



DTN TABS® Enhanced Credit Training Manual

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About Enhanced Credit

DTN TABS provides Suppliers with a robust option for managing credit risk with the Enhanced Credit module.

Enhanced Credit allows you to factor in the following to calculate a customer's credit limit:

- Average price per load
- Duty, federal/VAT or local taxes
- Outstanding receivables
- Orders
- Special liabilities
- Credit adjustments
- Pre-Paid Amounts
- Pre-Ordering Hold Balance

Calculated Credit Holds against a customer's credit limit prevent them from raiding the rack and over lifting their product and/or credit allocations. Whether you are new to Enhanced Credit or converting from DTN TABS legacy credit, the DTN PetroDex® Support Team can assist with the steps necessary to enable credit controls for your customers.

How Enhanced Credit Works

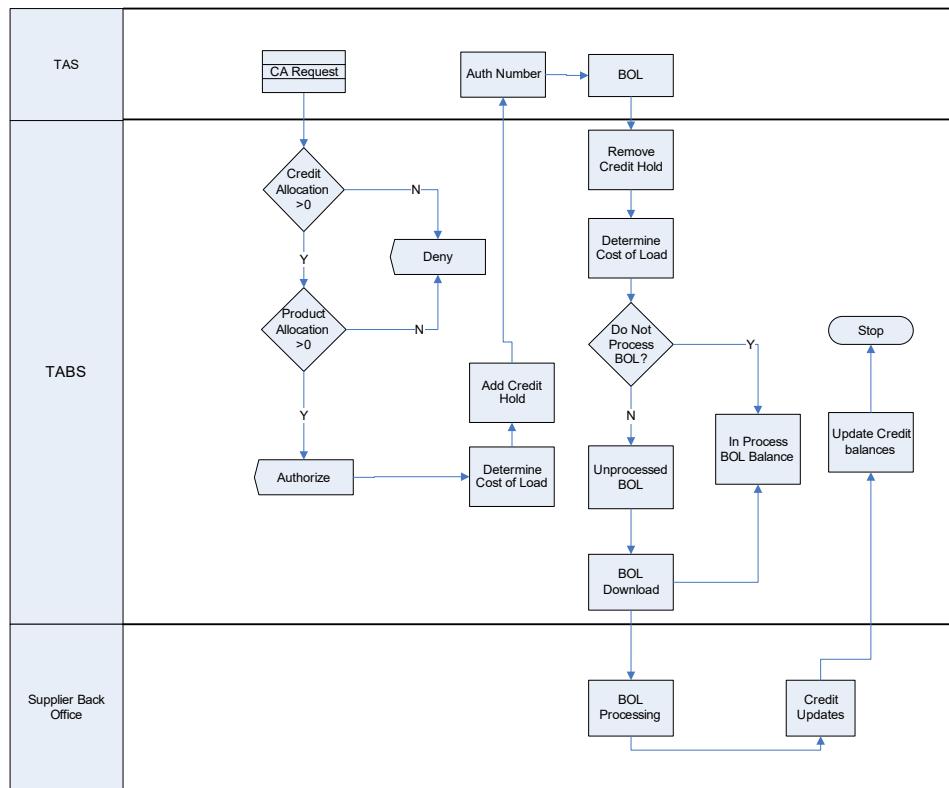
When a driver cards in at the rack, DTN TABS sends an authorization back to the terminal and determines the cost of the load based on the average gas and diesel price using the DTN FastRacks® prices for the region the terminal is located. This credit hold is decremented from the customer's credit limit.

Once the driver completes the load, the terminal sends the BOL to DTN TABS where the calculated credit hold is removed and a new cost of the load is determined based on the average gas or diesel price of the actual product lifted. Any price differential between the estimated and actual cost of load is re-applied to the credit limit.

If the supplier has the terminal set to Do Not Process BOL, the calculated cost of load dollar amount is placed in the In-Process BOL Balance. If the terminal is set to ProcessBOL, the calculated cost moves to the Unprocessed BOL bucket. Once the supplier downloads the BOLs, the Unprocessed BOLs will move to the In Process BOL Balance. The supplier then has the opportunity to perform credit updates by uploading an ADMLOD file to DTN TABS where a flag is used to clear out the In Process BOLs and remove them from the remaining credit calculation.

Note: If the terminal does not transmit the completed BOL to DTN TABS, the credit hold is applied throughout the remainder of the current load transaction date plus 24 hours before it is removed @ 12:00 AM Central Time from the credit calculation.

The diagram below maps the Enhanced Credit chain of events from authorization request to final credit balance update.



When the Enhanced Credit module is enabled in the Seller's DTN TABS database, certain Features/Pages are also enabled or disabled. The following outlines those areas that require user action:

- System Defaults
- Security Role Setup
- Custom Display Options
- Price Management
- Duty, Federal/VAT and Local Taxes
- Credit Allocations
- Credit Alerts
- Pre-Payment defaults

TABS Defaults

If the Enhanced Credit module is turned on, the following default options are hidden from the **TABS Defaults** page.

<input type="checkbox"/> Credit Readjustments
<input type="checkbox"/> Schedule Credit Refresh

The **Receive delayed BOLs** option must be selected for Enhanced Credit to function.

System Defaults :: Save Defaults | Reset

Mouse over the options for a description.

