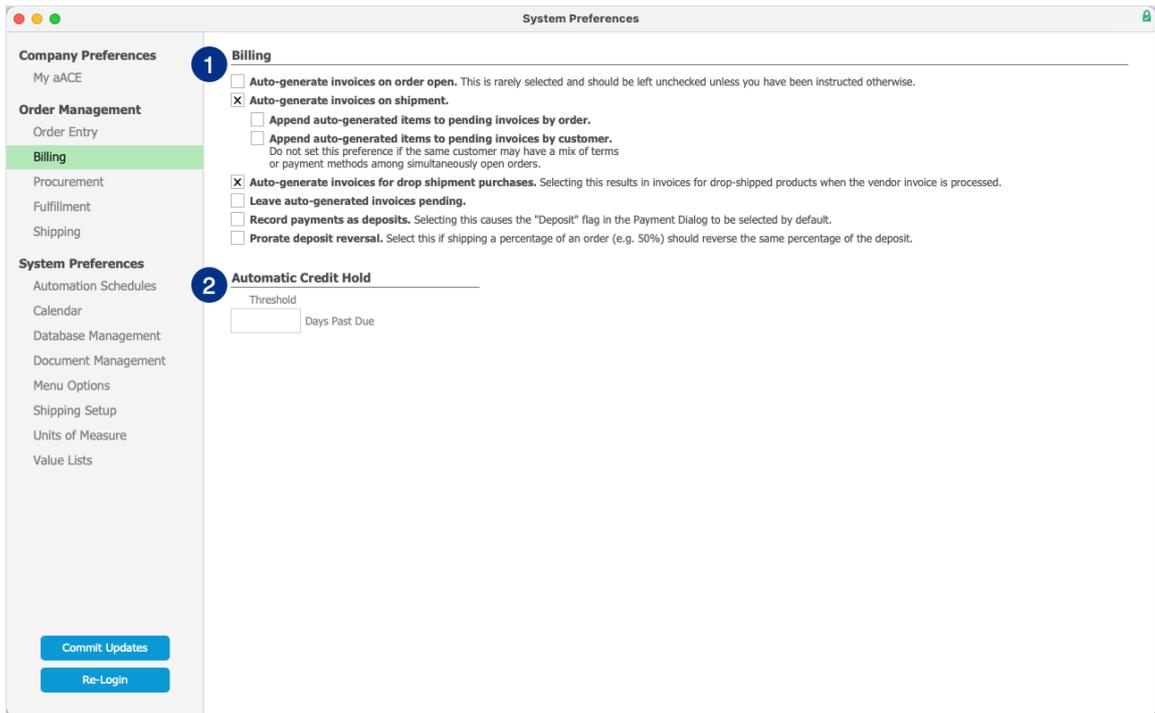


Billing Preferences

Last Modified on 10/07/2021 10:08 am EDT

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.



