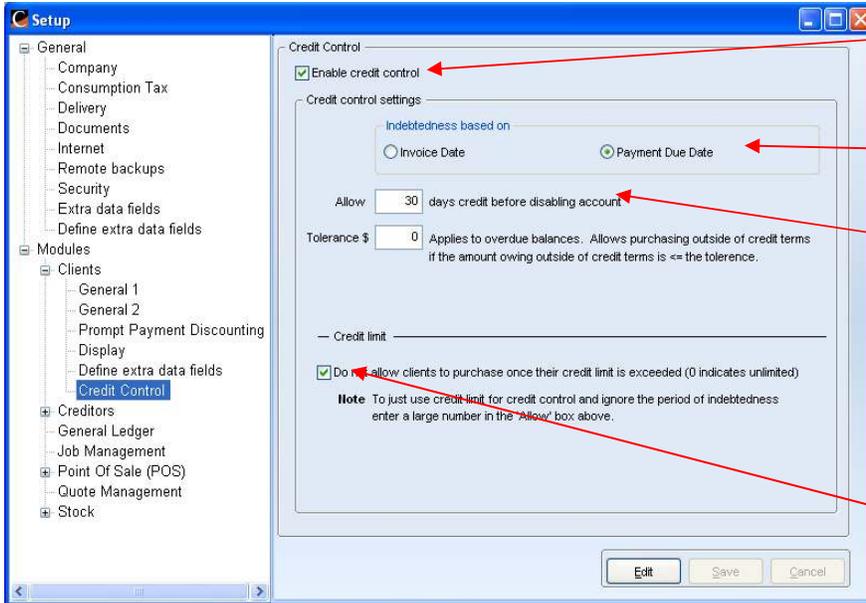


Client Credit Control Help & Info Sheet

The system can be set to automatically revoke a client's ability to purchase when debt levels breach one or more defined criteria and to re-enable once the debt levels return to an appropriate level. This functionality can be enabled on the "Clients | Credit Control" page of "Maintenance | Setup | System" see (Fig 1.). Debt can be managed using the age of outstanding invoices and/or the credit limit. Chreos determines the account status based on allocated transactions.

In Chreos SP45 Credit Control will only work with open item clients. The SP46 upgrade will extend it to all.

Setup Credit Control



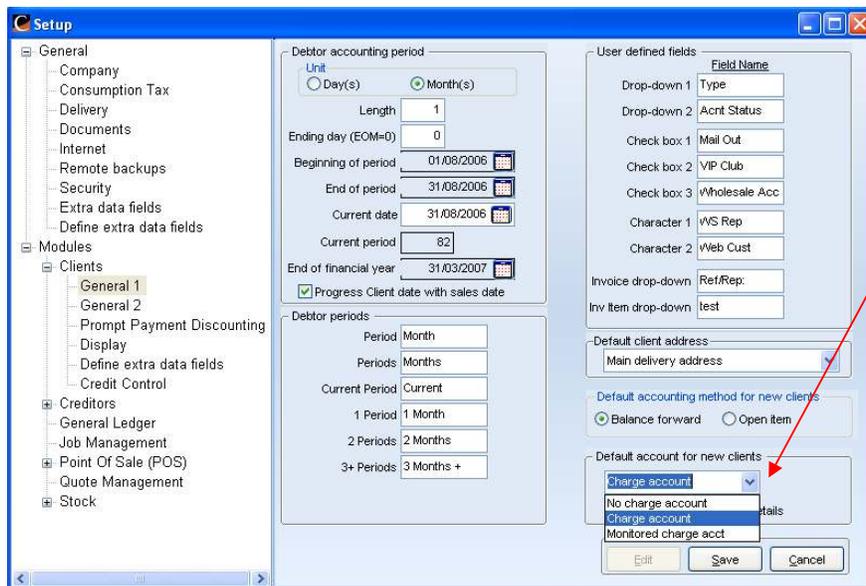
To enable the Credit Control system, click [Edit] and tick 'Enable credit control'.

Select the information you want to base the Credit Control on.

Enter the number of days or months you will allow credit before disabling the account. The selection of 'Invoice date' will display the 'Allow' as 'months credit before disabling account'. Enter the tolerance value you want to apply to the account.

A tick box is available to not allow purchases once the credit limit has been exceeded.

Fig 1. Setup Credit Control Screen



The default account can be set up to Monitored charge acct.

When adding a new client in Client | Client Management | Client detail, see (Fig 3.), this will be the default setting for the account option.

Fig 2. Setup Clients General Screen

Note:

Enabling the "Credit Control" will mean that all clients with a "Monitored charge acct" will be monitored against whatever credit control settings are selected in the setup.

Indebtedness based on "Invoice date"

- When this setting is used you can specify a number of months past "Invoice date" that is acceptable. To determine whether this number of months has been reached Chreos looks at the "Clients date", displayed in "Maintenance | System Dates".

Indebtedness based on "Payment due date"

- When this setting is used you can specify the number of days past the "Payment Due Date" that is acceptable. To determine whether this number of days has been reached Chreos looks at the "Sales date", displayed in "Maintenance | System Dates".

The "Tolerance \$" value can be used in addition by specifying an allowable amount outside of the credit terms (e.g. only allow 2 months credit, unless the overdue value is less than \$10).

