



GENESIS

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

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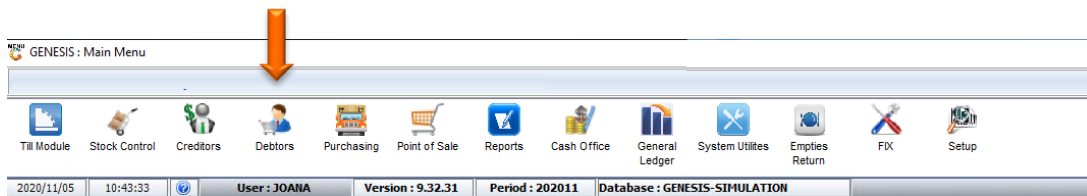
1. **Open** Genesis Menu.



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 **Transactions, Payments** then **Bulk Payment Process**.

