



GENESIS

How to Guide How to do a debtor payment reversal

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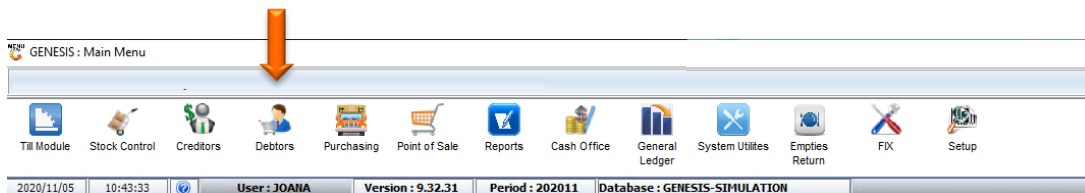
1. **Open** Genesis Menu.



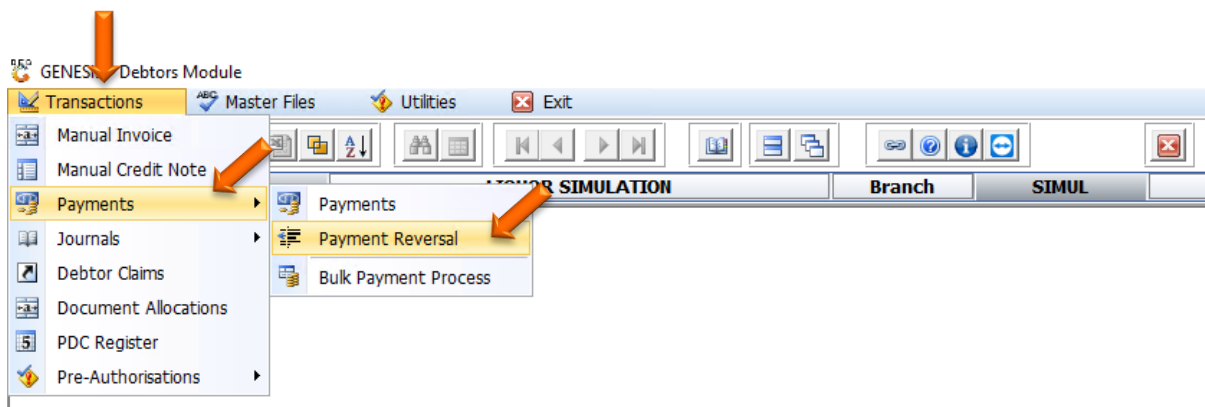
2. Type **User code** and **Password**.

A screenshot of the 'GENESIS Main Module' login window. At the top, 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, there are two input fields: 'User Code' and 'Password', both with orange arrows pointing to them 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'.

