



Product Training

Credit Checking

Where “Lean” principles are considered common sense and are implemented with a passion!



Credit Checks

Credit checks in WinMan are used in the sales operations to make sure valid credit exists.

Credit checks are configured using a number of WinMan settings and can prevent order entry, shipment or both.

SYSTEM SETTING:

To use credit checking in sales modules Credit checking must be turned on for the entire system. Use the General system option **Use credit checking** to turn credit checking on. Enable the option and set the value to Y

Credit Checks

Credit Review

Customer Credit Status

Credit status for C00004, VACCO Systems

Trading Status : Trading

Orders Outstanding	\$ 1,005,021.75
In Picking	\$ 0.00
Goods Shipped Not Invoiced	\$ 55.00
Invoices Outstanding	\$ 728.00
Invoices Overdue	\$ 708.00
Total Outstanding	\$ 1,005,804.75
Credit Limit	\$ 1.00

OK

❑ A customer's credit status can be viewed in the Customer Review module using the View Credit Status action.

❑ **Orders Outstanding** – The total value of outstanding sales orders

❑ **In picking** – The total value of any un-finalised shipments.

❑ **Goods Shipped Not Invoiced** – The total value of finalised shipments that have not been invoiced.

Credit Checks

Credit Review

- ❑ **Invoices Outstanding** – The total value of all invoices with a value outstanding.
- ❑ **Invoices Overdue** – The value of all invoices overdue as of the current date.
- ❑ **Total outstanding** – A sum of all the above values (not including the Invoices overdue).
- ❑ **Credit Limit** – The credit limit as it is the Customer record.

SYSTEM SETTING:

Invoices considered overdue are invoices with a due date of less than or equal to the current date. A buffer can be added to use a date in the future to determine past due invoices. Use the General system option **Number of days before Sales Invoices are overdue** to add the buffer. Enable the option and set the value to the number of days that will be added to the current date to determine past due invoices.

Credit Checks

Credit Shipments

- ☐ Credit checking can be done at time of shipment.
- ☐ When a shipment header is created, the credit check routine can be run and if invalid credit, the shipment header can not be created.
- ☐ Users with Admin level security for the Shipments module can override the credit warning and continue with creation of the shipment.

SYSTEM OPTION:

To use credit checking in the Shipments module use the Shipments system option **Use credit checking in shipments**. Enable the option and set the value of the option to Y.

Credit Checks

General

- ☐ Credit checks will occur each time a sales order is created and each time a shipment is created. If multiple orders are entered for a customer during the current session of WinMan, an option exists that will prompt only once per session per customer for invalid credit.
- ☐ This option will also work in shipments if a customer has invalid credit, and an admin user overrides the warning, other shipments for that customer, during that session of the shipments module, will no longer have the credit warning.
- ☐ This feature works per customer. If a sales order is entered for customer A and a credit limit is reached and over-riden then the next order for customer A during that session of Sales Order entry, will not provide a warning. If customer B has a credit limit warning, the user will receive the credit limit warning regardless of what has happened with Customer A.

SYSTEM SETTING:

To not be prompted for credit limits multiple times for the same customer during the same session, use the General system option **If a credit check is over-riden by a user, will the decision persist for new orders, shipments or finalisations** (default is Y). Enable the option and set the value to Y.