



GENESIS

How to Guide How to do a Debtor Payment

MRJ Consultants

37 Weavind Ave, Eldoraigne, Centurion, 0157

Tel: (012) 654 0300

Mail: helpdesk@mrj.co.za



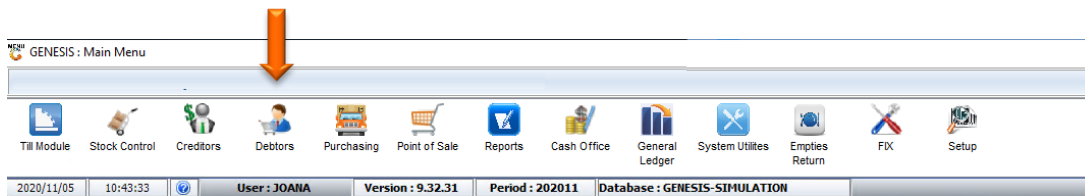
1. **Open** Genesis Menu.



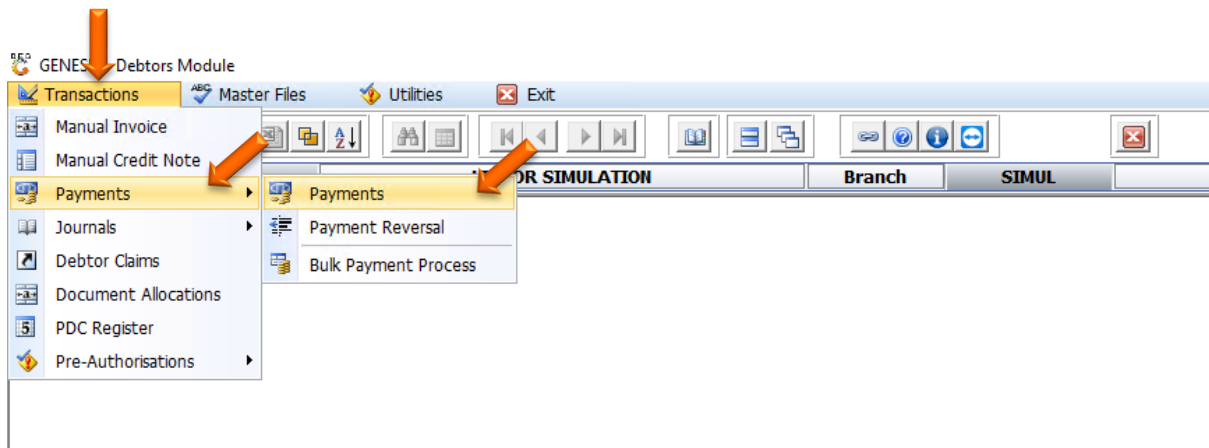
2. Type **User code** and **Password**.

A screenshot of the 'GENESIS Main Module' login dialog box. 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'.

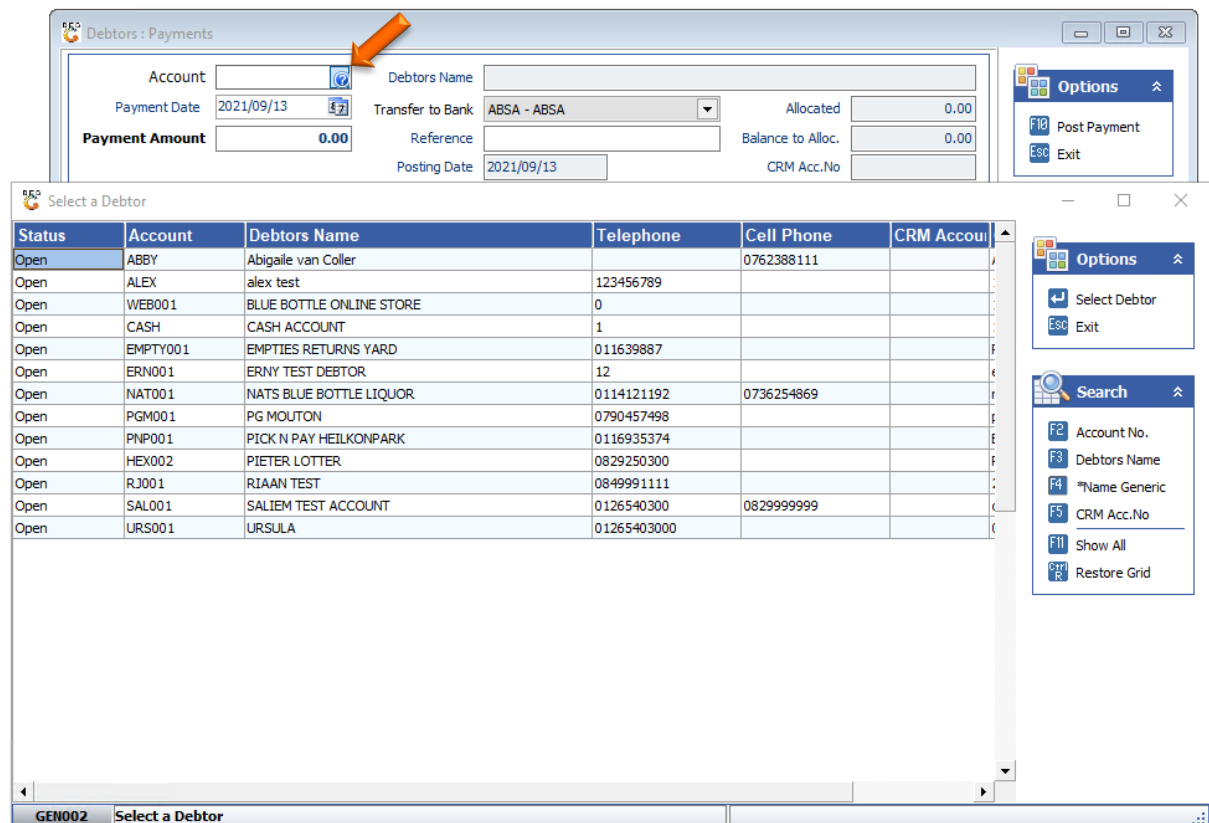
3. Open **Debtors** from the Main menu.