<input checked="" type="checkbox"/> Schedule Product Refresh <input checked="" type="checkbox"/> Receive BOLs with unknown Consignees <input checked="" type="checkbox"/> Receive delayed BOLs <input type="checkbox"/> Carrier Authorization Check <input checked="" type="checkbox"/> Receive BOL in Terminal Time Zone <input checked="" type="checkbox"/> Receive BOLs With ShipTo Numbers <input type="checkbox"/> Enable Duplicate Unauthorized BOL Check	<input checked="" type="checkbox"/> Restrict No Load BOL <input checked="" type="checkbox"/> Automatically create allocation as Open to Buy <input checked="" type="checkbox"/> Auto-assign Terminal Products <input type="checkbox"/> Enforce Deny Reason in Allocations <input checked="" type="checkbox"/> Filter Products Authorized by Terminal Assigned Products <input type="checkbox"/> Enforce Comment Rules in Credit Setup <input type="checkbox"/> Enforce Expiration date in GPO Setup
---	---

Load Time Used To Adjust Allocations:

Default BOL Delivery Format:

Pre-Payment Expiration Time:

Pre-Payment Ignore Weekends:

Max Pre-Payment Days:

Pre-Payment Expiration Time, Pre-Payment Ignore Weekends, and Max Pre-Payment Days should be configured if this functionality will be used.

Custom Display Options

The **Custom Display** page overrides **Enhanced Credit Labels** on the **Credit Manage** page and the **Enhanced Credit Allocation** Reports. Company-specific terms can be assigned to credit terms to match your business model. If a field is set to **Inactive**, the field is removed from the credit setup page and Reports.

					<input type="button" value="Save"/>	<input type="button" value="Reset"/>
Credit Fields						
Default Name	Override Name	Type	Active	*		
Orders	Orders	Debit	<input checked="" type="checkbox"/>	*		
Receivables	Receivables	Debit	<input checked="" type="checkbox"/>	*		
Special Liabilities	Special Liabilities	Debit	<input checked="" type="checkbox"/>	*		
Credit Adjustment	Credit Adjustment	Credit	<input checked="" type="checkbox"/>	*		
Unprocessed BOLs	Unprocessed BOLs	Debit	<input checked="" type="checkbox"/>			
In Process BOLs	In Process	Debit	<input checked="" type="checkbox"/>			
Credit Hold Balance	Credit Hold Balance	Debit	<input checked="" type="checkbox"/>			
Pre-Ordering Hold Balance	Pre-Ordering Hold Balance	Debit	<input checked="" type="checkbox"/>			
Pre-Paid Amount	Pre-Paid Amount	Credit	<input checked="" type="checkbox"/>	*		
Valued BOLs	Valued BOLs	Debit	<input checked="" type="checkbox"/>	*		

*Marking a field as **Inactive** will zero out any existing data in that field.

Once changes are made to the **Custom Display Options** page, the **Credit Allocation Setup** page displays the new override name.

Credit Allocation Setup ::.

Consignee/Consignee Group: CG : 111988	Credit Name: <input type="text" value="111988"/> *
Status: <input type="text" value="Enforced"/>	Currency: <input type="text" value="USD"/>
Enforce Full Truck: <input type="checkbox"/>	
Credit Limit: <input type="text"/>	USD *
Valued BOLs: <input type="text"/>	USD
Orders: <input type="text"/>	USD
Special Liabilities: <input type="text"/>	USD
Receivables: <input type="text"/>	USD
Credit Adjustment: <input type="text"/>	USD
Unprocessed BOLs: <input type="text" value="0.00"/>	USD
In Process: <input type="text" value="0.00"/>	USD
Credit Hold Balance: <input type="text" value="0.00"/>	USD
Pre-Ordering Hold Balance: <input type="text" value="0.00"/>	USD
Total Remaining Credit: 0.00 USD	
Credit Decrement Amount: <input type="text"/> * <input type="text" value="Gallons"/> <input type="checkbox"/> Use Standard Truck Size	
Credit Analyst: <input type="text" value="-- Select Credit Analyst --"/>	
Risk Category: <input type="text" value="-- Select Risk Category --"/>	
Sales/Territory Manager: <input type="text" value="-- Select Sales/Territory Manager --"/>	
Comments:	
** Comments are limited to 2000 characters. All characters over 2000 will be truncated.	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Only current override names are used in setups and reports. If **Orders** was named **Contracts** in August and then changed to **Bids** in September, **Bids** will display on all setups and reports including historical reports.

Price Management Page (DTN FastRacks Pricing)

DTN TABS import prices from DTN FastRacks to use for Credit Hold and BOL Estimated Cost calculations.

The DTN FastRacks system calculates an average gas and diesel price for each Spot Market. This calculation is based on all gross supplier prices that are posted through DTN and currently in effect.

Prices are updated daily based on the DTN FastRacks published schedule at approximately 06:00 Central Time.

If the average prices have not been updated in more than a day, DTN Operations receives an alert to correct the problem.

A product's class is determined by mapping each PIDX family to either gas or diesel. This mapping is maintained by DTN.

Price Management ::

Select a start and end date to filter the price by.