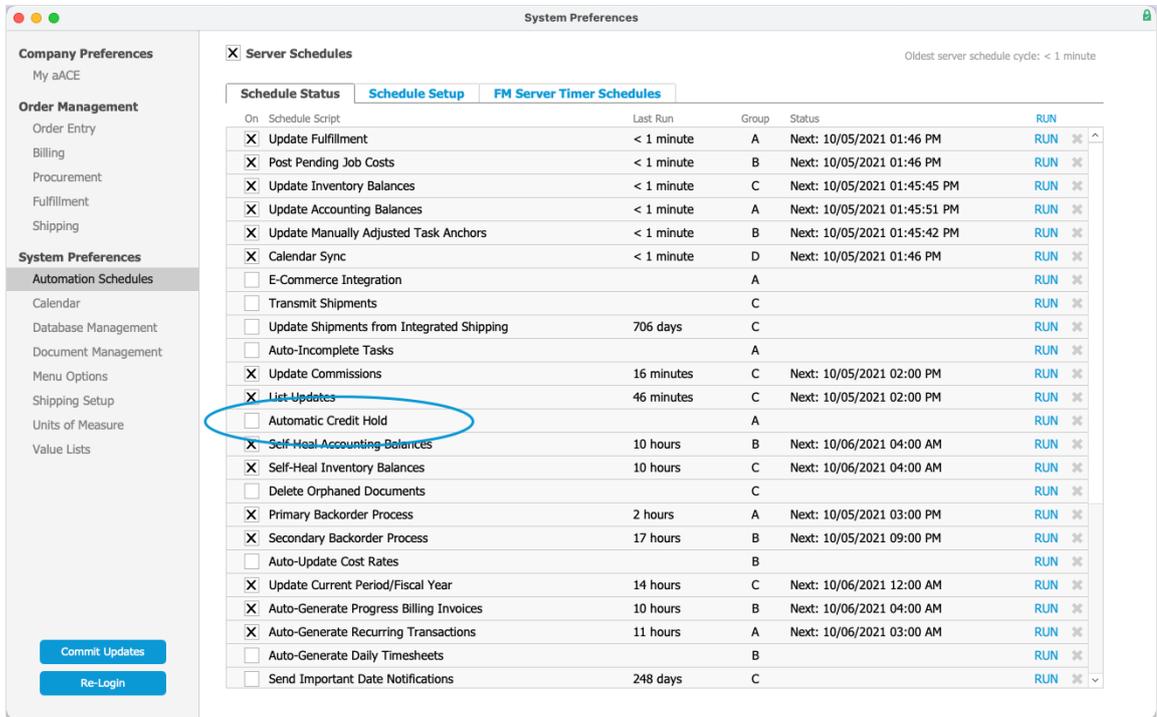
1. General Billing Preferences

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:



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:

Company: Regina County Area School District (50008) ACTIVE

Record: 5 of 46 New + Edit Delete X Print Actions

Company Details Sales & Marketing Customer Details Vendor Details Restricted Access 7 Notices ! Emails Docs

Billing Address Sync with Office X

Billing Salutation (Company Name) Regina County Area School District

Address 54 Third Street

City Wikler State / Prov CT Postal Code 06016

Country United States Postal Format American Currency USD

Billing Setup Approved X

A/P Contact > Lauren Padilla Deliver Invoice Via Email

Email ipadilla@rcasd.org Last Order Date 9/21/2021

Billing Terms Net 30 Rate Card > Discount %

A/R Balance 225.00 Credit Limit 25,000.00 Credit Balance 24,775.00 Finance Charge

Ship Rate Type Mark Up % 15% Rate Value Ref Comm Type Ref Comm %

Require Customer PO Credit Hold

Tax Setup Tax Exempt

Tax Profile > Tax ID

Exempt Use Code Exempt No Cert Exp Date

Shipping Setup *

Courier Service FedEx Ground Account # 32145687

Shipping Terms FOB

Sales History Orders Invoices Receipts

Line Item Code	Vendor	Last Order	Date	Unit Price
> DRY-E Dry Erase Markers	> Office Place (50016)	> 50369 Regina County Area	09/21/21	9.00
> HP-290 HP 290 Printer	> Hewlett Packard (HP)	> 50107 Regina County Area	10/07/20	303
> HP-300-T HP 300 Series Toner Cartridge	> Hewlett Packard (HP)	> 50107 Regina County Area	10/07/20	35
> MKTG-CAT Catalog	> McGullicuddy McGuire-Hall (50009)	> 50369 Regina County Area	09/21/21	0.00
> NTBK-011 Lab Notebooks / Journals	> McGullicuddy McGuire-Hall (50009)	> 50107 Regina County Area	10/07/20	3.5
> SHIP Shipping	> FedEx (50028)	> 50135 Regina County Area	11/17/20	0.00
> TBLT-9 Student Tablet, 9" Screen	> LearnWright Inc. (50003)	> 50135 Regina County Area	11/17/20	599.99
> TRI T-9C Student Tablet, 8" Case	> Apertus Technologies (50035)	> 50135 Regina County Area	11/17/20	24.00

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.