To use the 'Credit limit' option only, set the number of months/days applying to the outstanding invoices, to a large number in the 'Allow' box. See (*Fig 1,*). (To manage a client using this system set the client to "Monitored charge acct" in the client definition in "Client management"). See (*Fig 3,*).

The 'Credit limit' is based on stopping new invoices after the limit has been exceeded by previous invoices. e.g. A limit of \$1000 and a current debt of \$900 will allow a \$500 invoice.

The Credit Control determines that a parked invoice can not be unparked and processed if the credit limit has been reached.

Setup Client Credit Limit

Each client can have their own credit limit. The client must be a "Monitored charge acct" and this can be setup in "Client | Client management | Client detail". The figure set is the figure the client must be under before the last invoice is entered.

Select charge account option from the combo available.

'Monitored acct' will allow purchases according to the credit control settings set up in (Fig1.).
'No charge' will not allow purchases.

'Charge account' will allow purchases without adhering to any credit control.

To set Credit limit figure click [Edit] and enter a figure.

Fig 3. Client Detail Credit Account Screen

When a client who has a "Monitored charge acct" breaches one of the specified credit control criteria the account will change to a "Suspended charge account". See (Fig 4.).

Suspended charge acct

The client account has exceeded the credit control criteria as per the setup. The "Monitored charge acct" has changed to a "Suspended charge acct"

Fig 4. Suspended Charge Acct Screen

Note:

When using Client management and selecting an option other than "All clients" in the "Show" drop down box "Monitored charge account" clients will appear under the "Charge account" option. However if the client has changed to "Suspended charge account" they will appear under the "No charge account" option.

What happens when a Client has a “Suspended charge acct”?

When attempting to create an Invoice or a Packing slip for a client once they are suspended, you will get an information box with a message advising you that the client is not allowed to invoice or that they have exceeded their credit terms. See (Fig 5.) & (Fig 6.).

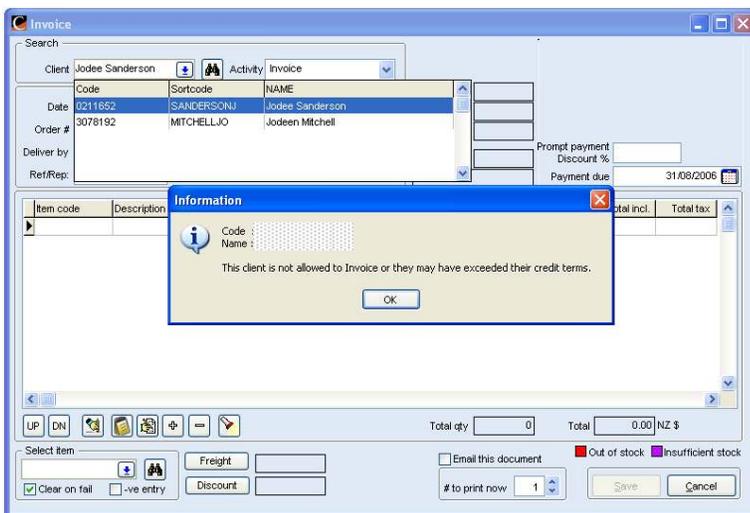
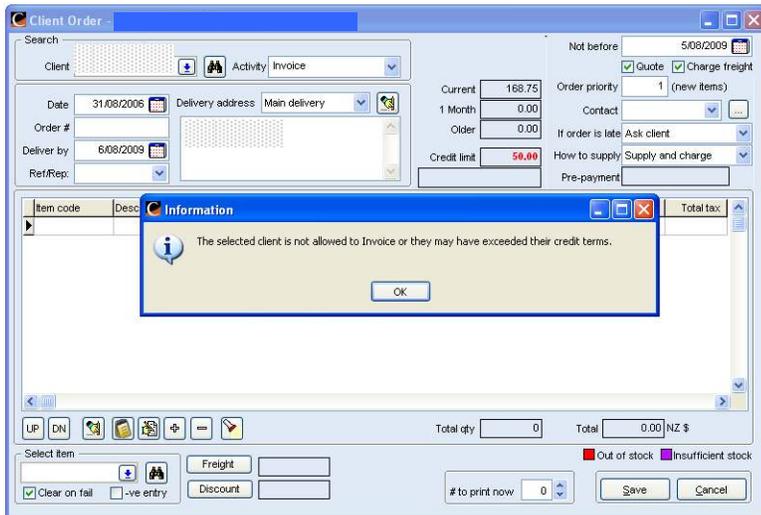


Fig 6. Unable to Invoice Screen

Note:

You are still able to create Client Orders and to credit any outstanding Invoices. A negative Invoice or Credit cannot be newly created.

When a payment is receipted against the account that brings the credit control setting back into allowable terms, the account will change to “Monitored charge acct” and you will be able to continue with all transactions available to that client.

Available Reports

Debtor Suspended Client Status – gives the option of showing balance forward, open item or both.

The status of the client’s suspension is displayed by Overdue, Over credit, or Both. An * next to the displayed Suspend Status indicates that a client has unallocated amounts and advises that allocating payments for this client may remove the suspension of the account.