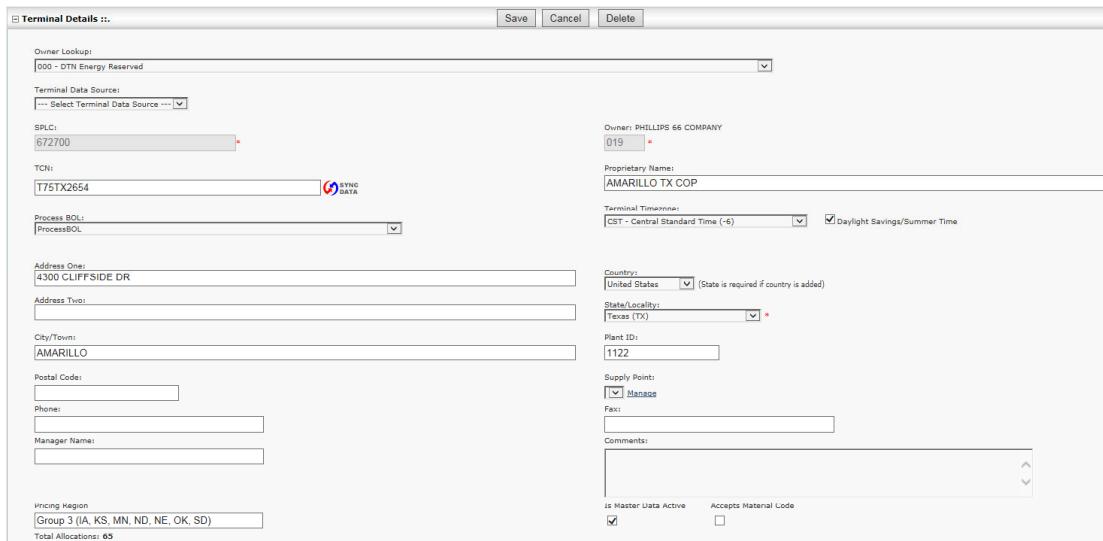
Start	04/24/2013	<input type="button" value="Calendar"/>
End	04/24/2013	<input type="button" value="Calendar"/>
<input type="button" value="Search"/>		
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Export"/>		

Summary Date	Spot Market	Product Class	Price	Currency	Unit of Measure	Comments	Modified By	Modified Date
4/23/2013 7:00:00 PM CDT	Chicago Spot	Diesel	3.058	USD	Gallons	<input type="button" value="Edit"/>	DTN FASTRACKS	4/24/2013 6:15:43 AM CDT
4/23/2013 7:00:00 PM CDT	Chicago Spot	Gas	2.9814	USD	Gallons	<input type="button" value="Edit"/>	DTN FASTRACKS	4/24/2013 6:15:43 AM CDT

DESCRIPTION	
Summary Date	Displays the date and time the average spot price was generated.
Spot Market	Identifies the spot region in which the average spot price was calculated as received from DTN FastRacks.
Product Class	Specifies the product class. Options are <ul style="list-style-type: none"> • Gas • Diesel
Price	Indicates the average of the Estimated Spot Region Gas Price and Estimated Spot Region Distillate Price for the region. This field can be modified.
Currency	Identifies the country currency used to calculate the average spot price.
Unit of Measure	Specifies the unit of measure used for the average spot price. Options are: <ul style="list-style-type: none"> • Cubic Meters • Gallons • Imperial Gallons • Imperial Ton • Kilo Barrels • Kilograms

	<ul style="list-style-type: none"> • Liters • Metric Ton • Pounds • Ton
Comments	Provides comments when modifying a spot price for the region. This is an optional field.
Modified By	Indicates how the price was modified. Options are: <ul style="list-style-type: none"> • DTN FastRacks - if system generated • <User Name> - if modified manually
Modified Date	Displays the date the price was modified.

Note: The Spot Market calculates the average gas and diesel price based on the terminal assigned TCN (Terminal Control Number). The DTN FastRacks Pricing Region displays on the Terminal Details page. If no FastRacks Region is set, an average from all Regions is used.



Change a Price

The DTN FastRacks Spot Price can be overridden by the seller by editing the **Price** field.

Here's how to change a price:

1. From the **Data Management** menu, select **Prices**.

Note: Start and End dates default to the current day.

2. Click **Search**

3. Enter a new price in the **Price** field.

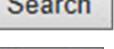
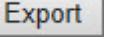
4. Enter a comment regarding the modified price in the **Comments** field.

5. Click  The new price, modified by, and modified date appear above the old price.

Price Management ::								
Select a start and end date to filter the price by.								
Summary Date	Spot Market	Product Class	Price	Currency	Unit of Measure	Comments	Modified By	Modified Date
5/8/2013 7:00:00 PM CDT	Chicago Spot	Diesel	3.5	USD	Gallons	Override Spot Price	DTN SUPPORT	5/9/2013 10:45:45 AM CDT
5/8/2013 7:00:00 PM CDT	Chicago Spot	Diesel	3.2859	USD	Gallons		DTN FASTRACKS	5/9/2013 6:15:12 AM CDT
5/8/2013 7:00:00 PM CDT	Chicago Spot	Gas	3.25	USD	Gallons	Override Spot Price	DTN SUPPORT	5/9/2013 10:45:45 AM CDT
5/8/2013 7:00:00 PM CDT	Chicago Spot	Gas	3.038	USD	Gallons		DTN FASTRACKS	5/9/2013 6:15:12 AM CDT

Export several days prices

Here's how to export several days of prices:

1. From the **Data Management** menu, select **Prices**.
2. Either modify the start and end dates or leave end date at the current day default.
3. Click 
4. Click  Prices display for current date first.

