

# Automation Settings for Shipping

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This guide explains how to configure settings that streamline your shipping workflows. It is intended for system administrators.

System administrators can configure three primary settings that help automate shipping-related data entry and workflows:

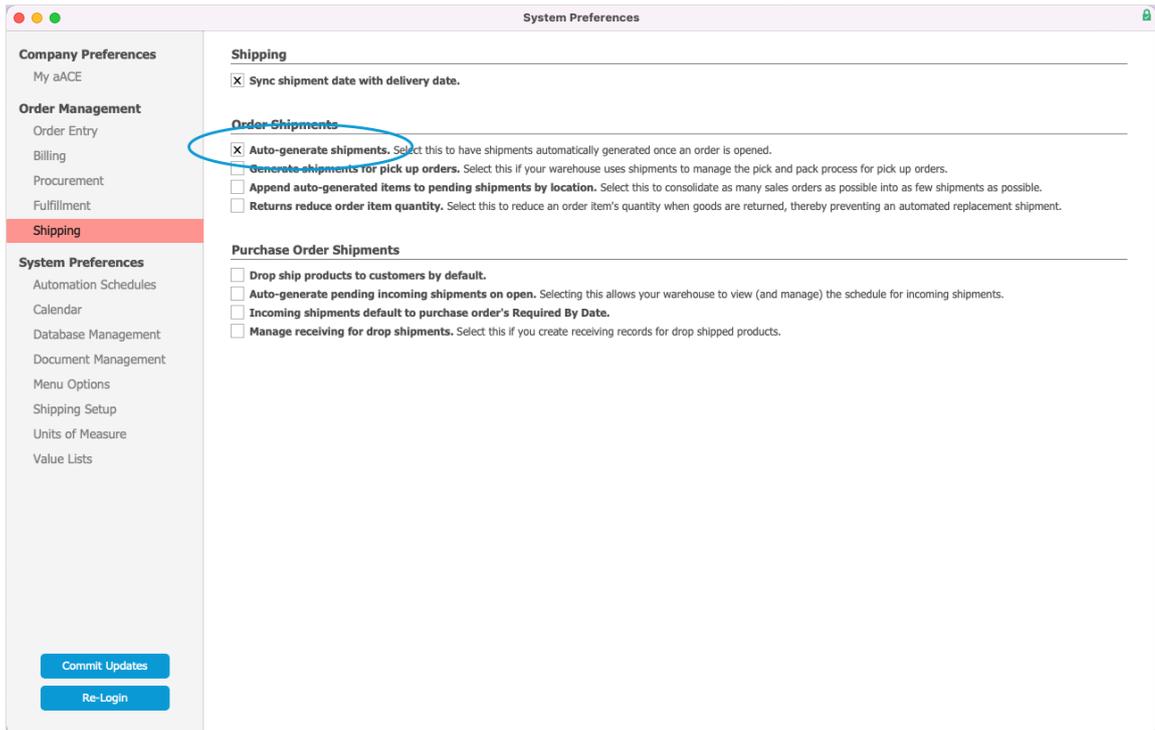
- Auto-Generate Shipments
- Enable Backorder Management
- Default Delivery Type

In addition to these system preferences, to access automated shipping features, your line item codes (LICs) must each have the Enable Shipping checkbox selected.

## Auto-Generate Shipments

This preference tells aACE to automatically create shipments for items when an order is opened. It is only applicable in systems where inventory processes are enabled.

1. Navigate from **Main Menu > System Admin > Preferences > Shipping**.
2. In the Order Shipments section, mark the flag to **Auto-generate shipments**.



## Related Automation Settings

### Generate Shipments for Pick-Up Orders

Pick-up orders do not need to be shipped. However, for your record-keeping purposes, you can have aACE generate a shipment to help manage your pick-and-pack processes.

### Append Auto-Generated Items to Pending Shipments by Location

With this preference flagged, when aACE sets up the shipment for one order, it can add LICs from other orders for that customer and location. If you leave these additional LICs on the shipment and mark it as Shipped, aACE will update those other orders accordingly.

