

Understanding Out-Of-The-Box Notice Setups

Last Modified on 10/22/2026 5:45 pm EDT

This guide provides a list of all aACE out-of-the-box notice setups. It is intended for system administrators.

Notice setups send automated notices based on specified criteria. aACE has many out-of-the-box (OOTB) notice setups for your business to utilize:

Notice Setup Name	Description	Notes
A/P Action Required	Sent when an accounts payable item requires action. Includes the action and purchase information.	
aACE Suggestion Notice	Sent when a user submits a suggestion through the aACE Suggestion feature. Includes the location and content of the suggestion.	
Activate Line Item Code	Sent when a team member without the Can Activate Line Item Codes user group privilege requests to activate a line item code. Includes the line item code.	
Adjust Invoice	Sent when a team member without the Can Credit/Adjust Invoices user group privilege for Invoices requests to adjust an invoice through the invoice adjustment process. Includes the invoice ID.	
Adjust Purchase	Sent when a team member without the Can Credit/Adjust Purchases user group privilege for Purchases requests to adjust a purchase through the purchase adjustment process. Includes the purchase ID.	

Notice Setup Name	Description	Notes
Auto-Incomplete Failure	Sent when a scheduled task cannot be updated to Incomplete through the auto-incomplete process. Includes the task information. Notifies the Assigned By team member.	
Automatic Credit Hold	Sent when a customer is automatically placed on credit hold because one or more of their invoices are past the automatic credit hold threshold. Includes the company and credit hold threshold details.	Sent through the Automatic Credit Hold automation schedule.
Billing Approval	Sent when a record for a company not approved for billing requires manual billing approval and their Open and Closed orders total is over the Order Volume Oversight threshold. Includes the company, record ID, and transaction information.	
Charge on Ship Failed	Sent when the Charge on Ship process fails during automatic invoicing and charging on a shipment. Includes order, shipment, invoice, and payment information.	
Company Tax Exemption Expiration	Sent seven days prior to when a company's tax exemption expires. Includes the company name and the expiration date.	Sent through the Send Important Date Notifications automation schedule for tax compliance management.
Credit Card Expiration	Sent when a customer credit card is approaching the expiration date. Includes company, credit card information, and recent charge.	Sent through the Credit Card Expiration Notifications automation schedule.

Notice Setup Name	Description	Notes
Customer on Credit Hold	Sent when an order for a customer on credit hold is opened. Includes the order information.	
Deactivated Team Member Still Present on Teams	Sent when a deactivated team member is still present on active teams. Asks to review and update the teams and includes the team member and the teams they are still present on.	
Debug Log Report	Sent when the debug log archive process completes and archives one or more debug logs. Includes a report of archived log records.	
Discontinued Line Item Code Deactivated	Sent when a discontinued line item code is deactivated. Includes the line item code information.	
Drop-Ship Purchase Adjusted	Sent when the Auto-generate invoices for drop shipment purchases preference is enabled and the drop-ship purchase that ships directly from the vendor to the customer is adjusted. Includes purchase, vendor, and customer information.	
Expense Envelope Submitted	Sent when an expense envelope is submitted for approval. Includes the expense envelope ID.	
Expense Envelope Rejected	Sent when an expense envelope is rejected. Includes the expense envelope ID. Notifies the Assigned By team member and the expense envelope team member that their expense envelope was not approved.	

Notice Setup Name	Description	Notes
Export Oversight	Sent when a user exports more records than the threshold percentage. Includes the team member name, number of records exported, and the threshold percentage.	
Fulfillment POs Created/Updated	Sent when the fulfillment process automatically creates or updates purchase orders for an order. Includes the order ID and list of purchase order IDs.	
Important Date Reminder	Sent when an Important Date reaches its reminder date. Includes record title, date, and notes. Notifies the team member and team specified in the Important Date.	Sent through the Send Important Date Notifications automation schedule.
Inventory Replenishment POs Created	Sent when the inventory replenishment process automatically creates purchase orders. Asks the notice recipient to review the line item codes and purchase orders. Includes information for the line item codes being replenished.	
Inventory Replenishment Shipments Created	Sent when the inventory replenishment process automatically creates shipments or office transfers. Includes line item code information.	

Notice Setup Name	Description	Notes
Invoice Multi-Order Shipment	Sent when a shipment with multiple orders is updated to Shipped and invoicing for the shipment must happen manually. Asks to process the invoice manually and includes the shipment and customer information.	
Job Assigned	Sent when a job is assigned or reassigned to a team member. Includes job and assignment information. Notifies the Assigned To team member, but only if they are different from the user making the assignment.	
Job Updated From Order	Sent when an order is updated and the related production job has been updated from the order and needs to be reopened. Includes information about the order and asks the notice recipient to review changes. Notifies the job Assigned To team member.	
Lead Assignment	Sent when a lead is assigned to a team member. Includes lead and next step information. Notifies the assignee about the new lead assignment.	
Line Item Code Ordered A/R	Sent when a line item code with order notification enabled is ordered (accounts receivable). Includes the line item code and order information.	
Line Item Code Ordered A/P	Sent when a line item code with order notification enabled is ordered (accounts payable). Includes the line item code and purchase order information.	

Notice Setup Name	Description	Notes
New Line Item Code Activated	Sent when a new line item code is activated in the system. Includes the line item code information.	
Notify When In	Sent when backordered line items on an order have available inventory. Includes the line item code and order ID.	Sent through the Primary Backorder Process and the Secondary Backorder Process automation schedules. The schedule disables the order item BO preference on the order.
Open Invoice	Sent when a team member without the Can Open Invoices user group privilege requests to open an invoice through the Open Invoice process. Includes the invoice ID.	
Open Order	Sent when a team member without the Can Open Orders user group privilege requests to open an order through the Open Order process. Includes the order ID.	
Open Purchase	Sent when a team member without the Can Open Purchases user group privilege requests to open a purchase through the Open Purchase process. Includes the purchase ID.	