Tax Setup

Federal/VAT Tax Setup Page

The **Federal/VAT Tax Setup** page specifies a federal tax amount in cents per gallon (value) or a percentage. This is an optional feature, maintained by the Seller, and used in the calculation of the Credit Hold and estimated BOL cost.

If a country is not listed in the table of results, select a country from the Add Country arrow and click

Add Country

Federal/VAT Tax Setup ::			
Country	Type	Tax Rate	Comments
Belgium	Volume	0 USD / GAL	
	Weight	0 USD / TON	

DESCRIPTION	
Country	Identifies the country for this setup.
Type	Specifies the tax rate type as cents per gallon or percentage. Options are: <ul style="list-style-type: none"> Value Percentage
Volume	Displays the currency used in the tax rate calculation per unit of measure. Options are: <ul style="list-style-type: none"> USD EUR GBP NOK CAD Gallons Imperial Gallons Kilo Barrels Liters
Weight	Contains the currency used in the tax rate calculation per unit of measure. Options are: <ul style="list-style-type: none"> USD EUR GBP NOK CAD Imperial Ton Kilograms Metric Ton Pounds Ton
Comments	Displays comments when modifying a tax rate. This is an optional field.

Credit Hold Calculation Formula

Below is the formula for calculating the Credit Hold upon driver card in at the terminal:

FEDERAL TAX AMOUNT = DECREMENT AMOUNT X THE FEDERAL TAX RATE PER CURRENCY VALUE OR %/UNIT OF MEASURE

Estimated Load Cost Calculation Formula

Below is the formula for calculating the Estimated Load Cost upon receipt of the BOL:

FEDERAL/VAT TAX AMOUNT = GROSS GALLONS FROM EACH FINISHED PRODUCT BOL LINE X THE FEDERAL/VAT TAX RATE PER CURRENCY VALUE OR %/UNIT OF MEASURE.

Change Federal/VAT Tax Rate

Here's how to change the federal tax rate:

1. From the **Data Management** menu, select **Federal/VAT** in the **Tax Setup** section.
2. Click the **Edit** link of the desired Country. The **Edit** link is located in the far right column of the page.
3. Modify the **Type, Volume or Weight** fields.
4. Enter comments, if desired.
5. Click the **Save** link to save the changes or the **Cancel** link to discard the changes.

Federal Tax Setup ::

			Add Country: Belgium	Add Country
Country	Tax Rate	Comments		
United States	Type: <input type="button" value="Value"/> Volume: <input type="text" value="0"/> <input type="button" value="USD"/> / <input type="button" value="Gallons"/> Weight: <input type="text" value="0"/> <input type="button" value="USD"/> / <input type="button" value="Ton"/>		<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Change SoldTo tax exempt status

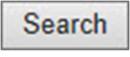
The Federal tax exemption status is based on the SoldTo associated with the Seller Consignees. This status is on the **SoldTos/ShipTos** page. If a SoldTo is federal tax exempt, a green check mark appears in the **Tax Exempt** column.

Customer Search ::

				Add	Export to Excel	?
Enter search text:				Search		
SoldTo Id	SoldTo Name		Tax Exempt			
207185	ABC OIL 10001000BR		✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add ShipTo"/>		
10001000	ABC OIL 10001000BR			<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add ShipTo"/>		
1027625	ALLEN PETROLEUM COMPANY OF 1027625		✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add ShipTo"/>		
1051078	ALLIED ENERGY LLC 1051078		✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add ShipTo"/>		

Here's how to change the SoldTo tax exempt status:

1. From the Data Management menu, select **SoldTos/ShipTos**.
2. Enter the SoldTo name or ID in Enter search text field.

3. Click 
4. Click the Edit link next to the desired *SoldTo Name*. The Edit link is located in the far right column of the page.
5. In the Tax Exempt column, select the check box to apply the tax exemption.
6. Click the Save link.

Local Tax Setup Page

The **Local Tax Setup** page defines a tax rate percentage per state/locality. This is an optional feature, maintained by the Seller, used in the calculation of the credit hold and estimated BOL cost.

If a country is not listed, select a country from the **Add Country** arrow and click 



The screenshot shows the 'Local Tax Setup' interface. At the top, it says 'Seller Currency: USD'. Below that, there are two dropdown menus: 'Select Country: United States' and 'Add Country: Belgium'. To the right of these is a button labeled 'Add Country'.

To display and edit the rates associated with each state/locality per country, select Country and then click 



The screenshot shows the 'Local Tax Setup' interface with the 'Get Tax Information' button highlighted. Below it is a table showing tax rates for Alabama and Alaska.

State/Locality	Country	TAX RATE	Comments
Alabama	United States	Type: Percentage Rate: 10	Edit
Alaska	United States	Type: Value Volume: 0.05 USD / GAL Weight: 0.01 USD / TON	Edit

		DESCRIPTION
Type		Specifies the tax rate type as cents per gallon or percentage Options are: <ul style="list-style-type: none"> • Value • Percentage
Rate		Specifies the currency used in the tax rate calculation per unit of measure.
Comments		Contains comments when modifying a tax rate. This is an optional field.

Credit Hold Calculation Formula

Below is the formula for calculating Credit Hold.

STATE TAX AMOUNT = DECREMENT AMOUNT X THE STATE/LOCALITY TAX RATE FOR THE CONSIGNEE

Estimated Load Cost Calculation Formula

Below is the formula for calculating the Estimated Load Cost.

