



# GENESIS

## How to Guide How to Set Debtor Temporary Credit Limits

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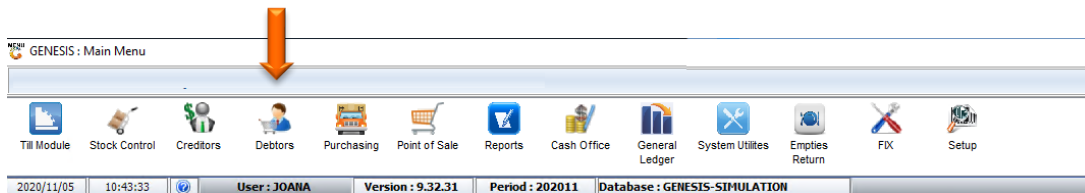
1. **Open** Genesis Menu.



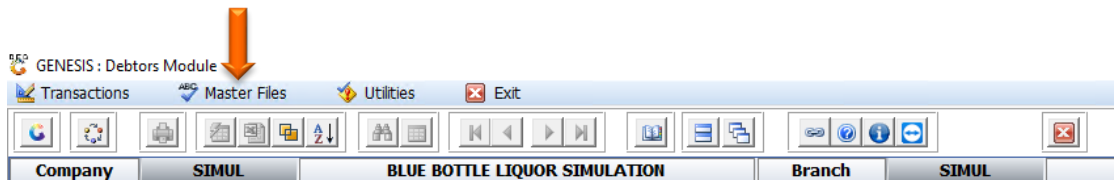
2. Type **User code** and **Password**.

A screenshot of the "GENESIS Main Module" login window. At the top, it says "GENESIS Main Module". Below that is a "Select Company" dropdown menu with "BLUE BOTTLE LIQUOR SIMULATION" selected. To the left is the Genesis logo. To the right are two input fields: "User Code" and "Password". Two orange arrows point to these fields from the right. Below the input fields are "Cancel" and "OK" buttons. At the bottom, there is a status bar with "CMN999", "GENESIS Main Module", and "Version : 10.33.51".

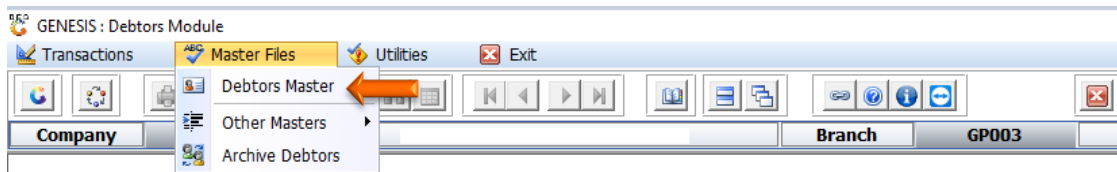
3. Open **Debtors** from the Main menu.



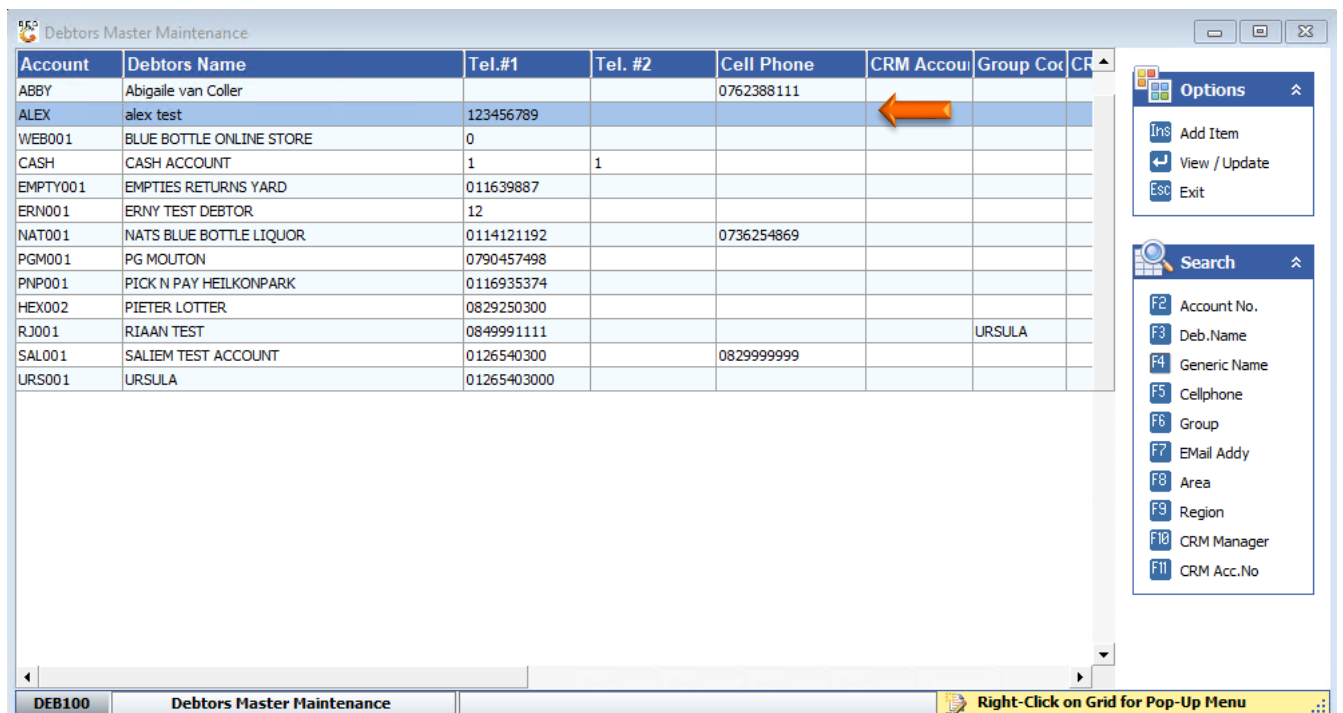
4. Click on **Master Files**.



