	4:00 AM	5:00 AM	ж
1	11053	Nightly Update to Fulfillment Balances		8	1	Days	SMTWTFS	4:00 AM	5:00 AM	ж
2	8325	Delete Orphaned Documents			1	Days	S	12:00 AM	11:59 PM	ж
3	7792	Primary Backorder Process		8	3	Hours	-MTWTF-	6:00 AM	8:00 PM	×
4	8050	Secondary Backorder Process		8	1	Days	-MTWTF-	9:00 PM	11:59 PM	×
5	4433	Auto-Update Cost Rates	В	8	1	Days	3	1-00 AM	11:59 PM	ж
6	8885	Automatic Credit Hold	A	8	1	Days	SMTWTFS	4:00 AM	5:00 AM	×
71	4430	Update Current Period/Fiscal Year			1	Days	SMTWTFS	12:00 AM	12:00 AM	ж
8 🗸	8602	Auto-Generate Progress Billing Invoices	В	8	1	Days	SMTWTFS	4:00 AM	6:00 AM	×
9 🗸	4465	Auto-Generate Recurring Transactions	A	8	1	Days	SMTWTFS	3:00 AM	11:59 PM	×
0	4669	Auto-Generate Daily Timesheets		8	1	Days	SMTWTFS	12:00 AM	11:59 PM	×
1 🗸	4621	Send Important Date Notifications		8	1	Days	SMTWTFS	12:00 AM	11:59 PM	×
21	4662	Auto-Reverse GJ Entries		8	1	Days	SMTWTFS	3:00 AM	4:00 AM	×
3	11038	Update GL Budget Actuals		8	1	Days	SMTWTFS	4:00 AM	6:00 AM	×
4	8402	Update Commissions	с	8	1	Days	-MTWTF-	6:00 AM	7:00 AM	ж
5	4432	Generate Inventory Replenishment	C	8	3	Hours	-MTWTE-	9:00 AM	6-00 PM	×

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:

• •	Companies	
🗮 ≑ Record: 13 of 146		New 🖶 Edit 🖋 Delete 🗶 Print 📾 Actions 🖈
Company: Textbook Emp	orium (50012)	ACTIVE
Company Details Sales & Marketing	Customer Details Vendor Details Finance & Accounting	7 Notices 🔒 🛛 Tasks 🗹 Emails 💟 Docs 🍥
Tax Details Use Tax 1099 B	x Customer Setup Approved *	Record Access Restricted Vendor Setup Approved
Tax ID W-9 W-9 Exp Date Tax Profile >	Billing Terms Shipping Rate Type Rate Value	Payment Terms Free Shipping Type Threshold
<i>e</i>	Net 30	Net 30
Exemption No Cert Cert Exp Date Exemption Code	Rate Card > Disc %	Default Template for POs
Payment Defaults	Customer Finance	Vendor Finance
Payment Method Disbursement Memo (e.g. Account	#) Finance Charge Credit Limit A/R Balance Credit Balance	Finance Charge Credit Limit A/P Balance Credit Balance
	0.00	3,973.00
ACH Setup	Payment Accounts	
Bank Name	Type Last 4 Digits Exp Date Name on A	Account Office Preferred
Routing Number Account Number		
Account Type Class		
Finance & Accounting Additional Info		
		v

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.