STATE TAX AMOUNT = GROSS GALLONS FROM EACH FINISHED PRODUCT BOL LINE X THE STATE/LOCALITY TAX RATE PER GALLON.

Change Local Tax Rate

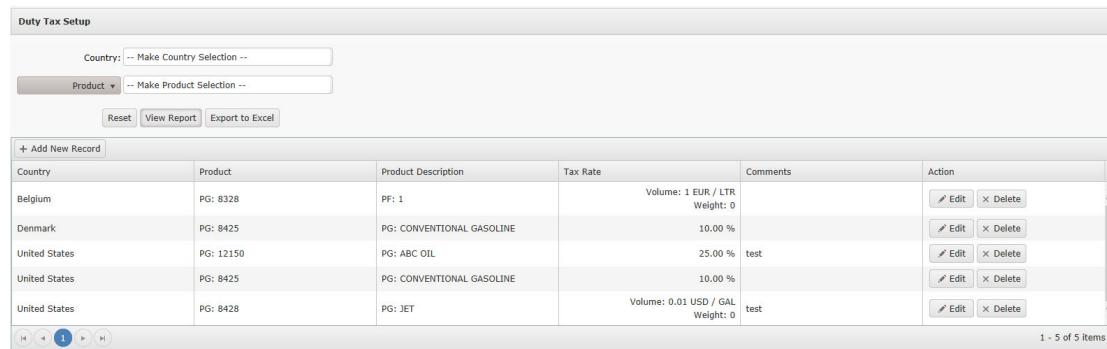
Here's how to change the local tax rate:

1. From the **Data Management** menu, select **Local Tax** in the **Tax Setup** section.
2. Choose the country from the **Select Country** arrow and click **Get Tax Information**
3. Click the **Edit** link of the desired state/ locality. The **Edit** link is located in the far right column of the page.
4. Modify the **Type** and **Rate** fields.
5. Enter optional comments, if desired.
6. Click the **Save** link.

Duty Tax

The **Duty Tax Setup** page specifies a federal tax amount by country and by product in cents per desired unit of measure for weight and volume (value) or a percentage. This is an optional feature, maintained by the Seller, and used in the calculation of the Credit Hold and estimated BOL cost.

Note: Duty Tax is currently only available for suppliers with Master Data Material Master enabled.



The screenshot shows the 'Duty Tax Setup' page with the following interface elements:

- Header:** Duty Tax Setup, Country: -- Make Country Selection --, Product: -- Make Product Selection --, Reset, View Report, Export to Excel.
- Table:** A grid showing tax records. The columns are Country, Product, Product Description, Tax Rate, Comments, and Action (with Edit and Delete buttons).
- Data:**

Country	Product	Product Description	Tax Rate	Comments	Action
Belgium	PG: 8328	PF: 1	Volume: 1 EUR / LTR Weight: 0		<input checked="" type="button"/> Edit <input type="button"/> Delete
Denmark	PG: 8425	PG: CONVENTIONAL GASOLINE	10.00 %		<input checked="" type="button"/> Edit <input type="button"/> Delete
United States	PG: 12150	PG: ABC OIL	25.00 %	test	<input checked="" type="button"/> Edit <input type="button"/> Delete
United States	PG: 8425	PG: CONVENTIONAL GASOLINE	10.00 %		<input checked="" type="button"/> Edit <input type="button"/> Delete
United States	PG: 8428	PG: JET	Volume: 0.01 USD / GAL Weight: 0	test	<input checked="" type="button"/> Edit <input type="button"/> Delete
- Page Navigation:** 1 - 5 of 5 items, with previous and next buttons.

Change Consignees to Tax Exempt Status

Tax exemption can be controlled via the Consignee setup screens.

Here's how to change a Consignee to a tax exempt status.

1. From the Data Management menu, select **Seller or Marketer Consignees**.

2. Search for the desired consignee by name or number.
3. In the Consignee Details pane, select the State/Locality or Federal/VAT or Duty Tax Exempt check box.
4. Click **Save**

Seller Consignee Details ..