Notice Setup Name	Description	Notes
Open Purchase Order	Sent when a team member without the Can Open POs user group privilege requests to open a purchase order through the Open Purchase Order process. Includes the purchase order ID.	
Order Follow-Up	Sent as a reminder to follow up with an order. Includes the order ID and Next Step.	Sent through the Send Important Date Notifications automation schedule.
Order Address Change	Sent when an order shipping address is changed and requires a tax profile review (e.g. the zip code was changed). Notifies the order Assigned To team member. Includes the order and tax profile information.	Part of the Update Related Records process when company address changes affect orders.
Order Exceeds Customer Credit	Sent when an order exceeds the customer credit limit. Includes the order ID, credit limit, and the total balances information.	
Order Minimum Margin Warning	Sent when an order margin is less than the configured minimum margin threshold. Includes the order ID and details about which line item codes are involved.	
Order Ready for Pick Up/Shipment	Sent when an order job is closed and the order items are ready when the Ship Type is Pick Up, Ship Together, or Ship Separately. Includes order information.	

Notice Setup Name	Description	Notes
Payment Entry Failure	Sent when a payment entry fails during a project or order payment initialization. Includes transaction, customer, and timestamp information.	
Payment Received	Sent when a payment is received on an order. Includes order and payment information. Notifies the order Assigned By and Assigned To.	
PO Follow-Up	Sent as a follow-up reminder for purchase orders. Includes the purchase order information and the next step.	Sent through the Send Important Date Notifications automation schedule.
Progress Billing	Sent when a progress bill is generated for the project-based invoicing process. Includes the invoice information.	
Project or Order Refund Request	Sent when a refund is requested using the Request Refund icon for a project or order payment for processing refunds. Asks the notice recipient to process a refund.	
Purchase Causes PO Overage	Sent when a purchase amount percentage causes the related purchase order to exceed the configured overage threshold. Includes the purchase information and overage total.	
Purchase Order Refund Request	Sent when a refund is requested using the Request Refund icon for a purchase order payment for processing refunds. Asks the notice recipient to process a refund.	

Notice Setup Name	Description	Notes
Purchase Order Requires Approval	Sent when a team member without the Can Open POs Above Approval Limit user group privilege requests to open a purchase order at or above the approved threshold. Includes the purchase order ID.	
Purchasing Approval	Sent when a vendors's Open and Closed purchase orders total exceeds the specified threshold and the vendor is not approved. Includes the company and the transaction and threshold values.	
Rate Card / Tax Profile Reminder	Sent when a rate card, campaign, or tax profile start or end date is reached.	Sent through the Send Important Date Notifications automation schedule.
Recurring Transaction Error	Sent when a recurring transaction fails to process correctly. Includes the recurring transaction information and error details.	
Recurring Transaction Processed	Sent when a recurring transaction is successfully processed. Includes the transaction ID and termination date.	
Remittance Advice Report	Sent as a remittance advice status report for disbursements. Includes a list of disbursements remittance advice was sent and not sent for.	Sent through the Auto-Email Remittance Advice process in the Disbursements module.
Required plug-in missing	Sent when a required FileMaker plug-in fails to install or register. Includes the plug-in name and failure reason. Notifies the current user.	

Notice Setup Name	Description	Notes
Shipment Received	Sent when an incoming shipment is updated to Received. Includes shipment information. Notifies the shipment's Assigned By and the Assigned To team members from related orders, POs, and jobs. Excludes the user who updated the shipment to Received.	
Shipping Statement Cost Exceeds Expected	Sent when a shipping statement cost is updated and does not match the original expected amount. Includes the vendor name, purchase ID, and shipping cost information.	
Support Request from Log Viewer	Sent when a user submits a support request through the Log Viewer. Includes module and log information.	
System Error	Standard error notification sent when any of the 64+ scripts encounter errors. Includes the severity, location, process name, and relevant record and user information.	
Task Assignment	Sent when a task is assigned to a team member. Includes task and assignment information. Notifies the Assigned To team member, but only if they are different from the user making the assignment.	
Task Completion	Sent when a task is updated to Complete. Includes task information. Notifies the Assigned By (or Original Assigned By) team member and excludes the user who completed the task.	Only sends if the DoSendCompletionNotice preference is enabled on the task.

Notice Setup Name	Description	Notes
Team Member Activated	Sent when a team member record is activated. Includes the team member name and asks for system administrators to complete relevant tasks.	
Team Member Co Record	Sent when a team member creates an expense envelope or selects an expense team member but the team member record has no related company. Asks for a related company for the team member.	
Team Member Credit Card	Sent when a team member expense envelope is approved but the team member does not have a company credit card general ledger account configured. Asks for the notice recipient to create general ledger account. Includes the team member name.	
Team Member Related Records Moved	Sent when related records assigned to a team member are reassigned. Includes the team member information.	

Notice Setup Name	Description	Notes
Unattended Process Complete	Sent when an unattended server process is completed successfully. Includes the process name and background operations details.	
Unattended Process Error	Sent when there is an error with an unattended server process. Includes the process name, error details, and instructions. Notifies the user and system administrators.	
Void Invoice	Sent when a team member without the Can Void Invoices user group privilege for Invoices requests to void an invoice through the Void Invoice or Void and Replace Invoice processes. Includes the invoice ID.	
Void Purchase	Sent when a team member without the Can Void Purchases user group privilege for Purchases requests to void a purchase through the void purchase process. Includes the purchase ID.	