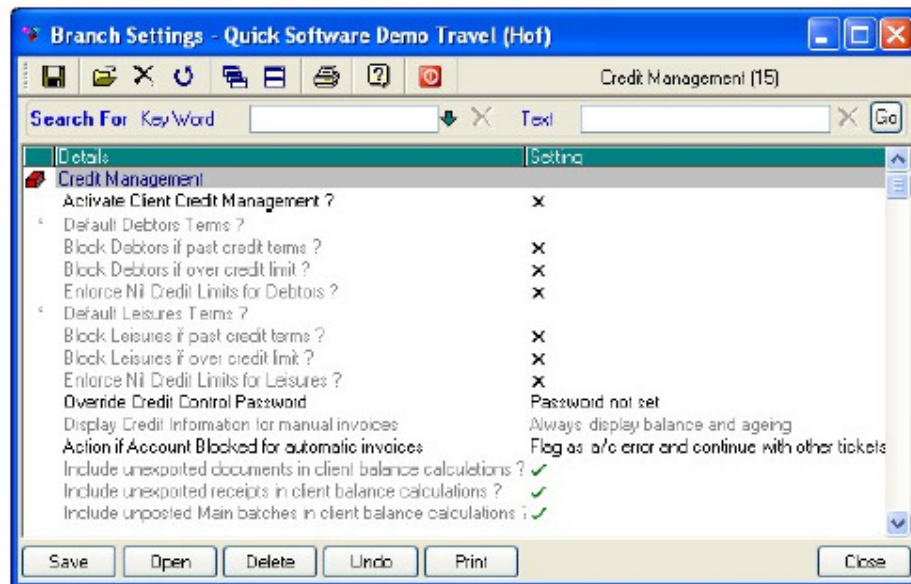


Credit Management

- Select Setup, Company, , click on , and select the  Credit Management option:

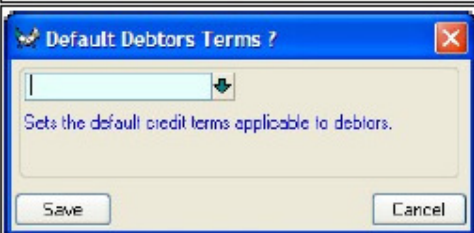
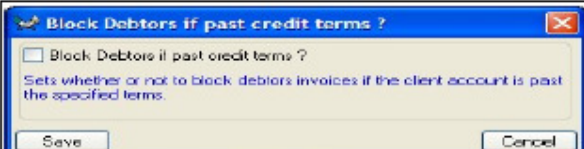


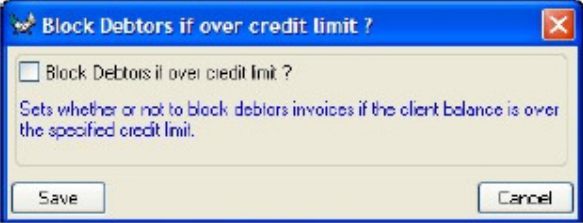
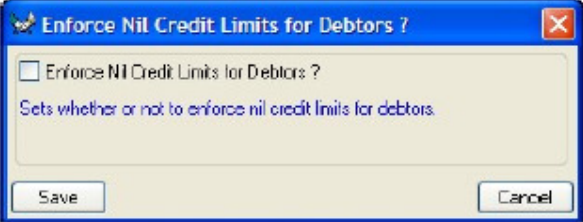
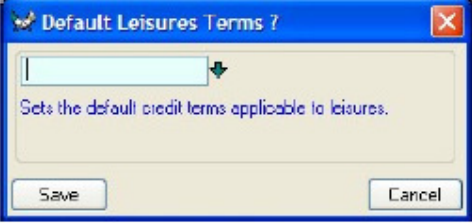
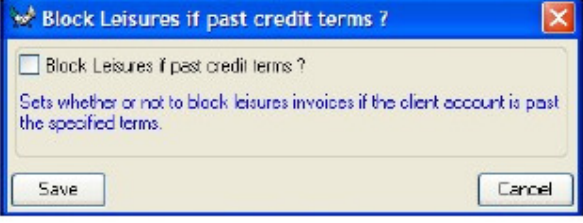
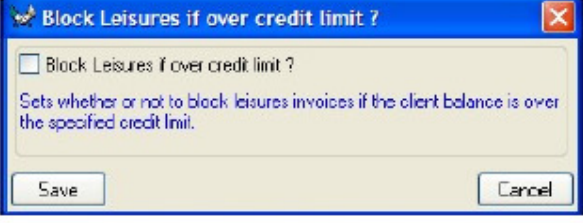
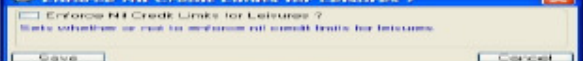
Branch Settings - Quick Software Demo Travel (Hot)

