Order Procurement Automation

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aACE provides automatic purchasing to help you manage the procurement process. When orders are placed for items you don't carry in inventory, aACE can automatically generate purchase orders (POs) and ready them for processing.

Your company policies dictate how to proceed with auto-generated purchase orders and your system administrator can configure these options as needed:

- 1. Navigate from Main Menu > System Admin > Preferences.
- 2. In the Order Management section, click Procurement.
- 3. Mark the two flags required to activate automation:
 - Auto-generate purchase orders Enables aACE to automatically generate POs for items needed to fill an order.
 Note: The LIC record must be a Purchase or Item type. Read more about <u>line item</u> <u>code types (http://aace5.knowledgeowl.com/help/overview-of-line-item-codes)</u>.
 - Default Delivery Type When auto-generated POs are set to Ship Together, aACE inserts the customer's shipping address into the PO instead of your company's address.

	System Preferences
Company Preferences	Procurement
My aACE	X Auto-generate purchase orders, elect this to have vendor POs automatically generated once an order is opened.
Order Management Order Entry	Purchase Orders
Billing	X Use order item cost rate. Select this if users are required to update the cost of purchased products (if applicable) during order entry.
Procurement	X Append auto-generated items to pending PDs. Select this if you would like to consolidate as many sales orders as possible into as few POs as possible. Totems as a provide in the DOs sume
Fuffilment Shipping System Preferences Automation Schedules Calendar Database Management Database Management Database Management Menu Options Shipping Setup Units of Measure Value Lists	Trigger approval for POs over: Close Validation Purchase mount must match PO. Decleved quantity must match received quantity. Do not receive more than ordered. Do not receive more than ordered. Default Delivery Type Ship Together
Re-Login	