GENESIS

How to Guide
How to Set Debtor Temporary Credit Limits

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CONSULTANTS

1. **Open** Genesis Menu.
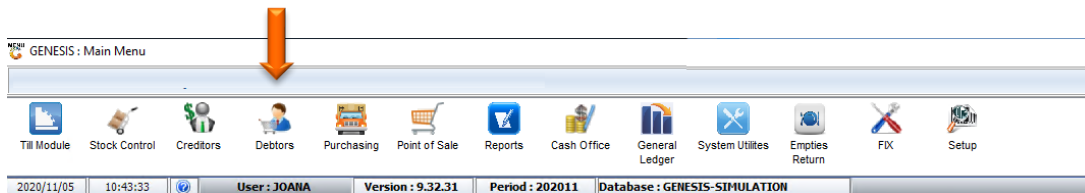

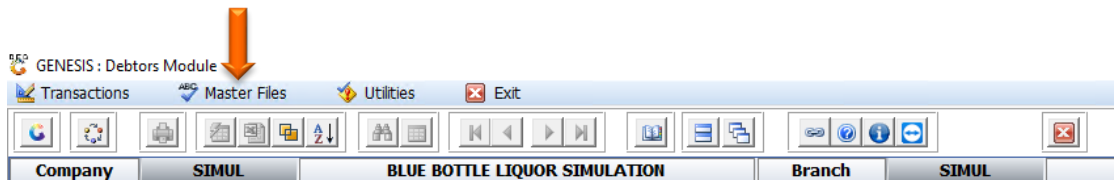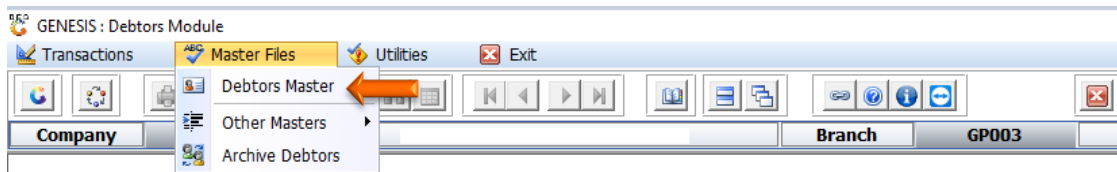2. Type **User code** and **Password.**
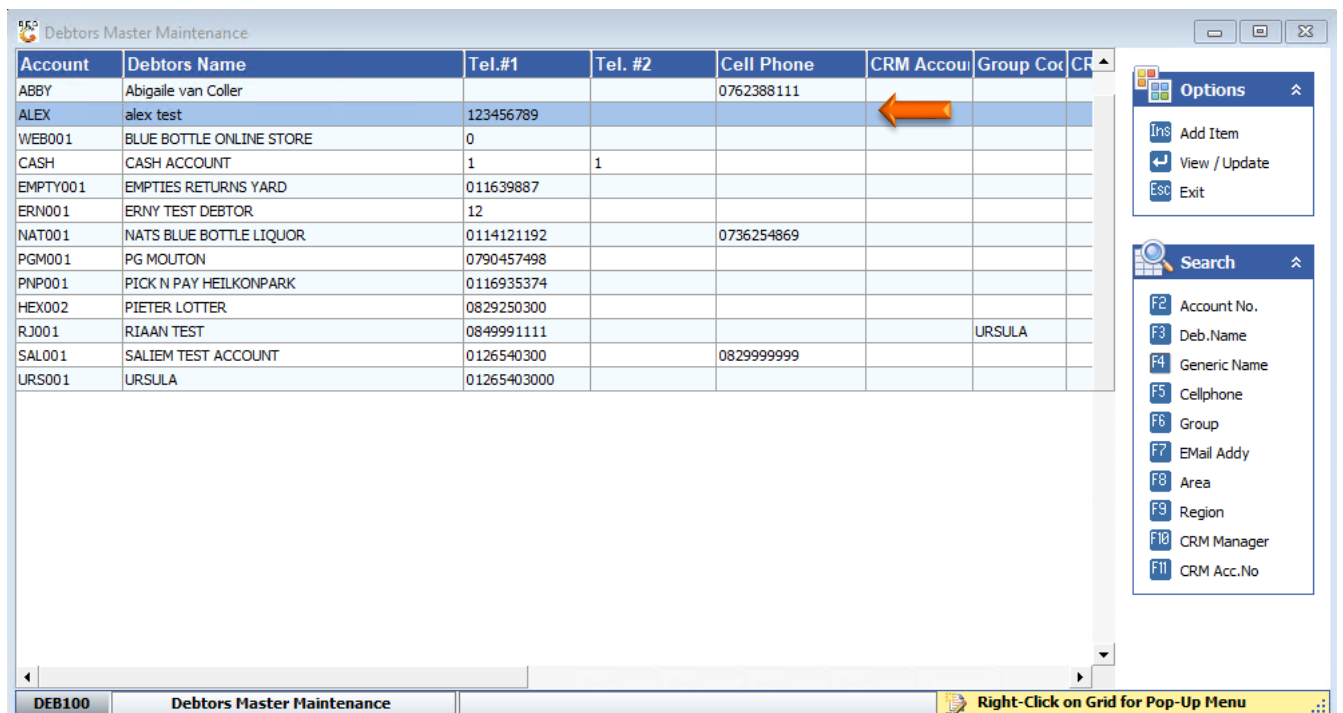