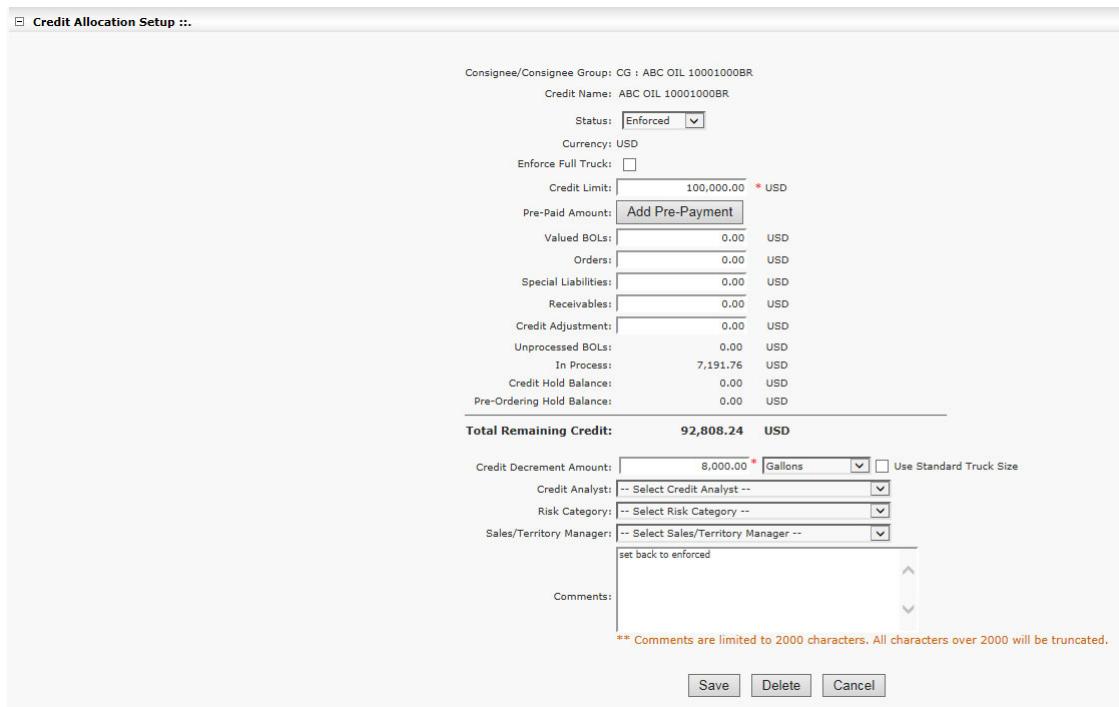
<input type="text" value="Seller Consignee Number: _____"/> <input type="text" value="Seller Consignee Name: _____"/> <input type="text" value="TABS Marketer: _____"/> <input type="text" value="FEIN/Company ID: _____"/> SoldTo: <input type="checkbox"/> Make SoldTo selection (search on Name or Number) -- _____ ShipTo: <input type="checkbox"/> Make ShipTo selection (search on Name or Number) -- _____ Channel: <input type="checkbox"/> Make Channel selection (search on Name or Number) -- _____	<input type="button" value="Save"/> <input type="button" value="Cancel"/> Consignee Type: <input type="button" value="Down"/> <input type="text" value="Address One: _____"/> <input type="text" value="Address Two: _____"/> <input type="text" value="City/Town: _____"/> Country: <input type="button" value="Down"/> <input type="text" value="State/Locality: _____"/> <input type="checkbox"/> State/Locality Tax Exempt:	<input type="checkbox"/> Federal/VAT Tax Exempt: <input type="checkbox"/> Duty Tax Exempt: <input type="text" value="Postal Code: _____"/> <input type="text" value="Contact Email: _____"/> <input type="text" value="Contact Phone: _____"/> <input type="text" value="VAT Number: _____"/>
--	--	--

Credit Allocations

The **Credit Manage** page creates a credit allocation and allows for management of credit allocations and details surrounding the records. All enhanced credit allocations are at the **All Terminals** level and cannot be applied at select terminals. The data can be entered manually through the DTN TABS web interface or uploaded with an ADMLOD file.

Note: See the DTN TABS ADMLOD User Guide for more information on ADMLOD.

Credit Allocation Setup



The screenshot shows the 'Credit Allocation Setup' page with the following details:

- Consignee/Consignee Group:** CG : ABC OIL 10001000BR
- Credit Name:** ABC OIL 10001000BR
- Status:** Enforced
- Currency:** USD
- Enforce Full Truck:**
- Credit Limit:** 100,000.00 * USD
- Pre-Paid Amount:** Add Pre-Payment
- Valued BOLs:** 0.00 USD
- Orders:** 0.00 USD
- Special Liabilities:** 0.00 USD
- Receivables:** 0.00 USD
- Credit Adjustment:** 0.00 USD
- Unprocessed BOLs:** 0.00 USD
- In Process:** 7,191.76 USD
- Credit Hold Balance:** 0.00 USD
- Pre-Ordering Hold Balance:** 0.00 USD
- Total Remaining Credit:** 92,808.24 USD
- Credit Decrement Amount:** 8,000.00 * Gallons Use Standard Truck Size
- Credit Analyst:** -- Select Credit Analyst --
- Risk Category:** -- Select Risk Category --
- Sales/Territory Manager:** -- Select Sales/Territory Manager --
- Comments:** set back to enforced

** Comments are limited to 2000 characters. All characters over 2000 will be truncated.

Buttons: Save, Delete, Cancel

The following fields are available on the **Credit Allocations Setup** panel.

DESCRIPTION	
Credit Name (Customer ID)	Identifies the credit name associated with the customer's accounts receivables name. The credit name is a unique 1 to 50 character, alphanumeric identifier.
Status	Specifies the status of the credit record. Options are: <ul style="list-style-type: none"> • Enforced • Unenforced • Deny • One time • Open
Currency	Displays the default country currency used to calculate the credit price values.

