

## How to Guide

## How to do a debtor payment reversal

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## 1. **Open** Genesis Menu.



## 2. Type User code and Password.

GENESIS Main Module								
Select Company BL	UE BOTTLE LIQUOR SIMULATION	I –						
	User Code Password							
GENESI	S 🔞 <u>C</u> ancel	🔮 ок						
CMN999 G	ENESIS 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 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 Payments Reversal.

5	GENES Debtors Module	
	Transactions 🍣 Maste	ar Files 🍫 Utilities 🔀 Exit
•a•	Manual Invoice	
	Manual Credit Note	
<b>m</b>	Payments •	Payments Payments
ця	Journals •	達 Payment Reversal
7	Debtor Claims	Bulk Payment Process
•3•	Document Allocations	
5	PDC Register	
1	Pre-Authorisations	

5. Once opened you will see the below image, here you can select the desired debtor.

C Debtors : Payment Reversal		
Account	Acc.Type CRM Acc.No	
Status         Receipt No.         Payment Da         Details	Amount Paid DT	Options       *         Select Payment       Select Payment         Exit       *         Functions       *         View Document       *
DEB031 ① Account Number Must be Entered		ai

6. Click on the question mark to see the drop down of all debtors, Select the desired debtor and press enter or click on Select Debtor.

Account       Acc.Typ. CRM Acc.NV CRM Acc.NV         Status       Receipt No. Payment De Details       Amount Paid DT         Status       Account       Debtors Name       Telephone       Cell Phone       CR         Status       Account       Debtors Name       Telephone       Cell Phone       CR         Status       Account       Debtors Name       Open       Cell Phone       CR         Status       Account       Telephone       Cell Phone       CR         Open       ABBY       Abigale varies       0762388111         Open       ALEX       alex test       123456789       Open         Open       CASH ACCOUNT       1         Open       CASH ACCOUNT       1         Open       PM001       PENTE ILIQUOR       0114121192       0736254869       Open         Open <th colspa<="" th=""><th>RM Accou</th></th>	<th>RM Accou</th>	RM Accou
Status       Receipt No. Payment Da Details       Amount Paid       DT         Exatus       Account       Debtors Name       Telephone       Cell Phone       CR         Open       ABBY       Abigale variation       0762388111	RM Accoul	
Status       Account       Debtors Name       Telephone       Cell Phone       CR         Open       ABBY       Abigaile variance       0762388111       0762388111       0762388111       0762388111       0762388111       0762388111       0762388111       0762388111       0762388111       0       0762388111       0       0762388111       0 <td< th=""><th>RM Accou</th></td<>	RM Accou	
Status         Account         Debtors Name         Telephone         Cell Phone         CR           Open         ABBY         Abigale variation         0762388111         076238111         076238111         076238111         076238111         076238111         076238111         076238111         076238111         076238111         076238111         076238111         076238111         076238111         076238111         076238111         0762381111	RM Accoui	
Open         ABBY         Abigaile variable         0762388111           Open         ALEX         alex test         123456789            Open         WEB001         BLUE BOTTLE ONLINE STORE         0            Open         CASH         CASH ACCOUNT         1            Open         EMPTY001         EMPTY011         EMPTY001         EMPTY01           Open         ERNVTEST DEBTOR         12            Open         NAT001         NATS BLUE BOTTLE LIQUOR         0114121192         0736254869           Open         PGM001         PG MOUTON         0790457498             Open         PNP001         PICK N PAY HELIKONPARK         0116938374             Open         HEX002         PIETER LOTTER         0829250300	Options     Select Debtor     Select Debtor     Select Debtor     Select Debtor	
Open         ALEX         alex test         123456789         Image: Constraint of the state of the st	Select Debtor	
Open         WEB001         BLUE BOTTLE ONLINE STORE         0         Image: Constraint of the store	Select Debtor	
Open         CASH         CASH ACCOUNT         1         Image: Cash account of the second of the	Esc Exit	
Open         EMPTY001         EMPTIES 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 HELKONPARK         0116935374              Open         HEX002         PIETER LOTTER         082920300              Open         RJ001         RLAAN TEST         0849991111		
Open         ERN01         ERNY TEST DEBTOR         12         Image: Constraint of the state of the s	F	
Open         NATO 1         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         RIAAN TEST         0849991111	e	
Open         PG M001         PG MOUTON         0790457498            Open         PNP001         PICK N PAY HEILKONPARK         0116935374            Open         HEX002         PIETER LOTTER         0829250300             Open         RJ001         RIAAN TEST         0849991111	r Search	
Open         PNP001         PICK N PAY HEILKONPARK         0116935374           Open         HEX002         PIETER LOTTER         0829250300         0           Open         RJ001         RIAAN TEST         0849991111         0	F	
Open         HEX002         PIETER LOTTER         0829250300           Open         RJ001         RIAAN TEST         0849991111	E Account No.	
Open RJ001 RIAAN TEST 0849991111	F F3 Debtors Name	
	: F4 *Name Generic	
Open SAL001 SALIEM TEST ACCOUNT 0126540300 0829999999	CPM Acc No.	
Open URS001 URSULA 01265403000	(	
	Show All	
	Restore Grid	