### Returns Reduce Order Item Quantity

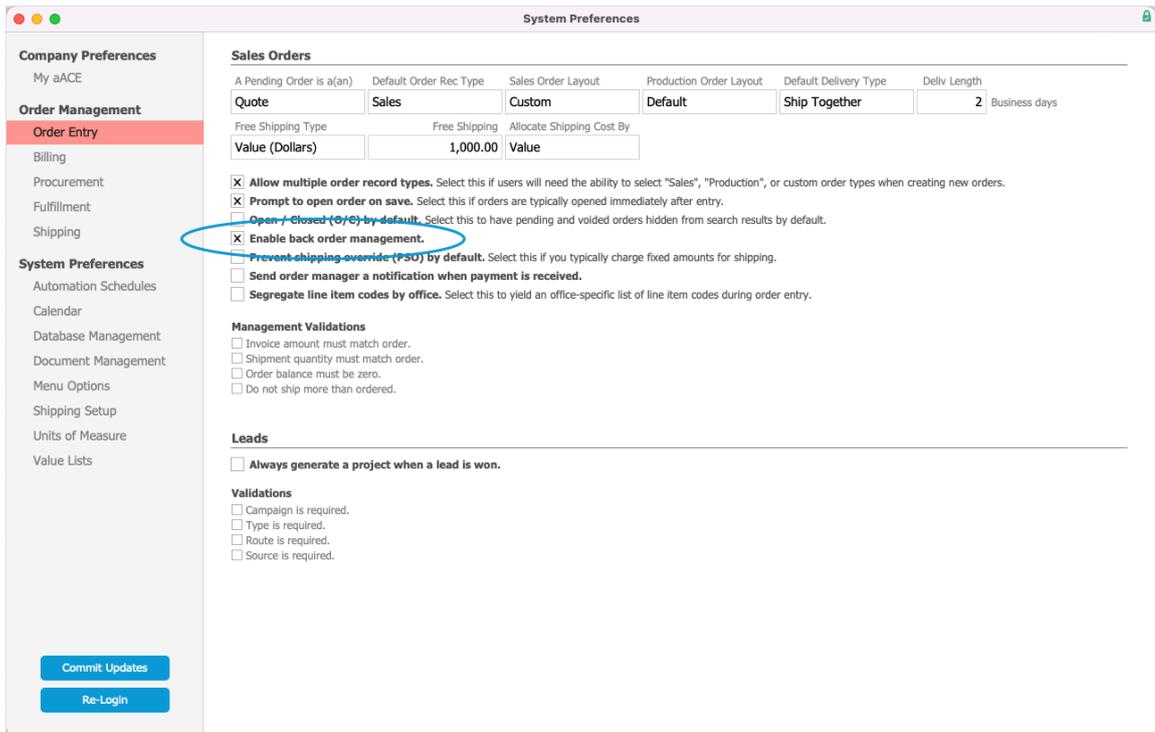
The default assumption in aACE is that goods returned from your customers will be replaced. However, if your business processes assume that returned goods will *not* be replaced, you can mark this flag. aACE will then reduce the ordered quantity rather than generate a replacement shipment.

## Enable Backorder Management

This preference tells aACE to track partial shipments as backorders.

For example, if an order is placed for 10 items, but only 5 are shipped, users will be asked to mark the applicable items as backordered. Then when an incoming shipment with backordered items is received, an outgoing shipment will automatically be generated for those items, in the quantities available.

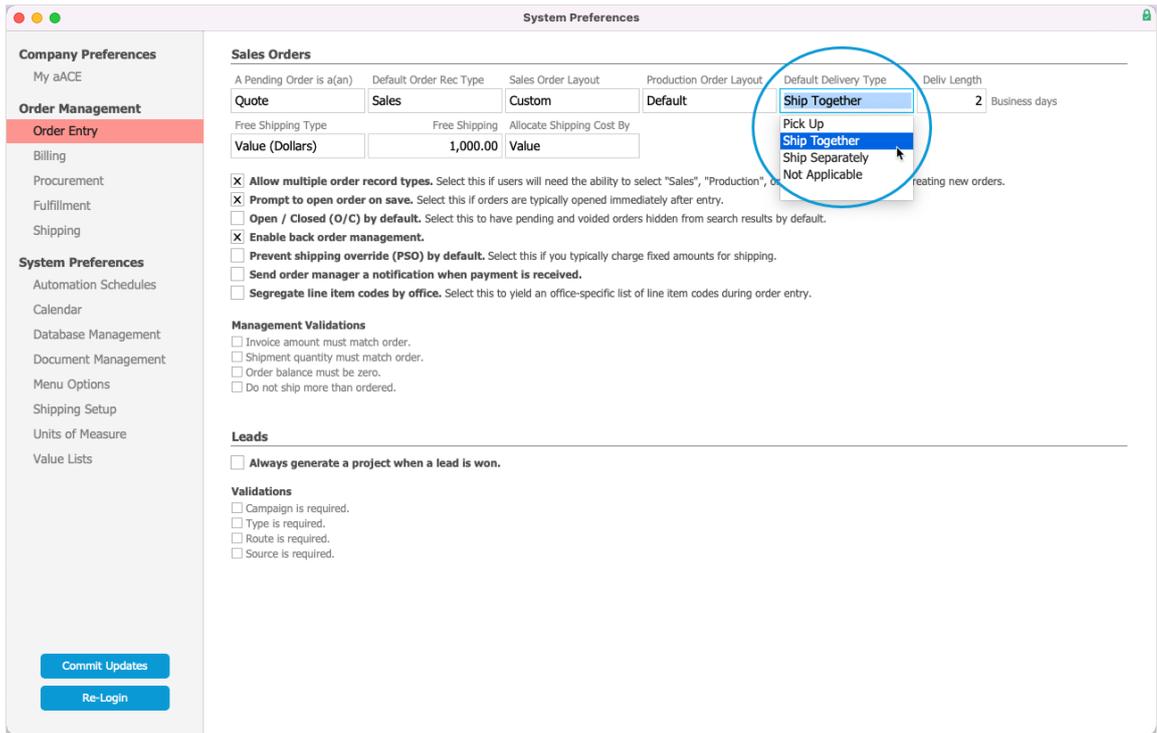
1. Navigate to **Menu > System Admin > Preferences > Order Entry**.
2. In the Sales Orders section, mark the flag to **Enable backorder management**



## Default Delivery Type

This preference applies during order entry. When an order is created, the Delivery Type field will auto-fill with the value you specify.

1. Navigate from **Main Menu > System Admin > Preferences > Order Entry**.
2. In the Sales Orders section, set the **Default Delivery Type** dropdown to either 'Ship Together' or 'Ship Separately'.



Note: During order placement, the user can change the default delivery type, but it *cannot* be changed after an order has been invoiced.