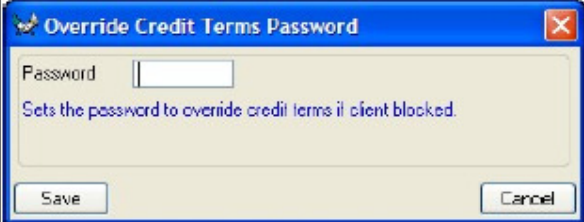
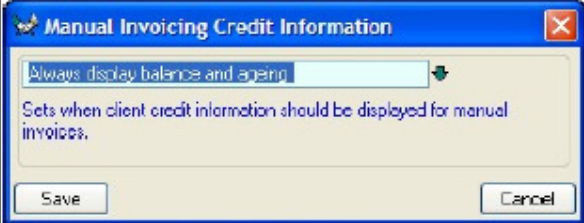
Search For: Key/Word [] Text [] Go []

Details	Setting
Credit Management	
Activate Client Credit Management ?	X
Default Debtors Terms ?	
Block Debtors if past credit terms ?	X
Block Debtors if over credit limit ?	X
Enforce Nil Credit Limits for Debtors ?	X
Default Leisures Terms ?	
Block Leisures if past credit terms ?	X
Block Leisures if over credit limit ?	X
Enforce Nil Credit Limits for Leisures ?	X
Override Credit Control Password	Password not set
Display Credit Information for manual invoices	Always display balance and ageing
Action if Account Blocked for automatic invoices	Flag as a/c error and continue with other tickets
Include unexported documents in client balance calculations ?	✓
Include unexported receipts in client balance calculations ?	✓
Include unposted Main batches in client balance calculations ?	✓

Buttons: Save, Open, Delete, Undo, Print, Close

Activate Client Credit Management	 Activate Client Credit Management ? ☐ Activate Client Credit Management ? Sets whether or not Client Credit Management is active. The default client settings may be changed in the client setup. Buttons: Save, Cancel
Default Debtors Terms	 Default Debtors Terms ? [] Sets the default credit terms applicable to debtors. Buttons: Save, Cancel Current: 30 Days
Block Debtors if past credit terms	 Block Debtors if past credit terms ? ☐ Block Debtors if past credit terms ? Sets whether or not to block debtors invoices if the client account is past the specified terms. Buttons: Save, Cancel

Block Debtors if over credit limit	
Enforce Nil credit limits for Debtors	
Default Leisure Terms	 Current 30 Days 60 Days
Block Leisure if past credit terms	
Block Leisure if over credit limit	
Enforce Nil credit limits for Leisures	

Override credit terms password	 Override Credit Terms Password Password Sets the password to override credit terms if client blocked. Save Cancel
Display credit information for manual invoicing	 Manual Invoicing Credit Information Always display balance and ageing Sets when client credit information should be displayed for manual invoices. Save Cancel Condition - Always display balance and ageing - Display only if account has a balance - Display only if account balance 30 days+ - Display only if account balance 60 days+ - Display only if account balance 90 days+
Action if account blocked for automatic invoices	 Automatic Invoicing Block Action Flag as a/c error and continue with other tickets Sets the action to take if a client account is blocked during automatic invoicing. Save Cancel Action - Flag as a/c error and continue with other tickets - Stop and request user confirmation

Credit Control

Credit Control			
Credit Limit	0	Action if limit exceeded	↓
Credit Terms		Action if terms exceeded	↓

Credit Limit	If credit limits are enforced, the system will check the balance of account to the Main Debtors Module, to the value of the Invoices issued and if applicable take the necessary action.
Action if limit exceeded	• Don't Block - At time of invoicing the system will refer to the debtors module to get an update on the balance for the account. If the credit limit is exceed the system will only prompt the user, but allow further invoicing. It is good accounting practice to ensure that credit limits are adhered to, and if such a message appear, effort should be made to get payment from the client. • Block - At time of invoicing the system will refer to the debtors module to get an update on the balance for the account. If the credit limit is exceeded the system will not allow any other invoicing until payment on the account is received. • Branch Setup - The Credit Management within the branch setup will override all individual setups. Based on the selections made within the setup the system will either Block or Warn if credit limits are exceeded.

Manual Invoices

The accounting analysis window will be always be displayed on saving if:

1. The "Show accounting analysis on saving" option has been turned on in the branch invoicing setup, or
2. The "Check for zero commissions" option has been turned on in the branch invoicing setup and zero commission lines items exist (highlighted in purple), or
3. Credit control has been activated in the branch **credit management** setup and the client has exceeded his credit limit or terms or the 'display credit information' option selected in the setup is met.

If the accounting analysis window is displayed, you will have to click the 'Save' button again and enter any override passwords that may be required or click cancel to return to the

invoice.

 Note that both zero commissions and credit control may be overridden if override passwords have been specified in the relevant branch setup.

If the accounting analysis window is not displayed, you will simply be prompted to confirm the save which you may cancel to return to the invoice.

Automatic Invoices

The accounting analysis window will only be shown if:

1. Credit control has been activated in the branch **credit management** setup, and
2. "Stop and request user confirmation" option has been selected as the action if blocked, and
3. The client has exceeded his credit limit or terms

As with manual invoices, you will have to click the 'Save' button to save the invoice or Cancel to reject the invoice and flag it as 'Credit Control Error' in the imported tickets register.