3. Open **Debtors** from the Main menu.
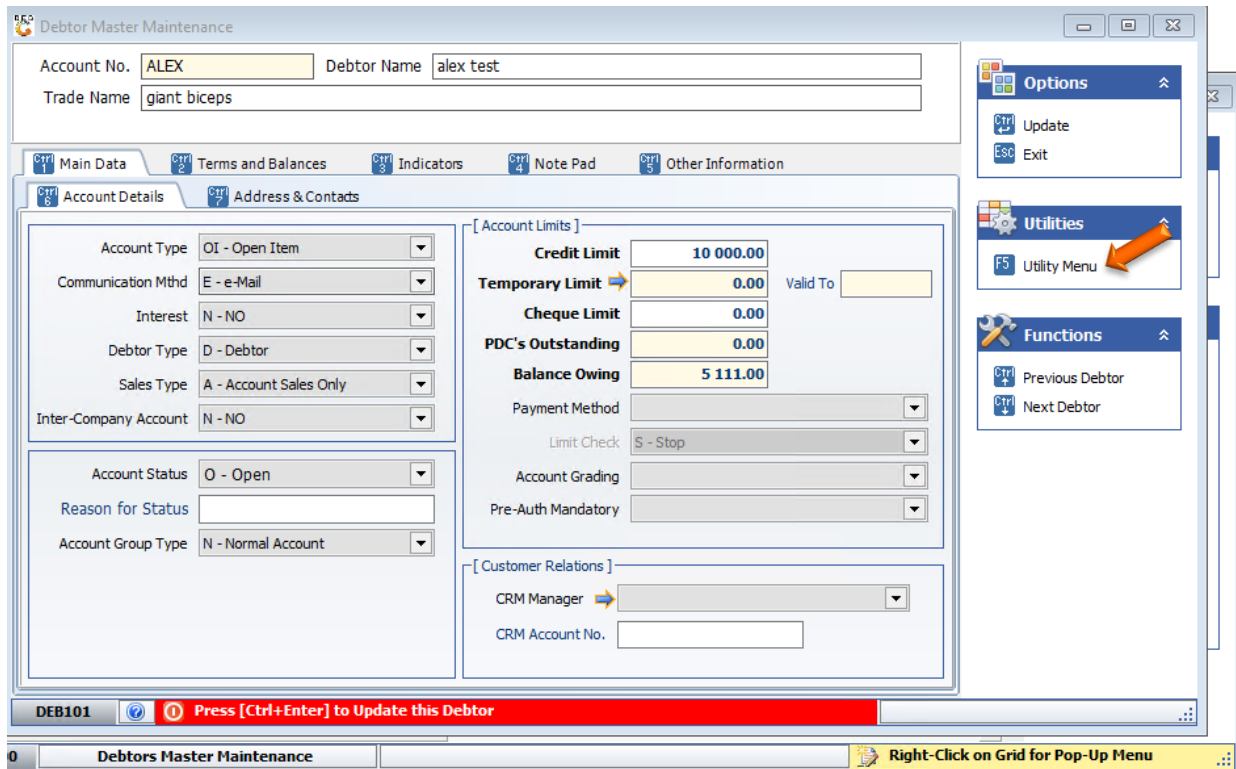

4. Click on **Master Files.**

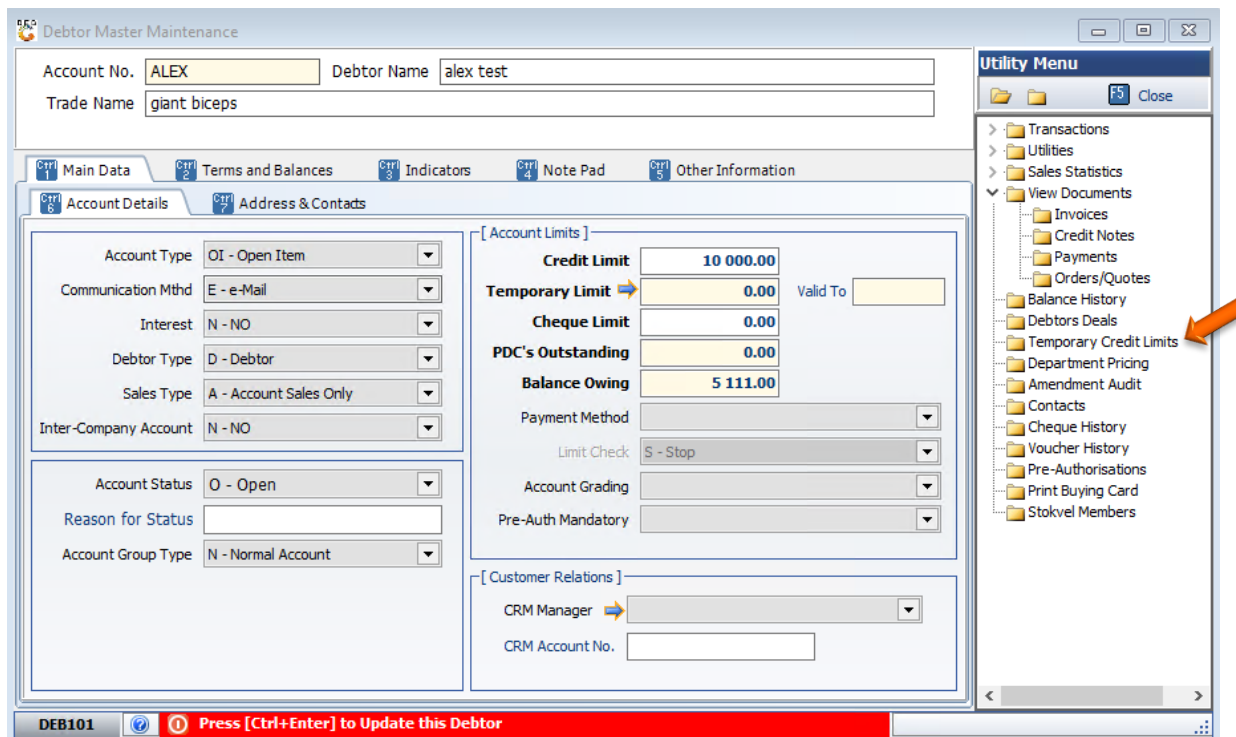5. Click on **Debtors Master** from the drop-down menu.

6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.

7. Once opened **click** on **Utility Menu** or **F5.**

8. Go to **View Documents** then **click** on **Temporary Credit Limits.**

9. You will be prompted to the below image, here you can set Temporary limit and until when the limit must end.

For example, if Bob wants to purchase R20 000 stock at a building supplies store but only has a R10 000 limit he will put an application through for the Temporary credit limit increase, the business will do a credit check on Bob and if accepted he will get the R20 000 Limit increase. This limit increase is only valid for that specific purchase and then it is done.

Once you have increased the limit to the desired amount **press F10** or **click** on **save**

10. You will be prompted to the below image. Here you will see the Temporary limit and until when it is valid to.