 Once you have selected the desired debtor you will see all transactions done under the selected debtor. Select the specific payment you would like to reverse press enter or click on Select Payment.

🐮 Debtors :	Payment Reverse	al			
Account A	LEX	🥑 alex test		Acc.Type CRM Acc.No	Open Item
Status Open Open	Receipt No. 40500034 40500033 40500032	Payment Da 2021/09/13 2021/09/08 2021/09/07	Details ACCOUNT PAYMENT ACCOUNT PAYMENT ACCOUNT PAYMENT	Amount Paid DT( 500.00 202: 3 111.00 202 2 000.00 202	Options   Select Payment   Exit     Functions   View Document
DEB031	Debtors : Pay	ment Reversa		 	.::

8. Once opened you will see the below. Here you can select the reversal date, input a reference and any other details. **Press F10** or **click** on **Reverse Payment** to **complete**.

🔓 Debtors : Paymer	nt Reversal					
Account ALEX	ilex test	:			Acc.Type CRM Acc.No	Open Item
Status Rece	e <b>ipt No. Payment</b> ent Reversal	Da Details			Amount Paid DT	- X
Debtors Account	ALEX ale	< test				
Reversal Date Reference	2021/09/13		Period 202109 Details PAYMENT REVER	SAL		Options *     Reverse Payment
Payment Date	2021/09/13	] Refe	erence	T ENT	TXTP DEBPMX	Esc Exit
Payment Amount Discount	40500034 500.00 0.00	Source E	Bank ABSA - ABSA		~	
etails EN ITEM ALLOCATIO	DN	TxTp POSASL	Doc.No 1103000042	Doc.Amount 5 111.00	Paid Amount 500.00	
						-
					500.00	

9. Once you have selected the Reverse Payment you will be prompted to the below image, to **proceed click** on **Yes** or **press Y**.

😵 Debtors : Payment Reversal		
Account ALEX @ alex test		Acc.Type Open Item CRM Acc.No
Status         Receipt No.         Payment Da	Details Amo	unt Paid DT( (and ) — — — — — — — — — — — — — — — — — — —
Debtors Account ALEX alex ter	t	
Reversal Date 2021/09/13 E2 Reference Reversal Payment Date 20 & System Prompt	Period 202109 Details PAYMENT REVERSAL	Options      Options      Second State
Document No. 40	Payment Reversal	
Payment Amount Discount Details OPEN ITEM ALLOCATION	Reverse Payment?	
	No No	Y Yes
		500.00
DEB031A	Debtors : Payment Reversal	

10. When Completed you will no see that the specified payment has been reversed.

😂 Debtors :	Payment Revers	al			- • •
Account A		elex test		Acc.Type CRM Acc.No	Open Item
Status REVERSED Open Open	40500034 40500033 40500032	Payment Da 2021/09/13 2021/09/08 2021/09/07	Details ACCOUNT PAYMENT ACCOUNT PAYMENT ACCOUNT PAYMENT	Amount Paid DT( 500.00 202 3 111.00 202 2 000.00 202	Options       *         Select Payment       Exit         Functions       *         View Document       View Document
DEB031	Debtors : Pay	ment Reversa	1		

Congratulations your Debtor payment has been reversed.