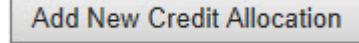
Enforce Full Truck	Indicates the customer must have available credit in the estimated amount of a full truck load, when selected. If it is not selected, then the customer can have any positive amount remaining in the credit allocation and be allowed to lift.
Credit Limit	Identifies the credit limit amount assigned to the credit record.
Pre-Paid Amount	Provides the amount the customer has prepaid on the credit account.
Valued BOLs	Contains the value amount of the BOLs that have not been invoiced by the suppliers back office. This information comes from Credit Account updates from the suppliers back office.
Orders	<p>Provides the dollar balance for non-Fuel Marketing scheduled transactions that impact credit but have not yet reached the receivables balance.</p> <p>The dollar value is deducted from the amount in the Credit Limit field. Classified as a Debit Type, it calculates a customer's remaining credit.</p> <p>This field name can be changed or removed from the Custom Display Options page.</p>
Special Liabilities	<p>Contains the dollar balance for any special liability for the customer in SAP that is deducted from the amount in the Credit Limit field.</p> <p>Classified as a Debit Type, it calculates a customer's remaining credit.</p> <p>This field name can be changed or removed from the Custom Display Options page.</p>
Receivables	<p>Indicates the dollar balance for special liabilities for the customer in SAP.</p> <p>Classified as a Debit Type, it calculates a customer's remaining credit by deducting from the amount in the Credit Limit field.</p> <p>This field name can be changed or removed from the Custom Display Options page.</p>
Credit Adjustments	Adds or deducts from a customer's credit limit. Used when identifying prepay customers. Classified as a Credit Type, it calculates a customer's remaining credit.
Total Credit Remaining	<p>Specifies the amount of the following formula:</p> <p>Credit Remaining = Credit Limit + Credit Adjustment – (Receivables + Orders + Special Liabilities + In Process BOL Balance + Unprocessed BOL Balance + Credit Hold Balance)</p> <p>The calculation where pre-orders are submitted is:</p> <p>Credit Remaining Amount = Start Amount + Credit + Prepayment amount - Pre-order Credit Hold - In-process Amount - Unprocessed Amount - Receivables - Orders - Special Liabilities - Valued BOL Amount.</p>
Unprocessed BOLs	Describes the total estimated load cost of all Unprocessed BOLs. These are BOLs that have been received in DTN TABS but not yet downloaded by company.
In Process BOLs	Defines the total estimated load cost of all In-Process BOLs.

Credit Hold Balance	<p>Provides the amount of currency reserved against the customer's credit remaining when a load is authorized prior to the receipt of the BOL. The following formula is used:</p> <p>DOLLARS RESERVED AGAINST REMAINING CREDIT = CONFIGURED DECREMENT SIZE OF A LOAD x AVERAGE FUEL PRICE CURRENTLY IN EFFECT + FEDERAL TAX AMOUNT + STATE TAX AMOUNT</p>
Pre-Ordering Hold Balance	Identifies the amount of currency, on hold, for the credit account for outstanding pre-orders.
Credit Decrement Amount	<p>Indicates the amount used to calculate the credit hold amount and the volume or weight used. Options are:</p> <ul style="list-style-type: none"> • Gallons • Imperial Gallons • Imperial Ton • Kilo Barrels • Kilograms • Liters • Metric Ton • Pounds • Ton
Use Standard Truck Size	Indicates that credit process should use the standard truck size to calculation the estimated credit amount during the authorization process.
Credit Analyst	Displays an assigned Credit Analyst for the credit allocation. This list of Credit Analysis is setup in the Data Management > Customer Attributes .
Risk Category	Specifies an assigned Credit Risk Category for the credit allocation. This list of Risk Categories is setup in the Data Management > Customer Attributes .
Sales/Territory Manager	Contains an assigned Sales Rep or Territory Manager for the credit allocation. This list of managers is setup in the Data Management > Customer Attributes .
Comments	<p>Provides an area for entering user notes about the credit allocation.</p> <p>Note: Comments are limited to 2000 characters. Do not use commas. Make this field required by selecting the <i>Enforce Comment Rules in Credit Setup</i> option on the Defaults page (Admin > TABS Defaults). The system then requires the user to enter a comment when the remaining amount is set to 0 (zero) or when the Active field is not selected when no comment currently exists.</p>

Setting up a credit allocation record

Location: [Allocations > Credit > Manage](#)

Here's how to set up a credit allocation record:

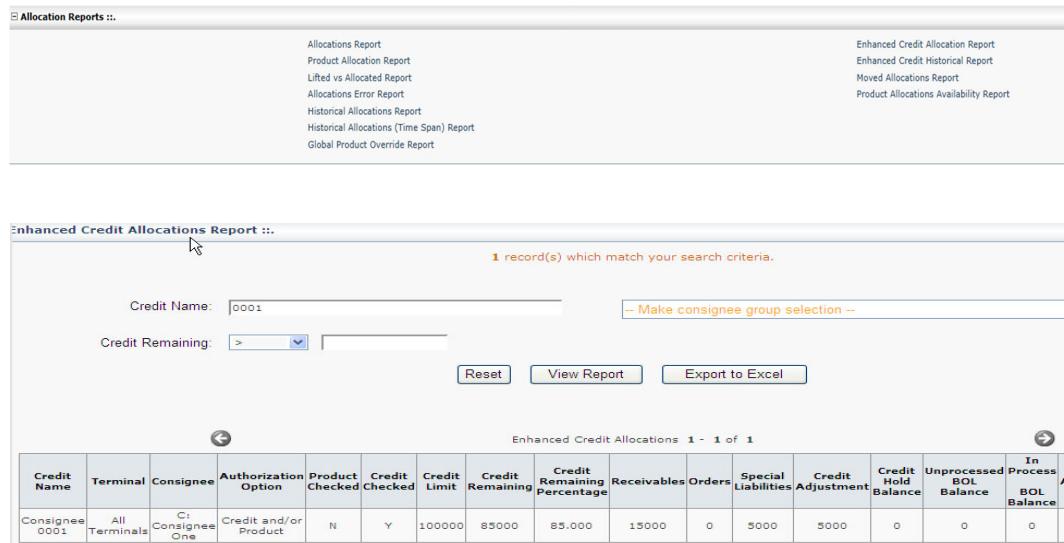
1. From the **Credit Allocation Name** arrow, select one of the options:
 - a. **Consignee & CG**
 - b. **Consignee Name**
 - c. **Consignee Group**
 - d. **Consignee #**
 - e. **Consignee by City**
 - f. **Channel as Consignee/CG**
 - g. **SoldTo as Consignee/CG**
2. Click inside the **Make credit selection** field with consignees/consignee groups and select the desired consignees/consignee group.
3. Click  The page expands to include additional panels for allocation information; if there is an existing allocation it displays the allocation.
4. If no existing credit allocation exists, click 
5. Enter information in the field on the **Credit Allocations Setup** panel for a new credit allocation.
6. Click 