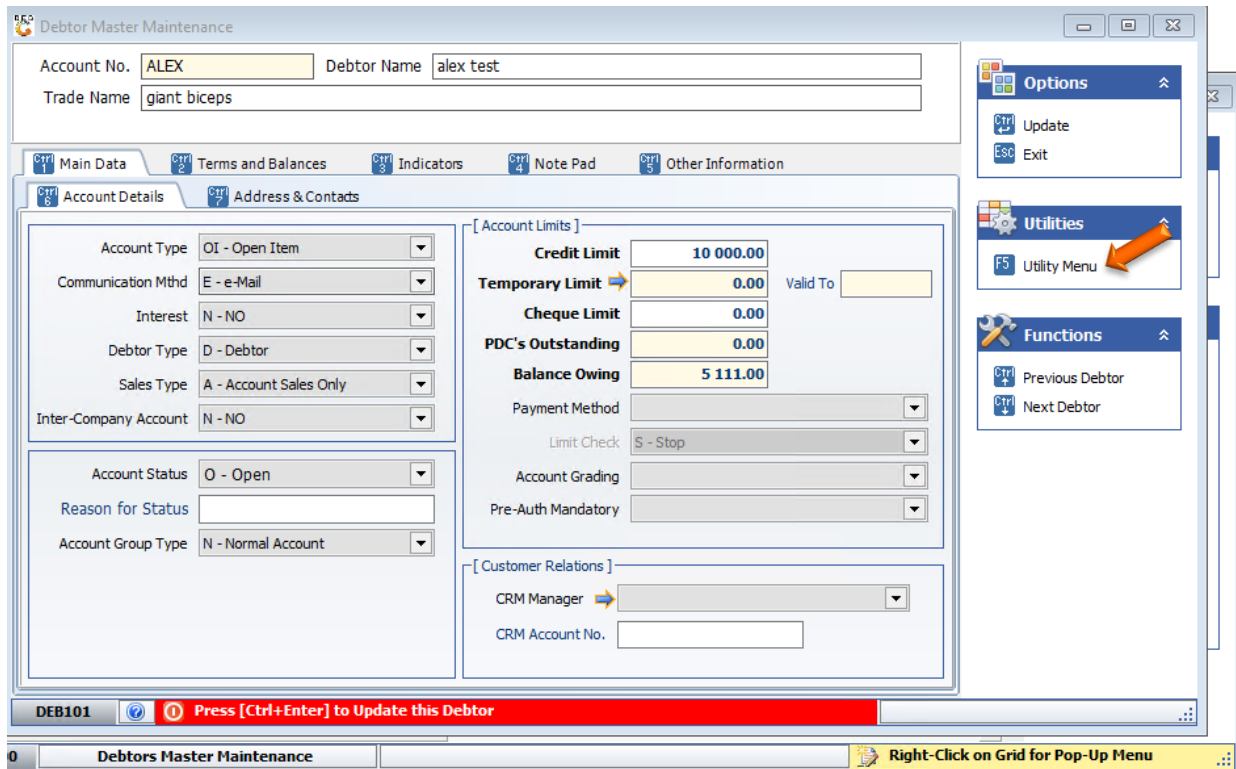
5. Click on **Debtors Master** from the drop-down menu.