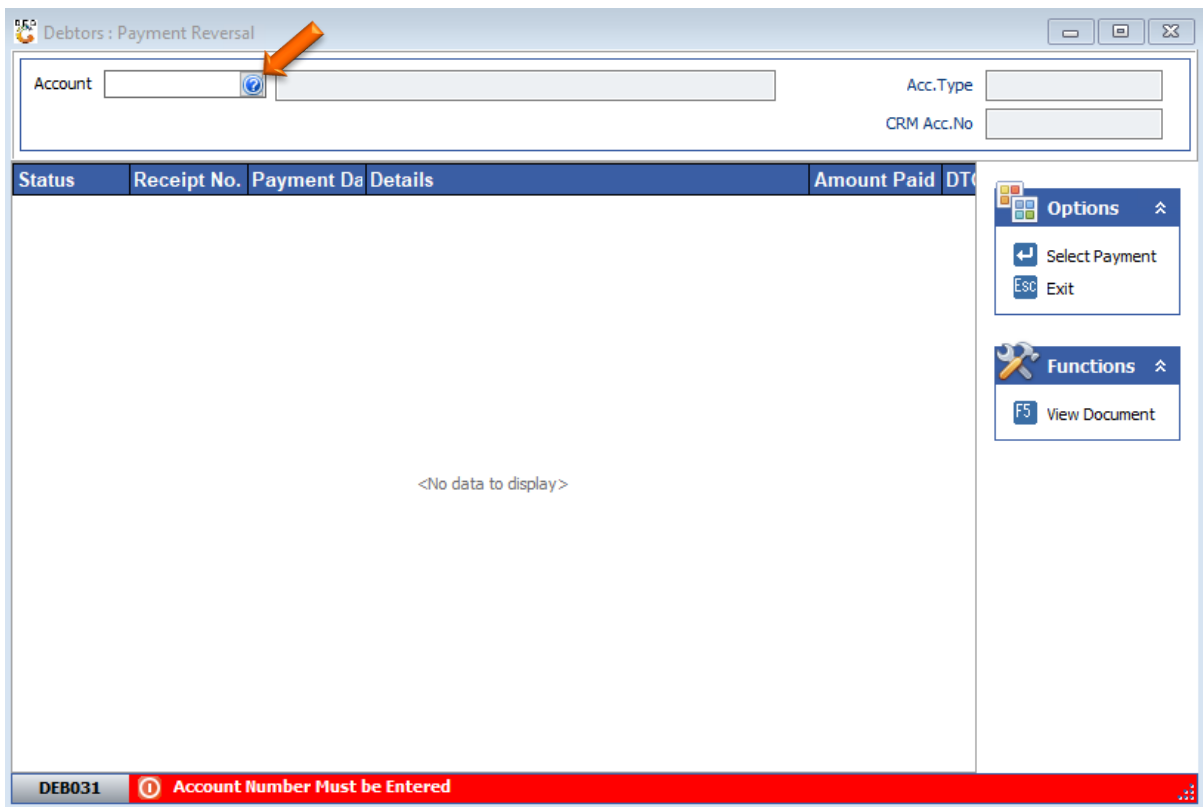
3. Open **Debtors** from the Main menu.



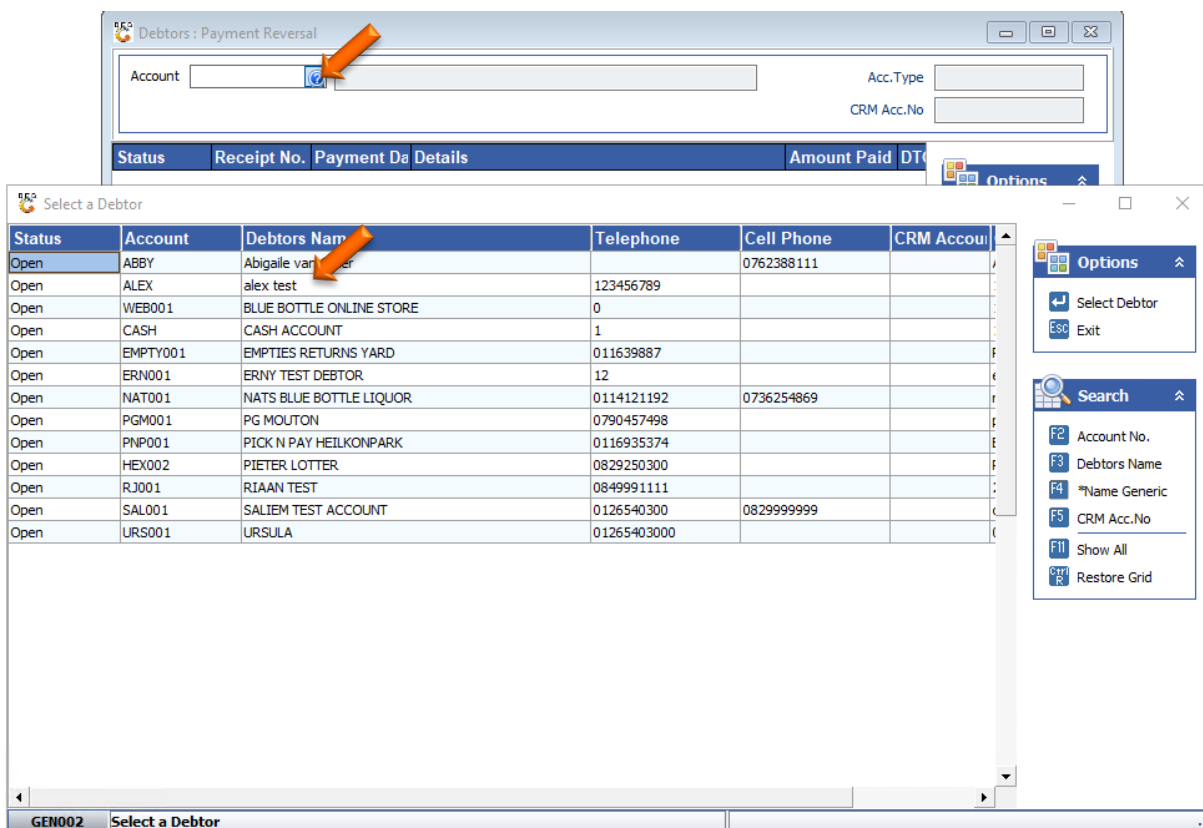
4. Click on **Transactions**, **Payments** then **Payments Reversal**.



