

Using Credit Statuses

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Credit Statuses are a valuable tool which, when put into effect, can help manage special credit situations. It also provides the ability to monitor Credit Status Overrides with the Credit Override Log report.

Setup

Credit Statuses are set up in *Hub / Setup / Credit Statuses*.

Click the **Add** button. Enter a *Credit Status* name and type in the *Warning Message*. The warning message will appear when doing any sales transactions (Blend Tickets, Delivery Tickets, Invoices, or Quick Tickets). Optionally, check the *Require Reason* checkbox. When checked, if a credit warning is bypassed, it is required to enter a reason that can later be reviewed on the Credit Override Log report. Another choice is the *COD* checkbox. When checked, Invoices must be paid immediately after saving for Customers set to this Credit Status. If no Payment is taken, the Invoice is automatically voided. Click the **Save** button.

Credit Status can be applied to Customers in *Accounting / File / Open / Customers / Credit* tab.

Drop down the *Credit Status* selection options and select the appropriate *Credit Status* for the Customer. Verify a Date is entered in the *Date Opened* selection, and click the **Save** button.

Sales Transactions

When processing a Customer with a Credit Status, Agvance will give a warning message. To bypass the message click **OK** and a *Reason for Credit Status Override* window will appear. (This window will only appear if the Credit Status is set to require a reason for override).

Type in the *Reason* for the Credit Status override or select from the drop down box. Click **Apply**, and then click the **OK** button. The sales transaction can now be processed as it typically would.

Reporting Tools

Credit Status Overrides can be monitored in *Accounting Reports / Accounts Receivable / Credit Reports*. The Credit Override Log records all Credit Overrides. This can be run by *Date Range* and sorted by *User* or *Customer*.

Credit Override Log

<u>Date</u>	<u>Time</u>	<u>User</u>	<u>Reason for Override</u>	<u>Transaction Type</u>	<u>Transaction Number</u>	<u>Customer</u>
12/20/2023	10:54 am	1RE	Approved by GM	Invoice	1200899	235879
09/05/2023	10:03 am	1RE	Will pay cash on delivery	Delivery Ticket	12000077	236050