How to Guide
How to capture a Debtor's journal (Single)

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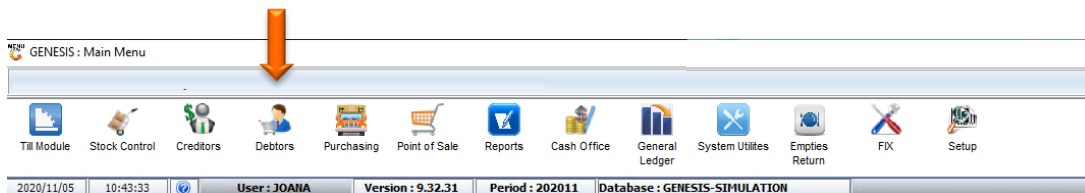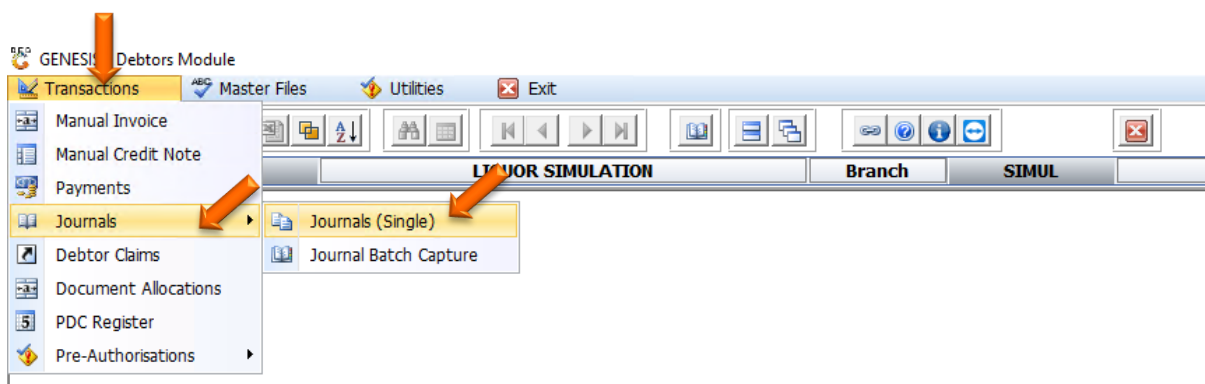*Mail: helpdesk@mrj.co.za*

1. **Open** Genesis Menu.

MENU
GENESIS
MENU

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

GENESIS Main Module

Select Company | BLUE BOTTLE LIQUOR SIMULATION |▼

GENESIS

User Code | |
Password | |

❌ Cancel   ✅ OK

| CMN999 | GENESIS Main Module | Version : 10.33.51 |

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

GENESIS : Main Menu

| Till Module | Stock Control | Creditors | Debtors | Purchasing | Point of Sale | Reports | Cash Office | General Ledger | System Utilites | Empties Return | FIX | Setup |

| 2020/11/05 | 10:43:33 | ⓘ | User : JOANA | Version : 9.32.31 | Period : 202011 | Database : GENESIS-SIMULATION |

4. Click on Transactions, Payments then Journals (Single).

GENESIS Debtors Module

📈 Transactions   Master Files   Utilities   ❌ Exit

| Manual Invoice |
| Manual Credit Note |
| Payments |
| Journals ► | Journals (Single) |
| Debtor Claims | Journal Batch Capture |
| Document Allocations |
| PDC Register |
| Pre-Authorisations ► |

LIQUOR SIMULATION   Branch   SIMUL

5. Once opened you will be prompted to the below image.

6. You can now put in all the relevant information on the specific Debtor with the Debit or Credit amount etc. For this example we will be using the Alex Test Debtor. Click on the Question mark or type in the Account details. Then hit enter or click on Select Debtor.

7. Press enter to go to the next line, You Have the option to select Debit/Credit on the journal.

8. Type in the reference, Amount and VAT amount. By the VAT amount you can click on the calculator which will automatically put the saved VAT amount in or else you can type it in manually.

9. By the GL ACC NO, you can press on the Question mark to see all the different GL Accs. Select the relevant one and press enter or click on Select.

