

How to Guide How to do a Debtor's journal (Batch)

MRJ Consultants 37 Weavind Ave, Eldoraigne, Centurion, 0157 Tel: (012) 654 0300 Mail: <u>helpdesk@mrj.co.za</u>



1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module								
Select Company BLUE BOTTLE LIQUOR SIMULATION								
	User Code Password							
GENESI	S 🔞 Cancel	🔮 ок						
CMN999 GENESIS Main Module Version : 10.33.51								

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

Cenesis: Main Menu													
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off	ice General	System Utilites	Empties Return		Setup	
2020/11/05	10:43:33		User: JOANA	Ver	sion : 9.32.31	Period :	202011	Database : GEN	ESIS-SIMULATIO	DN			

4. Click on Transactions, Payments then Bulk Payment Process.

	CENES										
	1	Transactions 48 Ma	ste	r Files 🛛 🥎 Utilities	🔀 Exit						
	•a•	Manual Invoice		3 🔁 2↓ 🕅 💷		3 6	ee 🕜 📢				
		Manual Credit Note					Branch	STMIII			
	9	Payments					branch	SIMOL			
	щ	Journals	۲	Journals (Single)							
	7	Debtor Claims		Journal Batch Capture							
	• a •	Document Allocations									
	5	PDC Register									
ſ	1	Pre-Authorisations	۲								