



GENESIS

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

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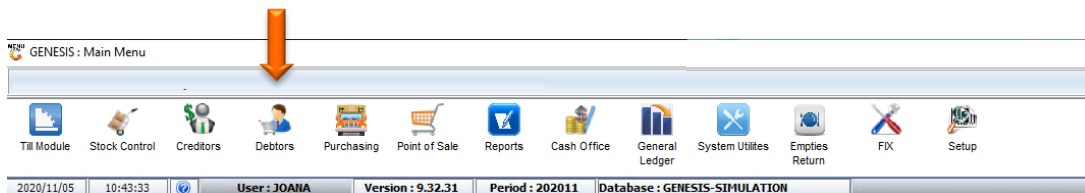
1. **Open** Genesis Menu.



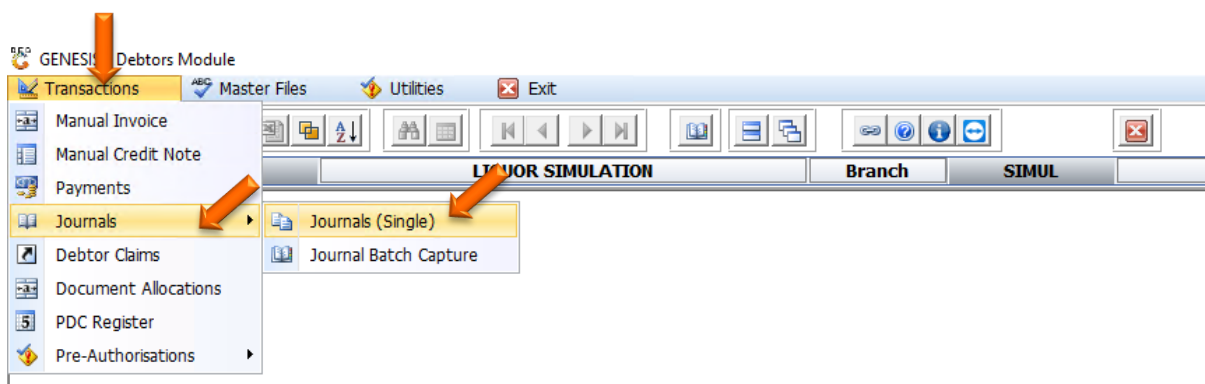
2. Type **User code** and **Password**.

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

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



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



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

The screenshot shows the 'Debtors Journals' window with the following details:

- Account No. and CRM Acc.No. fields.
- Debtors Name field.
- Document Date: 2021/09/16
- Debit/Credit dropdown menu.
- Reference field.
- Amount: 0.00
- V.A.T: 0.00, VAT Rate: 15.00 %
- Source Branch: SIMUL - SIMULATION
- Allocated: 0.00, Master Balance: 0.00
- GL Acc.No. field.
- Summary tables for Current Balance and Allocated Balances, both showing 0.00 for all periods (Current, 30 Days, 60 Days, 90 Days, 120 Days, 150 Days, 180 Days, Over 180 Days).
- Options menu: Post Journal (F12), Exit (Esc).
- Functions menu: Allocations (F5).

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.

The screenshot shows the 'Debtors Journals' window with a 'Select a Debtor' dialog box open. The dialog box contains a table of debtors with the following columns: Status, Account, Debtors Name, Telephone, Cell Phone, and CRM Account. An orange arrow points to the 'Select Debtor' button in the Options menu.

