



Credit Approval

Credit approval can be used along with credit limits to put a credit hold on orders so that they require approval before the picking ticket or invoice can be processed.

For credit approval to work, the credit approval stage must be ticked within customer preferences.

Customer Preference Settings
Please specify the default values for this module to be implemented across all forms.

General

When creating new transaction, automatically focus: Header

When creating new customer, automatically focus on: Country, Default Business Type: Consumer

Sales

Display pricing scheme message Ignore stock levels Update Costs at Invoice Post

Confirm when qty ordered > available qty Consolidate orders Update Exchange Rate at Invoice Post

Get tax code from customer Compute tax after potential discount is deducted Allocate Stock on Order Entry

Sales Order Process

Require credit approval Show allocation form on print pick note Confirm Pick / Dispatch: Consolidate Ignore Ship To

Require picking note Charge carriage on Back Orders

Accounts Receivable

Maximum Write Off Amount: £ 1.00

EC Specific

Terms Of Delivery: Free on Board NOTC: 10

Sales Quote (Email Customer)

Default Report Layout:

OK Cancel



Credit Approval

The credit limit can be set in the setup tab on the customer record (1).

The screenshot displays the 'Customer - CUST-000156 - Interprise Customer' window. The 'Setup' tab is active, showing various configuration options. A red circle with the number '1' is placed over the 'Credit Limit' field, which is currently set to '£ 1,000.00'. Other fields include 'Currency Code/Credit Limit' (GBP), 'Payment Term Group' (CONSUMER), 'Payment Term' (Payment Due on Order), 'Tax Description' (UK 20 Std Rate Sales), 'Shipping Method Group' (DEFAULT), 'Shipping Method' (Standard Delivery Charge), 'Warehouse' (Main Warehouse), 'Credit Card Description', 'Source Description' (Internet), 'Assigned To' (Admin User), 'Default Ship To Name' (Interprise Customer), 'Default Contact Full Name' (Interprise Customer), 'Default Contract Code', 'Sales Rep Group', 'Territory', 'Commission/%' (Sales Rep, 0.000%), 'Head Office Name', and 'VAT No./Co Reg.'. The right-hand pane shows 'GL Class' and 'Segment' information, along with a table of 'Posting Description', 'Account Code', and 'Account Description'. Below this is an 'Email Setup' section with a table for 'Report Name', 'Email', 'Use Docu...', 'CC', 'Copy...', and 'Don't ...'.

Posting Description	Account Code	Account Description
Category: Sales Order Header		
Revenue - Freight	4905-UK	Carriage / Freight, United Kingdom
Revenue - Other	4995-UK	Other Income, United Kingdom
Category: Sales Order Item Lines		
Expense - Confirmed Cost of Good...	5800-UK	Confirmed Cost of Goods Sold, Uni...
Revenue - Sales	4000-UK	Sales Type A - UK, United Kingdom
Revenue - Returns	4000-UK	Sales Type A - UK, United Kingdom

Report Name	Email	Use Docu...	CC	Copy...	Don't ...
*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Credit Approval

The current state of the customer's credit can be viewed in the trading info tab on the customer.

- (2) The balance is what is currently outstanding on the customer account.
- (3) The on sales order is what is currently outstanding on open sales orders and back orders.
- (4) The Total is the combined amount of the above and is what is weighted against the credit limit.
- (5) Is the customer's credit limit.
- (6) Is the available credit which is the credit limit minus the total.

Item	Value
Balance	£ 900.00
On Sales Order	£ 275.00
Total	£ 1,175.00
Credit Limit	£ 1,000.00
Available Credit	(£ 175.00)
LYTD Turnover	£ 0.00
YTD Turnover	£ 0.00



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Credit Approval

When an order is entered that would take the customer over the credit limit a message will pop up. Informing that the customer is over the credit limit.

Sales Order - SO-000863 - Interprise Customer

Home | Num Key 0

Order Code: SO-000863 | Reference 2: | Warehouse: Main Warehouse | Overall Due Date: 14/05/2025 | Source: Internet | Allow BO:

Item Name	Quantity	UM	Description	Original ...	Warehouse Co...	COGS Acco...	Type	Sales Price	Net Price	Ext Price
NONSTOCK	1.00	EACH	<NONSTOCK>		Main Warehouse			£ 200.000000	£ 200.000000	£ 200.00

Summary

Sub Total	£ 200.00	+	Freight	£ 0.00	+	Other	£ 0.00	+	Sales Tax	£ 0.00
Due Total	£ 200.00					Payments	£ 0.00	=	Balance	£ 200.00

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This customer is over the credit limit.

OK

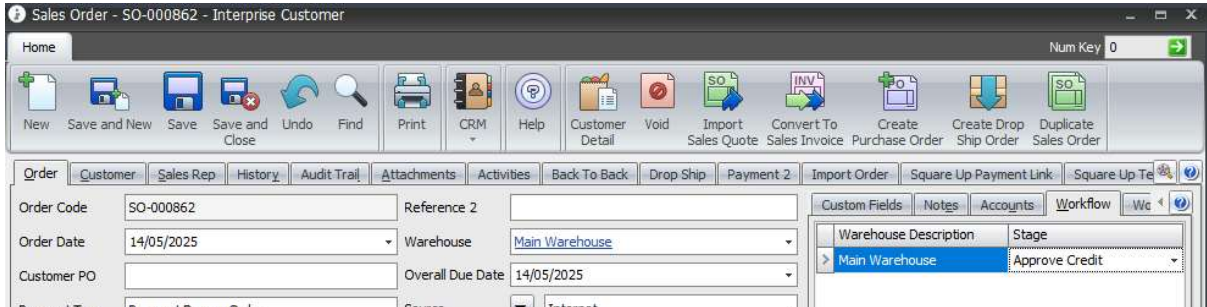


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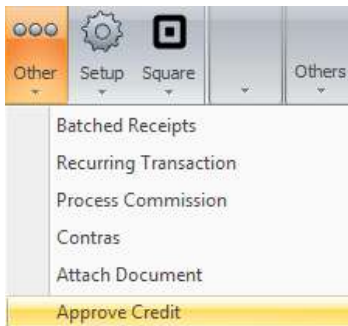
Credit Approval

The order will go on with a stage of 'Approve Credit'.

This denotes that the pick note cannot be printed or the invoice cannot be generated. The order is effectively on hold until it has been approved.



The order will then need to be released for picking/invoice. This would be done from the Approve credit screen located in 200 Customer – Other – Approve Credit.





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Credit Approval

In the approve credit screen, the order can be ticked (7) and then the OK button (8) clicked to move the workflow on to the next stage

Approve Credit

Export ▾ Advanced Search Print Refresh New Customer New Ship To

1 For Credit Approval

Search

S	Sales Order Code	Bill To Code	Bill To Name	Sales Order Date	PO Code	Sales Rep Order Code	Order Status	Total Rate	Printed
<input checked="" type="checkbox"/>	SO-000863	CUST-000156	Interprise Customer	14/05/2025			Open	200.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SO-000862	CUST-000156	Interprise Customer	14/05/2025			Open	75.00	<input type="checkbox"/>

Select All Select None

Record 1 - 2

1000 F3 More

8 OK