Reports

If the Enhanced Credit module is turned on, the **Enhanced Credit Allocations Report** and **Enhanced Credit Historical Report** display.

The **Enhanced Credit Allocations Report** allows suppliers to review their customer's credit activity and take appropriate action by managing and updating their credit record.

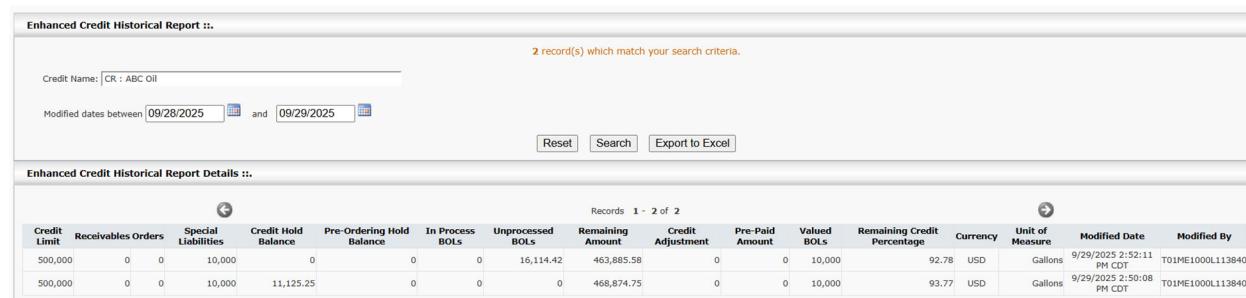
Note: See the DTN TABS Reports Training Manual for more information on the **Enhanced Credit Allocations Report**.



The screenshot shows the Allocation Reports interface with the Enhanced Credit Allocations Report selected. The report interface includes search fields for Credit Name (0001), Credit Remaining, and a button to 'Make consignee group selection'. Below the search fields is a table titled 'Enhanced Credit Allocations' showing one record for Consignee 0001. The table columns include Credit Name, Terminal, Consignee, Authorization Option, Product Checked, Credit Checked, Credit Limit, Credit Remaining, Credit Remaining Percentage, Receivables, Orders, Special Liabilities, Credit Adjustment, Credit Hold Balance, Unprocessed BOL Balance, In Process BOL Balance, and Ac.

Credit Name	Terminal	Consignee	Authorization Option	Product Checked	Credit Checked	Credit Limit	Credit Remaining	Credit Remaining Percentage	Receivables	Orders	Special Liabilities	Credit Adjustment	Credit Hold Balance	Unprocessed BOL Balance	In Process BOL Balance	Ac
Consignee 0001	All Terminals	C: Consignee One	Credit and/or Product	N	Y	100000	85000	85.000	15000	0	5000	5000	0	0	0	

The **Enhanced Credit Historical Report** generates a comprehensive audit trail of changes made to a credit record over a specified period. This report is accessible exclusively through the Enhanced Credit Module.



The screenshot shows the Enhanced Credit Historical Report interface. It includes search fields for Credit Name (CR : ABC Oil) and Modified dates between 09/28/2025 and 09/29/2025, along with buttons for Reset, Search, and Export to Excel. Below the search fields is a table titled 'Enhanced Credit Historical Report Details' showing two records. The table columns include Credit Limit, Receivables Orders, Special Liabilities, Credit Hold Balance, Pre-Ordering Hold Balance, In Process BOLs, Unprocessed BOLs, Remaining Amount, Credit Adjustment, Pre-Paid Amount, Valued BOLs, Remaining Credit Percentage, Currency, Unit of Measure, Modified Date, and Modified By.

Credit Limit	Receivables Orders	Special Liabilities	Credit Hold Balance	Pre-Ordering Hold Balance	In Process BOLs	Unprocessed BOLs	Remaining Amount	Credit Adjustment	Pre-Paid Amount	Valued BOLs	Remaining Credit Percentage	Currency	Unit of Measure	Modified Date	Modified By
500,000	0	0	10,000	0	0	16,114.42	463,885.58	0	0	10,000	92.78	USD	Gallons	9/29/2025 2:52:11 PM CDT	T01ME1000L113840
500,000	0	0	10,000	11,125.25	0	0	468,874.75	0	0	10,000	93.77	USD	Gallons	9/29/2025 2:50:08 PM CDT	T01ME1000L113840

Contact Us

We hope you enjoy the new look and we welcome your comments and suggestions.

As always, please contact the DTN PetroDex support team at 1-800-982-1583 or by email at petrodexsupport@dtn.com for US support and 1-855-493-0260 or by email to TABSGlobalsupport@dtn.com for international support.