Status	Account	Debtors Name	Telephone	Cell Phone	CRM Account
Open	ABBY	Abigail van Coll		0762388111	
Open	ALEX	alex test	123456789		
Open	WEB001	BLUE BOTTLE ONLINE STORE	0		
Open	CASH	CASH ACCOUNT	1		
Open	EMPTY001	EMPTY RETURNS YARD	011639887		
Open	ERN001	ERNY TEST DEBTOR	12		
Open	NAT001	NATS BLUE BOTTLE LIQUOR	0114121192	0736254869	
Open	PGM001	PG MOUTON	0790457498		
Open	PNP001	PICK N PAY HEILKONPARK	0116935374		
Open	HEX002	PIETER LOTTER	0829250300		
Open	RJ001	RIAAAN TEST	0849991111		
Open	SAL001	SALIEEM TEST ACCOUNT	0126540300	0829999999	
Open	URS001	URSULA	01265403000		

The 'Select a Debtor' dialog box also includes an Options menu with 'Select Debtor' and 'Exit' buttons, and a Search menu with options like 'Account No.', 'Debtors Name', '*Name Generic', 'CRM Acc.No', 'Show All', and 'Restore Grid'.

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

Debtors Journals

Account No. CRM.Acc.N

Debtors Name

Document Date

Debit/Credit

Reference

Details

- 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.

Debtors Journals

Account No. CRM.Acc.No.

Debtors Name

Document Date

Debit/Credit

Reference

Details

Amount

V.A.T VAT Rate

Source Branch

Allocated Master Balance

GL.Acc.No

[Current Balance]		[Allocated Balances]	
Current	750.00	Current	100.00
30 Days	0.00	30 Days	0.00
60 Days	0.00	60 Days	0.00
90 Days	0.00	90 Days	0.00
120 Days	0.00	120 Days	0.00
150 Days	0.00	150 Days	0.00
180 Days	0.00	180 Days	0.00
Over 180 Days	0.00	Over 180 Days	0.00

DEB050 Debtors Journals

- 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.

GL.Acc.No 6150 Advertising

Debtors Journals

Account No. ALEX CRM.Acc.No.

Debtors Name alex test

Document Date 2021/09/16

Account No.	Description	Type	Allow Jnl	Category	GroupDescription
6116	Supplier Overpayments on Rebates	Income	✓	OtherIncom	
6120	OTHER Rebates Received	Income	✓	OtherIncom	
6150	Advertising	Income	✓	TradingTerm	
6160	Tonnage	Income	✓	TradingTerm	
6170	Warehouse Allowance	Income	✓	TradingTerm	
6180	DC Rebates paid to Stores	Income	✓	TradingTerm	
6190	Display Allowance	Income	✓	TradingTerm	
6200	Merchandise Allowance	Income	✓	TradingTerm	
6210	Rebate Allowance	Income	✓	TradingTerm	
6220	Swell Allowance	Income	✓	TradingTerm	
6230	Settlement Discount	Income	✓	TradingTerm	
6240	Tally claims	Income	✓	TradingTerm	
6250	Distribution Allowance	Income	✓	TradingTerm	
6260	Rebates claimed	Income	✓	TradingTerm	
6300	Interest Received - Bank	Income	✓	Investment	
6310	Interest Received - Loans	Income	✓	Investment	
6320	Dividends Received	Income	✓	Investment	
6500	Cost of Sales	Expense	✓	CostofSale	
6560	Purchases	Expense	✓	CostofSale	
6580	Purchases Offset	Expense	✓	CostofSale	
6600	Adjustment	Expense	✓	Adjustment	
6700	Packaging & Waste Butchery	Expense	✓	Pack&Wrap	
6701	Packaging & Waste Bakery and Deli	Expense	✓	Pack&Wrap	
6702	Packaging & Waste Fruit and Veg	Expense	✓	Pack&Wrap	
6703	Packaging & Waste Take Away	Expense	✓	Pack&Wrap	

Options

Select

Exit

Search

F2 Account No.

F3 Acc.Name

F9 Restore Grid

GEN007 Select a General Ledger Account

- Once all the relevant information has been filled in you can press F10 or click on Post Journal.

Debtors Journals

Account No. ALEX CRM.Acc.No.

