Agency Credit Limits and Credit Management

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Purpose of this document

This document illustrates how to control the maximum credit amount extended to an Agency, and is supported by the Credit management tools in Ceres.
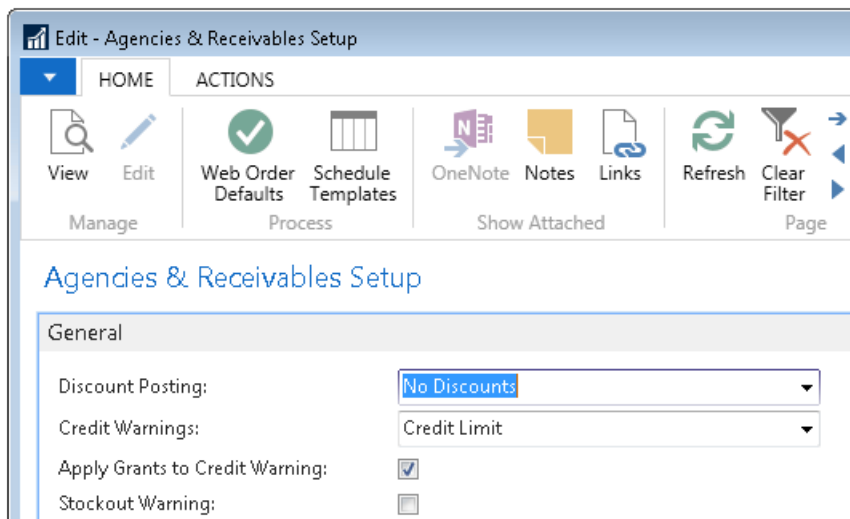
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Purpose

Credit Limits are used to control the maximum credit amount extended to an Agency, and is supported by the Credit management tools in Ceres. A credit limit is established at the Agency level, and is also displayed in summary format at the Parent Agency level. Ceres uses the credit limit information to perform a validation test when completing Agency journals, Agency orders and invoices. It tests the agency header and individual agency lines to see whether the credit limit has been exceeded. If the Credit limit is left blank, there will be no credit limit rules for this agency.

If you establish a credit limit in Ceres, and set the corresponding rules in Agency Express, you can prevent Agencies from ordering in excess of their credit limit via the web portal.

Ceres Object releases 4.00.00 & 4.50.31 are required for the functionality described in this document.

Credit Limit Warnings Setup

1. The setup for Credit Warnings can be accessed from Departments → Agencies & Receivables → Setup → Administration → Agencies & Receivables Setup, General fasttab

Credit Warnings: This field controls which credit warnings are displayed by Ceres when you create an Agency document (Order, Invoice, Return Order, and Credit Memo). The available options are:

Both Warnings: Both the Credit Limit and the Balance Due fields on the Agency Card are checked, and a warning is shown if the Agency has exceeded its credit limit or if the Agency has an overdue balance.

Credit Limit: The value in the Credit Limit field on the Agency's card is compared with the Agency's balance and a warning is shown if the Agency's balance exceeds this amount.

NOTE: If an Agency has exceeded their Credit Limit the User will not be able to override the Credit Limit Warning and proceed with the transaction unless the "Override Credit Limit Warning" option is selected on User Setup.

Overdue Balance: The Balance Due field on the Agency Card is checked and a warning is shown if the Agency has an overdue balance.

No Warning: No warnings are shown.

Apply Grants to Credit Warning (CERES4.50.31): This option is only available when Credit Warnings is set to "Both Warnings" or "Credit Limit". Selection of this option will include the amount of grant coverage in the calculation for the Agency's credit limit overage determination.

Entering a Credit Limit on an Agency Card

2. The Credit Limit can be accessed from Departments → Agencies & Receivables → Agency Relations → Agencies

3. Select the Agency that you wish to edit from the List then select Home → Edit or right click and select Edit, or double click on the Agency number to open the Agency Card.