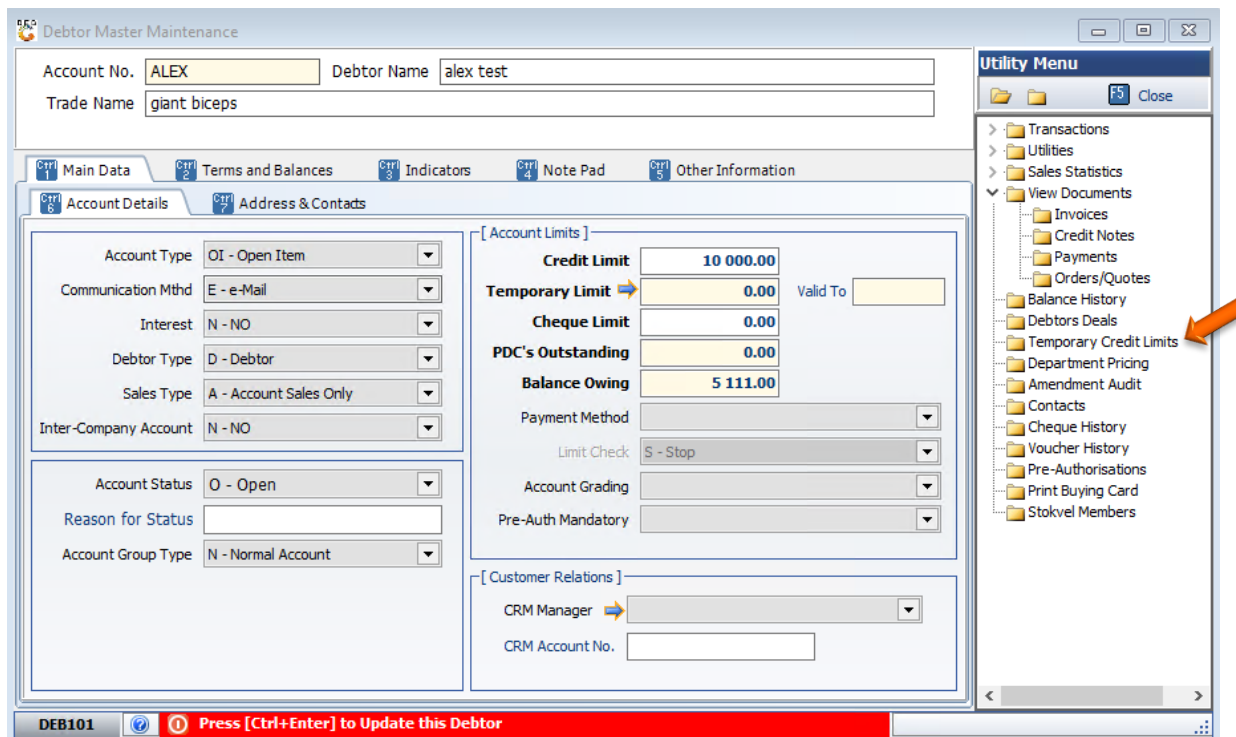
6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.



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**

The screenshot shows a software window titled "Debtors : Temporary Limit Maintenance". The window contains several input fields and a table. The "Account No." field is filled with "ALEX" and the "Debtors Name" field is filled with "alex test". The "Current Credit Limit" is displayed as "10 000.00". The "Temporary Limit" field is set to "0.00" and the "Temporary Limit Until" date is "2021/09/08". An "Options" menu is open on the right side of the window, showing "F10 Save" and "Esc Exit" options, with an orange arrow pointing to "F10 Save". The table below the fields is empty, with the text "<No data to display>" centered in the table area. The bottom of the window shows "DEB103" on the left and "Debtors Temporary Limit Facility" on the right.

Changed by	Date Chang	Time Chang	Temporary Li	Limit Date
<No data to display>				

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

The screenshot displays the 'Debtor Master Maintenance' window for account 'ALEX'. The 'Account Limits' section is highlighted, showing a Temporary Limit of 20,000.00, which is valid until 2021/09/08. Other limits include a Credit Limit of 10,000.00, Cheque Limit of 0.00, and PDC's Outstanding of 0.00. The Balance Owing is 3,111.00. The account status is 'O - Open'.

[ Account Limits ]	
Credit Limit	10 000.00
Temporary Limit	20 000.00 Valid To 2021/09/08
Cheque Limit	0.00
PDC's Outstanding	0.00
Balance Owing	3 111.00

[ Customer Relations ]	
CRM Manager	
CRM Account No.	

**DEB101** **Enter the Temporary Limit**