Debtors Name alex test

Document Date 2021/09/16

Debit/Credit D - Debit Journal

Reference TEST REFERENCE

Details Debit Journal

Amount 100.00

V.A.T 13.04 VAT Rate 15.00 %

Source Branch SIMUL - SIMULATION

Allocated 0.00 Master Balance 750.00

GL.Acc.No 6150 Advertising

[Current Balance]		[Allocated Balances]	
Current	750.00	Current	100.00
30 Days	0.00	30 Days	0.00
60 Days	0.00	60 Days	0.00
90 Days	0.00	90 Days	0.00
120 Days	0.00	120 Days	0.00
150 Days	0.00	150 Days	0.00
180 Days	0.00	180 Days	0.00
Over 180 Days	0.00	Over 180 Days	0.00

Options

F10 Post Journal

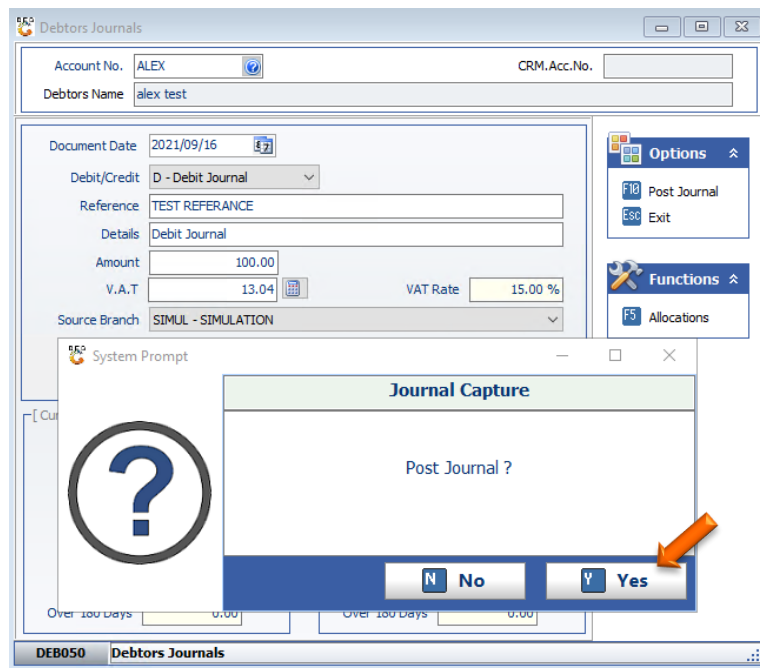
Esc Exit

Functions

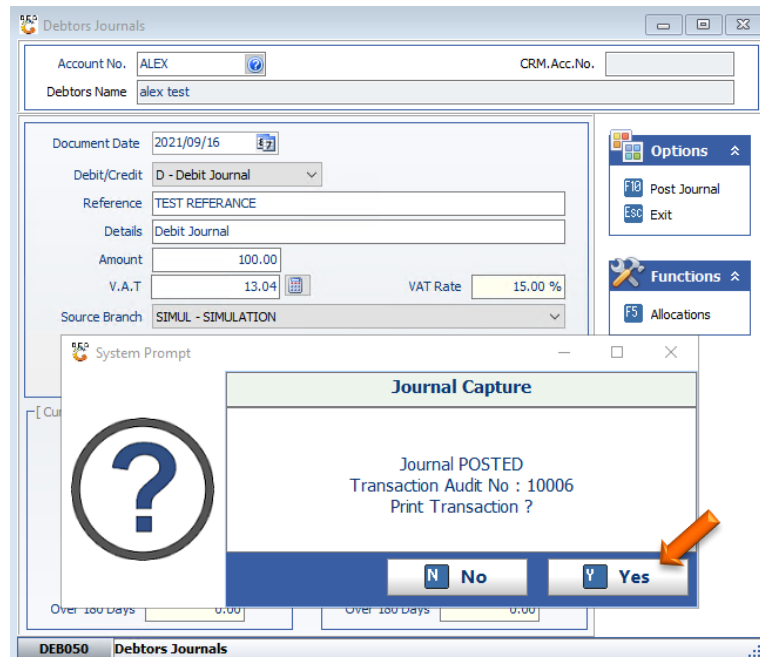
F5 Allocations

DEB050 Debtors Journals

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.