4. Click on Transactions, Payments then Payments.



5. Once opened you will see the below prompt. In the Account select the Debtor account you would like to pay to. Either type in the account name or click on the Question mark to select the debtor from the drop down.



- Once opened you will see the following image, here you can see the debtors information and the Total Owing.

The screenshot shows the 'Debtors: Payments' window. At the top, the 'Account' is set to 'ALEX' (indicated by an orange arrow). The 'Debtors Name' is 'alex test'. The 'Payment Date' is '2021/09/13'. The 'Payment Amount' is '0.00'. The 'Transfer to Bank' is 'ABSA - ABSA'. The 'Allocated' amount is '0.00'. The 'Balance to Alloc.' is '0.00'. The 'Posting Date' is '2021/09/13'. The 'CRM Acc.No' is empty.

Below the main form, there are several sections:

- [Address]**: Fields for address and Post Code.
- [Contact Details]**: Fields for Telephone, Fax, and Contact Person (123456789).
- [Account Details]**: Fields for Account Type (OI - OPEN ITEM), Account Status (O - OPEN), and Comment.
- [Balances]**: A table showing balances for various periods:

Current	500.00
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Over 180 Days	0.00
TOTAL OWING	500.00
P.D.Cs	0.00

 An orange arrow points to the 'TOTAL OWING' field.
- [Banking Details]**: Fields for Bank Name, Branch Name, Branch Code, Account No., Name on Acc., Cheque Limit (0.00), and VAT Number.
- [Limits]**: Fields for Credit Limit (10000.00) and Exceed Limit Action (STOP SALE).

On the right side, there are 'Options' and 'Functions' panels. The 'Options' panel includes 'Post Payment' (F10) and 'Exit' (Esc). The 'Functions' panel includes 'Alloc.Line' (F2), 'Auto-Allocate' (F5), 'Un-Allocated' (F9), and 'Post.Dated Cheq.' (F7).

The status bar at the bottom shows 'DEB030 Debtors : Account Payments'.

- Once you have selected the correct Debtor you can fill in the rest of the relevant information needed with the Payment amount. In this example I will be paying R500, once you have put in the amount press enter and it will prompt you to the following screen.

The screenshot shows the 'Debtors: Payments' window after the payment amount has been updated. The 'Payment Amount' is now '500.00' (indicated by an orange arrow). The 'Allocated' amount is now '500.00'. The 'Balance to Alloc.' is '0.00'. The 'Posting Date' is '2021/09/13'. The 'CRM Acc.No' is empty.

Below the main form, there is a table showing the transaction details:

Transaction Type	Doc.No.	Doc.Date	Amount	Balance	Allocate Amt	Discount	Dr/Cr	TxTp
Account Sales	1103000042	2021/09/07	5111.00	5111.00	500.00	0.00	D	POSASL

The status bar at the bottom shows 'DEB030 Debtors : Account Payments'.

8. To post the Payment Click the **F10** button or Click on **Post Payment**. Once posted you will receive the Receipt no and GL Trace no, for future reference.

The screenshot displays the SAP 'Debitors: Payments' window. The 'Account' is 'ALEX' and the 'Debitors Name' is 'alex test'. The 'Payment Date' is '2021/09/13' and the 'Payment Amount' is '500.00'. The 'Transfer to Bank' is 'ABSA - ABSA' and the 'Posting Date' is '2021/09/13'. The 'Allocated' amount is '500.00' and the 'Balance to Alloc.' is '0.00'. The 'Reference' and 'CRM Acc.No' fields are empty.

The 'Options' menu is open, showing 'F10 Post Payment' and 'Esc Exit'. The 'Functions' menu is also open, showing 'F2 Alloc.Line', 'F5 Auto-Allocate', 'F9 Un-Allocated', and 'F7 Post.Dated Cheq.'. An orange arrow points to the 'F10 Post Payment' option.

The 'Document Allocations (Open Item)' table shows the following data:

Transaction Type	Doc.No.	Doc.Date	Amount	Balance	Allocate Amt	Discount Dr/Cr	TxTp
Account Sales	1103000042	2021/09/07	5111.00	5111.00	500.00	0.00 D	POSAS

A 'System Message' dialog box is displayed, indicating 'Payment Processed' with a large blue checkmark icon. The message includes the 'Receipt No.: 40500034' and 'GL Trace No.: 90000419'. An orange arrow points to the 'Receipt No.' field. The dialog box has a 'Close' button.

The status bar at the bottom shows 'DEB030 Debitors: Account Payments'.

Congratulations, The Payment to the debtor has been made.