

GENESIS

How to Guide How to Set Debtor Temporary Credit Limits

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module						
Select Company BLUE BOTTLE LIQUOR SIMULATION						
	User Code Password					
GENESI	S 🔞 <u>C</u> ancel	ок				
CMN999 G	ENESIS Main Module	Version : 10.33.51				

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

GENESIS :	Main Menu	-											
	ali cartari	8					1				X	Setur	
2020/11/05	10:43:33	Creditors	User: JOANA	Ver	sion : 9.32.31	Period :	202011	Ledger	ESIS-SIMULATIO	Return	PIX	Setup	

4. Click on Master Files.

👸 GENESIS : Debt	tors Module						
Kan Stransactions	Master Files	救 Utilities	🔀 Exit				
G		≵ ↓ /# Ⅲ			F1 00	•	
Company	SIMUL	BLUE BO	OTTLE LIQUOR SIN	MULATION	Branch	SIMUL	

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.

C Debtors N	Aaster Maintenance						
Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Accou	Group Coc CR	
ABBY	Abigaile van Coller	Í	Í	0762388111			📲 Options 🛛 🛠
ALEX	alex test	123456789					
WEB001	BLUE BOTTLE ONLINE STORE	0					Ins Add Item
CASH	CASH ACCOUNT	1	1				🛃 View / Update
EMPTY001	EMPTIES RETURNS YARD	011639887					Esc Exit
ERN001	ERNY TEST DEBTOR	12					
NAT001	NATS BLUE BOTTLE LIQUOR	0114121192		0736254869			
PGM001	PG MOUTON	0790457498					🖳 Search 🛛 🛠
PNP001	PICK N PAY HEILKONPARK	0116935374					
HEX002	PIETER LOTTER	0829250300					F2 Account No.
RJ001	RIAAN TEST	0849991111				URSULA	F3 Deb.Name
SAL001	SALIEM TEST ACCOUNT	0126540300		0829999999			F4 Generic Name
URS001	URSULA	01265403000					
						Ţ	FB Group F7 EMail Addy F8 Area F9 Region F8 CRM Manager F11 CRM Acc.No
•					1000	•	
DEB100	Debtors Master Maintenance				🕽	Right-Click on Grid	for Pop-Up Menu

7. Once opened click on Utility Menu or F5.

😵 Debtor Master Mainte	nance					
Account No. ALEX Trade Name giant b	Debtor Name	alex test			Coptions *	
Main Data	Terms and Balances 👹 Indica	ators 🚰 Note Pad	🕤 Other Informatio	on	Esc Exit	
Account Type Communication Mthd Interest Debtor Type Sales Type Inter-Company Account Account Status Reason for Status Account Group Type	OI - Open Item ▼ E - e-Mail ▼ N - NO ▼ D - Debtor ▼ A - Account Sales Only ▼ N - NO ▼ O - Open ▼ N - Normal Account ▼	[Account Limits] Credit Limit Temporary Limit → Cheque Limit PDC's Outstanding Balance Owing Payment Method Limit Check Account Grading Pre-Auth Mandatory -[Customer Relations] CRM Manager → CRM Account No.	10 000.00 0.00 0.00 5 111.00 S - Stop	Valid To	Utilities Utility Menu Image: Comparison of the second se	
DEB101 O Press [Ctrl+Enter] to Update this Debtor						
Debtors Mas	ter Maintenance			Right-	Click on Grid for Pop-Up Menu	

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

🙄 Debtor Master Maintenance	
Account No. ALEX Debtor Name alex test Trade Name giant biceps	Utility Menu
Indecidential generators Indicators Indicators Indicators Indicators Interest Account Details Address & Contads Interest N-NO Interest 0.00 Valid To Debtor Type D-Debtor Interest 0.00 Valid To Sales Type Account Sales Only POC's Outstanding 0.00 Valid To Inter-Company Account N-NO Inter Check S - Stop V Account Status O - Open Inter Check S - Stop V Account Group Type N-Normal Account Inter Check S - Stop CRM Manager CRM Account No. CRM Account No. CRM Account No. CRM Account No. Inter Check CRM Account No.	 Transactions Utilities Sales Statistics Wiew Documents Invoices Credit Notes Payments Orders/Quotes Balance History Debtors Deals Temporary Credit Limits Department Pricing Amendment Audit Contacts Cheque History Voucher History Pre-Authorisations Print Buying Card Stokvel Members
DEB101 🕡 🕐 Press [Ctrl+Enter] to Update this Debtor	.:

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.

😵 Debtors : Te	mporary Limit Maintenance	
Account No. Debtors Name	ALEX alex test	FIB Save
Current Cree	lit Limit 10 000.00	Esc Exit
Tempor Temporary L	ary Limit 0.00 imit Until 2021/09/08	
Changed by	Date Chang Time Chang Temporary Li Limit Date	
	<no data="" display="" to=""></no>	
DEB103	Debtors Temporary Limit Facility	

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.

🞖 Debtor Master Maintenance	
Account No. ALEX Debtor Name alex test Trade Name giant biceps	Utility Menu
Hade Name Glant Diceps Indicators Indicators Interest Account Type Or Open Item Credit Limits Communication Mthd E-e-Mail Interest N-NO Debtor Type D-Debtor Sales Type A-Account Sales Only Inter-Company Account N-NO Account Status O - Open Account Group Type Normal Account Inter-Auth Mandatory Imit Check Solution of Status O - Open InterAccount Group Type Normal Account	 Transactions Utilities Sales Statistics View Documents Invoices Credit Notes Payments Orders/Quotes Balance History Debtors Deals Temporary Credit Limits Department Pricing Amendment Audit Contacts Cheque History Youcher History Pre-Authorisations Print Buying Card Stokvel Members
DEB101 🔞 🕕 Enter the Temporary Limit	.: