How Do You Know What to Send to ASI Credit Connect?

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If you have questions on what needs to be reported to ASI Credit Connect, please go to their website: www.asicentral.com/creditreporting. This page contains detailed instructions for reporting from Profit Pro.

Why suppliers report distributor payment information to ASI CreditConnect

1. Distributors know that you report and pay their bills quicker.
2. You receive stickers you can add to invoices and statements to alert people you report.
3. Your reports also help improve your quality of ASI supplier ratings as we send out forms to distributors you report on asking them to rate their experience with you.

Reporting to ASI CreditConnect is a benefit of your ASI Membership and helps you increase your cash flow. ASI CreditConnect Subscribers are required to report regularly or be assessed a $250 non reporting fee twice per year.

How do I generate the report?

Reporting is easy and should be done monthly. To report, simply export the following reports from your accounting system:

~ Aged receivables report – all customers with an active past due invoice
~ Paid receivables report – all customers who have paid an invoice

To export these reports:

1. Use the date range from the time of your last report or 6 months whichever is less.

2. Be sure to include invoice amounts, past-due amount, days' past-due, ASI # and any company information in case the ASI # is not available.
3. Export them to xls, xlsx, txt, fil, prn, dbf, pdf. Jpg, tiff, trf, doc, rpt.

There is a link that can be clicked on in the site that shows **ASI Computer Systems**.

After clicking this link this is what instructions you will see

Past-Due Reporting Instructions
(Tree View)
1. Locate the "Receivables/Customers" Line and double click on it.
2. This will drop open the "Receivables/Customers" menu. Within this menu double click on the
"Reporting" line.
3. This will drop open the "Reporting" menu. Within this menu, double click on the "ASI Credit" line.
4. This will then drop open the "ASI Credit" menu. Within this menu, double click on the "ASI Monthly
Credit" line.
5. This will open the ASI Monthly Credit Report screen. For "ASI Number" choose "All" by filling the radio
button next to this option.
6. Click on "Save" icon (looks like a floppy disk)
a. You may be prompted asking to "Add new customers to Credit File?", select "yes"
7. The report will process, and then you will be prompted with a "Export Report" window. You will have 2
options within this window;
a. Export Format: Choose "Rich Text Format (RTF Word 97)
b. File Name: You can click on the "Browse" button, and choose a location for where you would
like this file to be saved as well as name it. For the file name, please use your Company Name
followed by MPD.rtf; IE: ASIMPD.rtf. (You must type in the FULL FILE NAME including the .RTF
extension.)
c. Now you may close the window with the "Close" button.
(Graphics View)
1. Locate the "Customers" button and click on it
2. Now, locate the "ASI Credit Report" button, and click on it.
3. Locate the "ASI Monthly Credit" section, and click on the link/
4. This will open the ASI Monthly Credit Report screen. With in this screen, a

small dialog box will appear.
For “ASI Number” choose “All” by filling the radio button next to this option.
5. Click on “Save” icon (looks like a floppy disk)
6. You may be prompted asking to “Add new customers to Credit File?” , select “yes”
7. The report will process, and then you will be prompted with a “Export Report” window. You will have 2
options within this window;
a. Export Format: Choose “Rich Text Format (RTF Word 97)
b. File Name: You can click on the “Browse” button, and choose a location for where you would
like this file to be saved as well as name it. For the file name, please use your Company Name
followed by MPD.rtf; IE: ASIMPD.rtf. (You must type in the FULL FILE NAME including the .RTF
extension.)
c. Now you may close the window with the “Close” button.
d. For help on getting this file to ASI, please skip to section 2.1 of this document; E-mailing the
Report to ASI.

Paid Reporting Instructions
(Graphics View)
1. Click on the Customers button
2. Click on the ASI Credit Report button
3. Locate the ASI Semi Annual Credit Report link, and click on it
4. Chose:
o Report = Choose the period that you are preparing the semi for;
i. 6 month = 1/1/xx – 6/30/xx
ii. 12 month = 7/1/xx – 12/31/xx
o Print Option = Disk
o Enter your ASI# where asked.
5. Click on the RUN button
6. The file is created in the location displayed in the Update Window.
o Example: F:\ASICS\ASIPLAYS\experience.fil
7. Please refer to section 2 of this document on how to get this file to ASI.
(tree view)
1. Click on Receivables/Customers
2. Click on Reporting
3. Click on ASI Credit
4. Click on ASI Semi Annual Credit
5. Chose:
o Report = Choose the period that you are preparing the semi for;

i. 6 month = 1/1/xx – 6/30/xx
ii. 12 month = 7/1/xx – 12/31/xx
o Print Option = Disk
o Enter your ASI# where asked.
6. Click on the RUN button
7. The file is created in the location displayed in the Update Window.
o Example: F:\ASICS\ASIPLAYS\experience.fil
8. Please refer to section 2 of this document on how to get this file to ASI