Microsoft Dynamics® GP

Credit Analysis

Contents

Introduction

Credit Analysis allows you to analyze credit information for your customers in a multi-company setup. You can view and analyze the credit information for a selected customer for up to nine companies in a single window.

You must have installed the Collection and Payment Methods - Withholds and Tax Listing modules before you can use Credit Analysis.

Check for current instructions

This information was current as of May 2010. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics® GP online Web site (http://go.microsoft.com/fwlink/?LinkID=161199) for the most current documentation.

The introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Resources available from the Help menu*
- *Send us your documentation comments*

What's in this manual

This manual is designed to give you an in-depth understanding of how to use the features of Credit Analysis, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Credit Analysis, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

- Chapter 1, "Setup," explains how to set up Credit Analysis. You can set up the identification labels and filters for the collection methods.

- Chapter 2, "Inquiry," describes how to view the credit information for a selected customer for the companies that you have set up. You can use this information to analyze the credit standing of your customers and take financial decisions.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print or **File > Print**	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main "contents" topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an "Additional Help files" topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that's not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources The most recent documentation and updated information for developers.

Product support information Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Chapter 1: Setup

You can assign column numbers to the companies for which to analyze credit information. You also can assign labels and set up filters to define what information will be displayed in the inquiry window.

When you set up Credit Analysis, you can open each setup window and enter information, or you can use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to guide you through the setup process. See your System Setup Guide (Help >> Contents >> select Setting up the System) for more information about the Setup Checklist window.

This information is divided into the following sections:

- *Assigning column numbers to companies*
- *Setting up labels for portfolio checks*
- *Setting up labels for holds*

Assigning column numbers to companies

You can select the companies for which to analyze credit information, and assign a column number to each company. You can assign up to three companies to each column. This allows you to view credit information for up to nine companies at one time.

To assign column numbers to companies:

1. Open the Sort Companies by Column window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Credit Analysis >> Companies by Column)
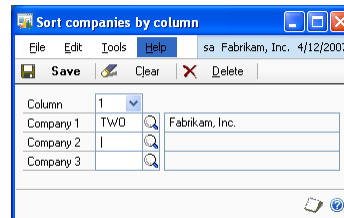
2. Select the column number to which to assign a company, or a combination of companies.

3. Select a company ID that you have set up in Microsoft Dynamics GP, in the Company field. The complete name of the company is displayed next to the company ID. You can assign up to three companies to each column.

4. Choose Save to save the information you have entered, or Clear to clear the values displayed in the window.

5. Choose Delete to delete the setup for the column displayed.

Setting up labels for portfolio checks

You can set up labels for the rows that display the details for portfolio checks in the Query Current Account window. You can also select the statuses for which

information is displayed in the inquiry window. You can set up and view the combined information for up to three collection method IDs and/ or statuses in a single row. Refer to *Viewing credit information* on page 9 for more information.

To set up labels for portfolio checks:

1. Open the Container Setup Master - Collection/Payment Method window. (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Credit Analysis >> Container Setup Master - Collection/Payment Method)
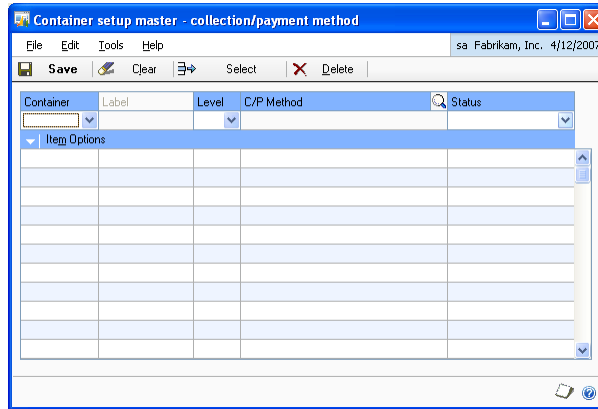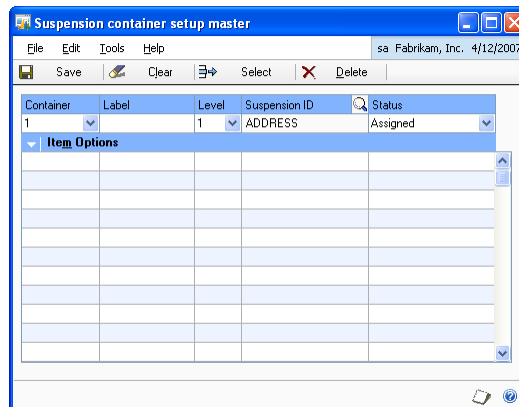

2. Select the row number for which to assign labels in the Container field.

3. Select the level for the row. You must set up level one for a row before you can set up the levels two and three.

4. Enter a label for the row if you are setting up level one.

5. Select a collection method ID for the row - level combination. You can only select a collection method ID that has the Use Status checkbox marked. Refer to the Collection/Payment Methods- Withholds documentation for more information.

6. Select the status of the collection method. All portfolio checks with the selected status will be considered for the chosen row- level combination.

7. Choose Save to save the setup you've made, or choose Clear to clear the values entered. The values you have saved will be available in the scrolling window.

8. Highlight a saved value, and choose Select to bring it to the top row of the scrolling window for modification.

9. Choose Delete to delete the setup on the top row of the scrolling window.

Setting up labels for holds

You can define the labels for the rows that display details of documents with holds in the Query Current Account window.

To set up labels for holds:

1. Open the Suspension Container Setup Master window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Credit
    Analysis >> Suspension Container Setup)

2. Select the row number for which to assign labels in the Container field.

3. Select the level for the row. You must set up level one for a row before you can
    set up the level two.

4. Enter a label for the row if you are setting up level one.

5. Select a sales process hold ID for the level in the Suspension ID field.

6. Select the status for the suspension ID, whether Assigned or Removed.

7. Choose Save to save the set up you've made, or choose Clear to clear the values
    entered. The values you have saved will be available in the scrolling window.

8. Highlight a saved value, and choose Select to bring it to the top row of the
    scrolling window for modification.

9. Choose Delete to delete the setup displayed on the top row of the scrolling
    window.

Chapter 2: Inquiry

You can view the credit information for a selected customer for up to nine companies that you have set up in Microsoft Dynamics GP. You can view the aging period balances for transactions entered. You can also view the details for portfolio checks, and for documents that have sales process holds assigned.

This information is explained in the following section:

- *Viewing credit information*

Viewing credit information

Use the Query Current Account window to view and analyze credit information for a selected customer.

To view credit information:

1. Open the Query Current Account window.
   (Cards >> Sales >> Summary >> Additional >> Credit Analysis)

2. Enter or select a customer ID. The customer's name is displayed next to the customer ID field.

3. The column header fields display the names of the companies that you have included in each column. Click the expansion button to view the column information that you have set up. Refer to *Assigning column numbers to companies* on page 5 for more information.

4. The first section displays the aging period credit information for transactions.

5. The second section displays the credit information for payments received through portfolio checks. This information is displayed on the basis of the labels and statuses you have assigned in the Container Setup Master - Collection/ Payment Method Setup window. Refer to *Setting up labels for portfolio checks* on page 5 for more information.

6. The third section displays the information for documents that have sales process holds applied. This information is displayed based on the labels and statuses you have assigned in the Suspension Container Setup Master window. Refer to *Setting up labels for holds* on page 6 for more information.

7. Choose OK to close the window.

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