Billing Preferences

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This guide explains the settings you can use to optimize your invoicing workflows. It is intended for system administrators.

To manage these settings, navigate from Main Menu > System Admin > Preferences > Billing.



1. General Billing Preferences

This section controls how invoices are automatically generated, as well as how deposits are handled. Settings include:

- Auto-generate invoices on order open This setting must be configured carefully. Please consult with your aACE partner before marking this flag.
- Auto-generate invoices on shipment
 - Append auto-generated items to pending invoices by order
 - · Append auto-generated items to pending invoices by customer
- Auto-generate invoices for drop-shipment purchases
- Leave auto-generated invoices pending
- Record payments as deposits
- Prorate deposit reversal

2. Automatic Credit Hold

Use this setting to specify when a company will be automatically flagged for a credit hold. If you specify a threshold here, you must also enable the Automatic Credit Hold automation schedule:

	System Pre	ferences				
Company Preferences My aACE	X Server Schedules	Oldest server schedule cycle: < 1 minute				
Order Management	Schedule Status Schedule Setup FM Server Time	er Schedules				
Order Entry	On Schedule Script	Last Run	Group	Status	RUN	
Billing	X Update Fulfillment	< 1 minute	A	Next: 10/05/2021 01:46 PM	RUN	×
Procurement	Post Pending Job Costs	< 1 minute	В	Next: 10/05/2021 01:46 PM	RUN	×
Fulfillment	X Update Inventory Balances	< 1 minute	С	Next: 10/05/2021 01:45:45 PM	RUN	×
Shinning	X Update Accounting Balances	< 1 minute	A	Next: 10/05/2021 01:45:51 PM	RUN	×
Shipping	X Update Manually Adjusted Task Anchors	< 1 minute	В	Next: 10/05/2021 01:45:42 PM	RUN	×
System Preferences	X Calendar Sync	< 1 minute	D	Next: 10/05/2021 01:46 PM	RUN	×
Automation Schedules	E-Commerce Integration		Α		RUN	×
Calendar	Transmit Shipments		С		RUN	ж
Database Management	Update Shipments from Integrated Shipping	706 days	С		RUN	×
Document Management	Auto-Incomplete Tasks		Α		RUN	×
Menu Options	X Update Commissions	16 minutes	С	Next: 10/05/2021 02:00 PM	RUN	×
Shipping Setup	X List Updates	46 minutes	С	Next: 10/05/2021 02:00 PM	RUN	×
Units of Measure	Automatic Credit Hold		А		RUN	×
Value Lists	X Self Heal Accounting Balances	10 hours	в	Next: 10/06/2021 04:00 AM	RUN	×
	X Self-Heal Inventory Balances	10 hours	С	Next: 10/06/2021 04:00 AM	RUN	ж
	Delete Orphaned Documents		С		RUN	×
	X Primary Backorder Process	2 hours	А	Next: 10/05/2021 03:00 PM	RUN	×
	X Secondary Backorder Process	17 hours	В	Next: 10/05/2021 09:00 PM	RUN	×
	Auto-Update Cost Rates		В		RUN	×
	X Update Current Period/Fiscal Year	14 hours	с	Next: 10/06/2021 12:00 AM	RUN	×
	X Auto-Generate Progress Billing Invoices	10 hours	В	Next: 10/06/2021 04:00 AM	RUN	×
	X Auto-Generate Recurring Transactions	11 hours	A	Next: 10/06/2021 03:00 AM	RUN	×
Commit Updates	Auto-Generate Daily Timesheets		в		RUN	x
De Laste	Send Important Date Notifications	248 days	C		RUN	* *
Re-Login	Constant parte notifications	210 0033	C		KON	

This schedule completes several actions. It first searches for any companies that have at least one open invoice that is past due for at least the specified number of days. For any companies that match this criteria, the schedule automatically:

- 1. Flags those companies for a credit hold.
- 2. Notes this 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 an 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 Customer Details tab:

Record: 5 of 46					Compa	inies		New	Edit 🖋	Delete 🗶 🛛 Pr	nt 🖶 Actions	
Company	: Reg	gina Cou	unty Are	ea School Dis	strict ((50008	3)				ACTIVE	
Company Deta	ails	Sales & Mar	keting	Customer Details	Vendor D	etails	Restricted Access		7 Notic	es 🚹 🛛 Emai	ls 🎽 🛛 Docs	
Billing Address		Sy	nc with Office 🗴	Billing Setup	Payment		Approved 🗙 🖈	Tax Setup			Tax Exempt	
Billing Salutation (Company Name)			A/P Contact >	A/P Contact > Deliver Invoice Via			Tax Profile > Tax ID					
Regina County Area School District			Lauren Padilla	Lauren Padilla		Email						
Address			Email	Email Last Order D		Last Order Date	Exempt Use Code	Exempt No	Cert	Exp Date		
54 Third Street		lpadilla@rcasd.org	lpadilla@rcasd.org 2/21/2		9/21/2021			0				
				Billing Terms	Rate Card >		Discount %					
				Net 30				Shipping Setu	5			
City		State / Prov	Postal Code	A/R Balance	Credit Limit	Credit Balanc	e Finance Charge	Courier Service		Account #		
Wikler		СТ	06016	225.00	25,000.00	24,775.0	0	FedEx Ground		32145687		
Country		Postal Format	Currency	Ship Rate Type	Rate Value	Ref Comm Ty	pe Ref Comm %	Shipping Terms		FOB		
United States		American	USD	Mark Up %	15%	Credit Hold						
Sales History	Orders	s Invoices	Receipts	K require customer		cicult Hold						
Line Item Code				1	/endor		Last (Drder	Date		Unit Price	
> DRY-E Dry Erase Markers					> Office Place (50016) > 50			9 Regina County Are	a 09/21/2	!1	9.00	
> HP-290 HP 290 Printer					> Hewlett Packard (HP) > 5010			7 Regina County Are	a 10/07/2	20	303	
> HP-300-T HP 300 Series Toner Cartridge				>	> Hewlett Packard (HP) > 50107			7 Regina County Area 10/07/20			35	
> MKTG-CAT Cata	log						> 5036	9 Regina County Are	a 09/21/2	1	0.00	
> NTBK-011 Lab Notebooks / Journals				>	> McGullicuddy McGuire-Hall (50009) > 50107			7 Regina County Are	y Area 10/07/20		3.5	
> SHIP Shipping			>	> FedEx (50028) > 50135				nty Area 11/17/20		0.00		
> TBLT-9 Student Tablet, 9" Screen				> [> LearnWright Inc. (50003) > 5013			5 Regina County Area 11/17/20		:0	599.99	
> TBLT-9 Student												

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.