

Configuring Order Layouts

Last Modified on 07/20/2023 3:31 pm EDT

This guide highlights differences on the various order layouts. It is intended for system administrators.

aACE allows you to [configure preferences for order entry](https://aace6.knowledgeowl.com/help/overview-of-order-entry-preferences). You can select the order screen layout that works best for your organization. Navigate from Main Menu > Internal > Management Preferences > Order Entry. Then use the Sales Order Layout and Production Order Layout fields to configure the data aACE displays in the Order Items section of order records. After you change a layout, team members must re-login for the changes to take effect.

Note: You can also control order layouts using settings on aACE user groups. Settings in the [User Group module](https://aace6.knowledgeowl.com/help/overview-of-user-groups) take precedence over the parallel settings in the Management Preferences module.

Sales Order Layouts

These layouts highlight various details that may be of most use to your sales team:

- Default

Order Items														
Code	Description	Invtry	Alts	Upps	Opts	Quantity	BO	DS	SO	Unit Cost	Subcosts	Unit Price	Total	Margin
1 > NTBK-011	Lab Notebooks / Journals	270	0	0	+	20				2.50	0.00	10.00	200.00	75%

- Price-based

Order Items														
Code	Description	Invtry	Alts	Upps	Opts	Cases	Quantity	BO	DS	SO	Unit Price	Unit Adj	Total	Margin
1 > NTBK-011	Lab Notebooks / Journals	270	0	0	+	1	20				10.00	0.00	200.00	75%

- Cost-based

Order Items														
Code	Description	Invtry	Alts	Upps	Opts	Quantity	BO	DS	SO	Unit Cost	Markup	Unit Price	Total	Margin
1 > NTBK-011	Lab Notebooks / Journals	270	0	0	+	20				2.50	300%	10.00	200.00	75%

- Inventory-based

Order Items													
Code	Description	Inventory Bin	Invtry	Alts	Upps	Opts	Quantity	BO	DS	SO	Unit Price	Total	Margin
1 > NTBK-011	Lab Notebooks / Journals		270	0	0	+	20				10.00	200.00	75%

- Custom – This layout is intended for display purposes to help new aACE customers get a sense of fields they can use to configure their order entry layout. It is *not* intended for use in order entry.

Production Order Layouts

The following layouts highlight various details that may be of most use to your warehouse team:

- Default

Order Items														
Code	Description	Invtry	Alts	Upps	Opts	Quantity	BO	DS	SO	Unit Cost	Subcosts	Unit Price	Total	Margin
1 > HP-PPS	HP Printer Pack Special	0	0	+		1				1,967.65	0.00	2,499.00	2,499.00	21%

- Price-based

Order Items														
Code	Description	Invtry	Alts	Upps	Opts	Cases	Quantity	BO	DS	SO	Unit Price	Unit Adj	Total	Margin
1 > NTBK-011	Lab Notebooks / Journals	270	0	0	+	1	20				10.00	0.00	200.00	75%

- Cost-based

Order Items														
Code	Description	Invtry	Alts	Upps	Opts	Quantity	BO	DS	SO	Unit Cost	Markup	Unit Price	Total	Margin
1 > HP-PPS	HP Printer Pack Special	0	0	+		1				1,967.65	27%	2,499.00	2,499.00	21%

- Inventory-based

Order Items													
Code	Description	Inventory Bin	Invtry	Alts	Upps	Opts	Quantity	BO	DS	SO	Unit Price	Total	Margin
1 > HP-PPS	HP Printer Pack Special		0	0	+		1				2,499.00	2,499.00	21%

- Custom – This layout is intended for display purposes to help new aACE customers get a sense of fields they can use to configure their order entry layout. It is *not* intended for use in order entry.