10. Once all the relevant information has been filled in you can press F10 or click on Post Journal.
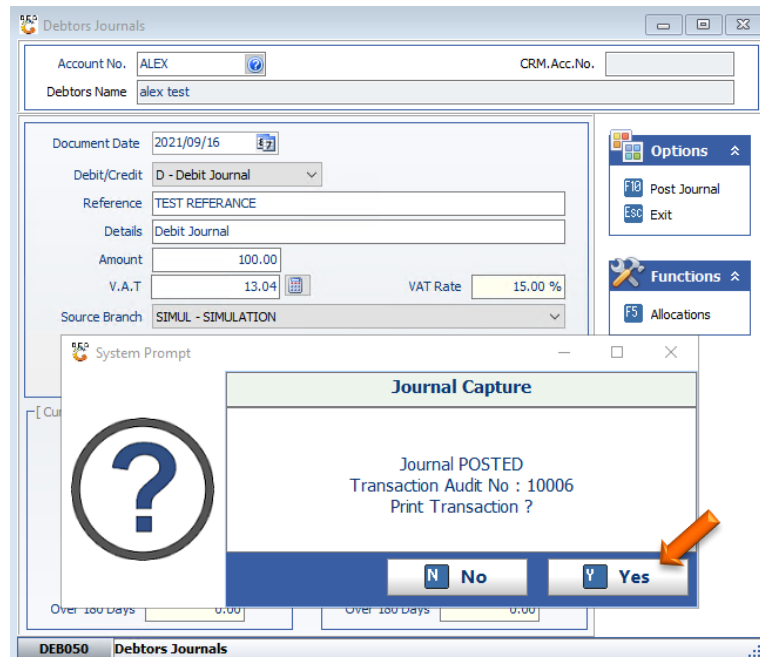
11. Press Y or click on Yes to Capture the journal.
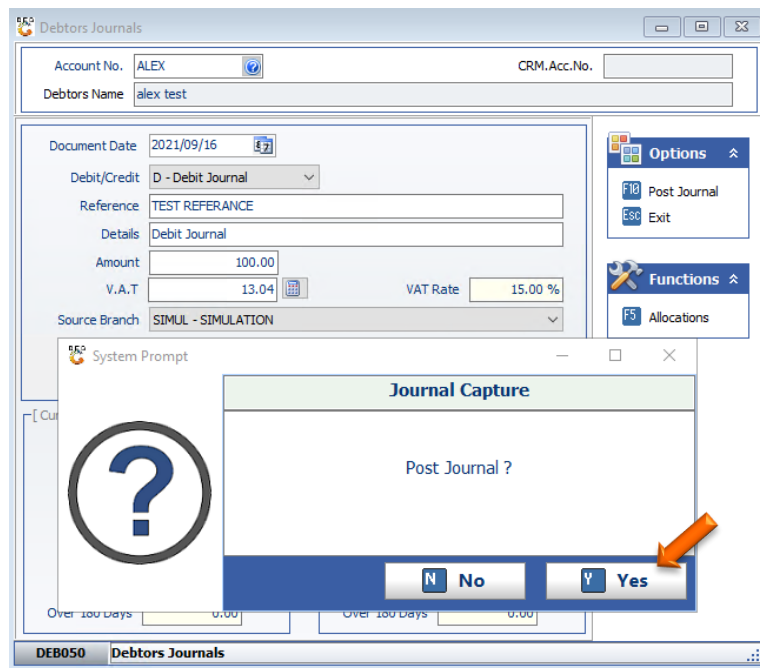
12. You will be prompted with the option to print the transaction, Here you can select No or Yes to continue with the print.

13. If yes was selected to print you will see the below image.

Branch : [SIMUL] - SIMULATION
Report : (DEB050) – Debtors Journal Print
User : [ALEX] - ALEX

Date/Time : 2021/09/16 11:45:59
Version : [10.33.51]
Page : 1 of 1

Debtors - DEBIT JOURNAL

Account :	ALEX
Debtors Name :	alex test
Journal No. :	10006
Journal Date :	2021/09/16
Reference :	TEST REFERANCE
Details :	Debit Journal
Branch :	SIMUL
Amount :	**100.00**
V.A.T Amount :	**13.04**

* End Of Journal Entry *

Congratulations you have posted a single journal.