4. Enter or change the credit limit as required.

NOTE: In order to change a Credit Limit on an Agency the user must have the "Modify Credit Limit" option selected on the User Setup page.

The Parent Agency Credit Limit represents the Sum of all the Agency Credit Limits. The credit limit is managed at the Agency level – the credit limit is not automatically transferrable between Agencies of a Parent.

Using Credit Management

1. The Credit Management area can be accessed from Departments → Financial Management → Receivables → Tasks
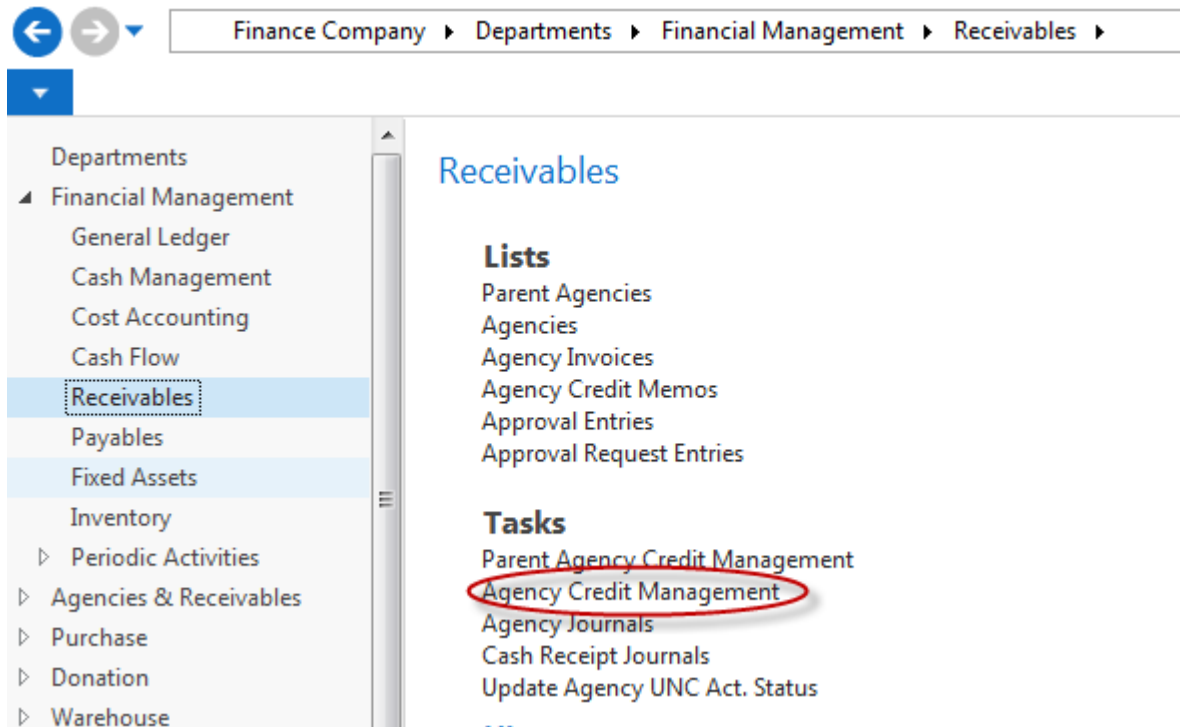
2. Select the Agency that you want to work with from the List.
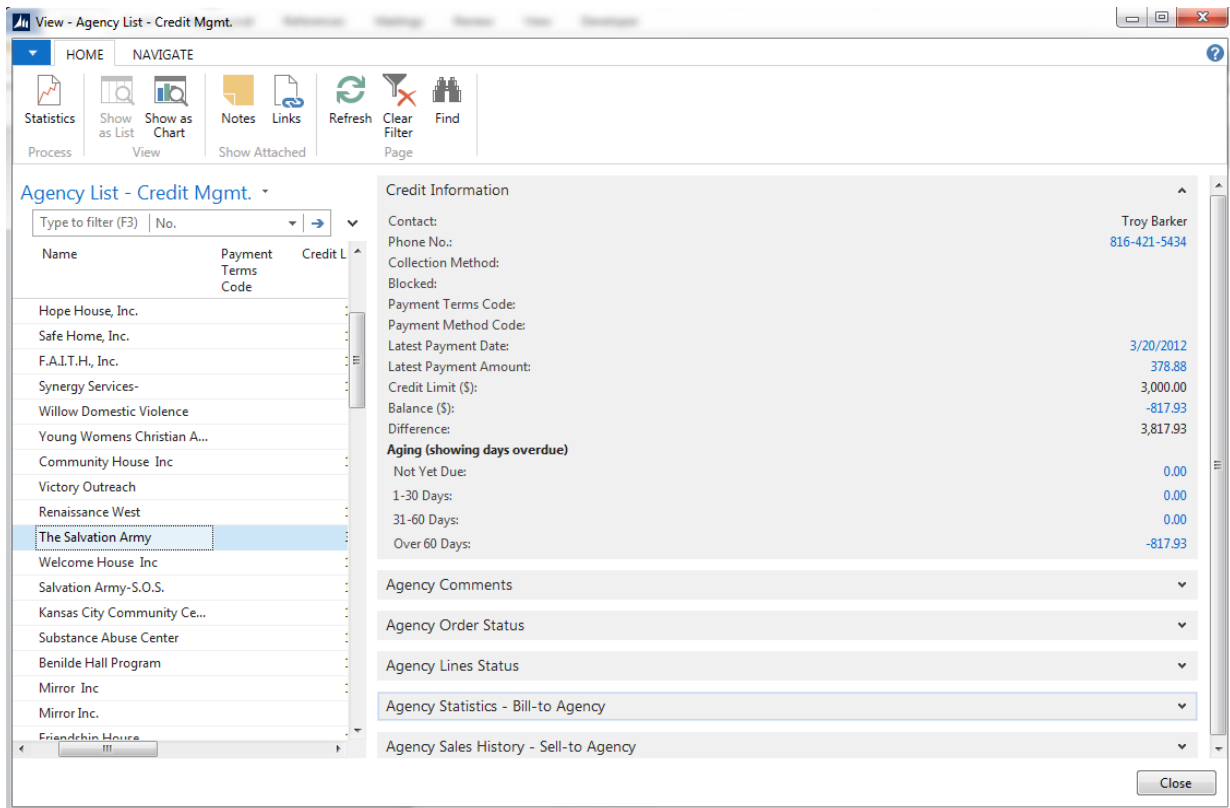
3. Credit Management consists of several sections, you can use the Expand and Collapse features to edit the views.

Agency List: Displays a List of the Agencies. You may set filters on this list the limit the number of accounts that you work with at any one time.

Credit Information: Displays a selection of information from the Agency Card. Some of these fields may be editable from this list depending on the individual permissions of the user.

Agency Comments: Displays the Agency Comments. You may be able to insert additional comments to edit existing comments.

Agency Order Status: Display a list of the open orders for the selected Agency and the current status of each order. You may drill down on this list the view the entire order.

Agency Line Status: Display a list of the open Lines for the selected agency and the current status of each Line. You may drill down on this list the view the entire order.

Agency Statistics: Bill to Agency: Displays the current Agency Statistics for the selected Agency. You may drill into the various fields to see the orders that make up the statistical values.

Agency Sales History: Displays the Agency Sales History is a statistical format for the selected Agency. You may drill into the various fields to see the orders that make up the statistical values.

Note: You may not edit the credit limit or block an agency from the credit management Pages. You will need to go directly to the Agency Card to edit these fields.

Related Topics:

1. Agency Overview
2. Agency Order Overview
3. AE3 Agencies, Shoppers and Items
4. Agency Compliance
5. Agencies UNC Activity Status by Group