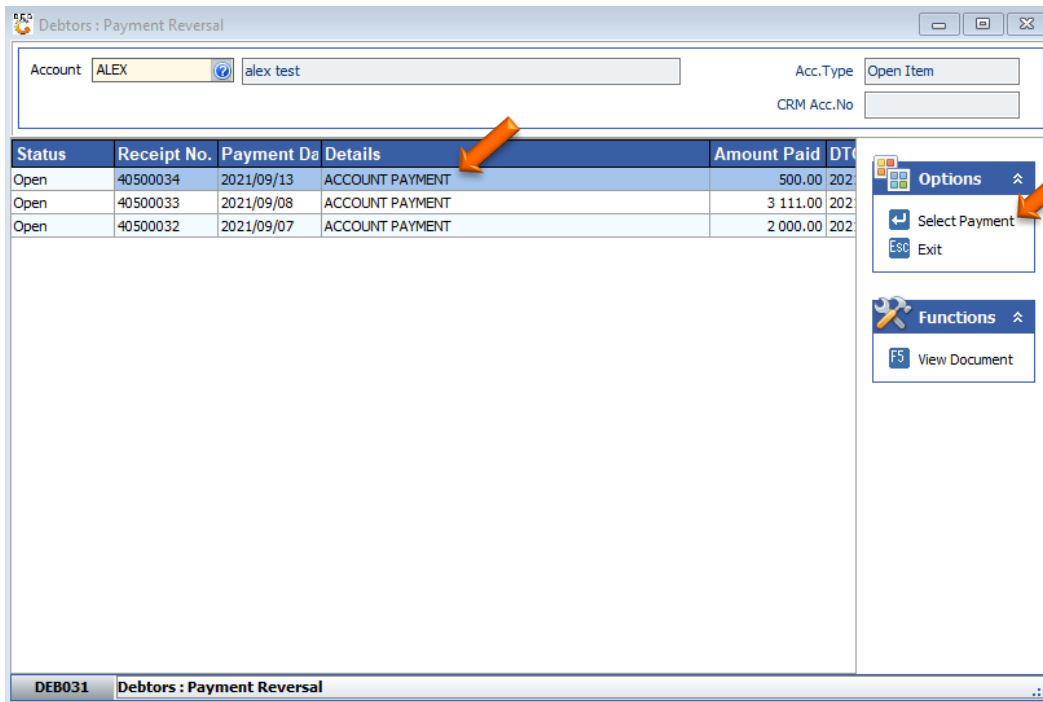
5. Once opened you will see the below image, here you can select the desired debtor.



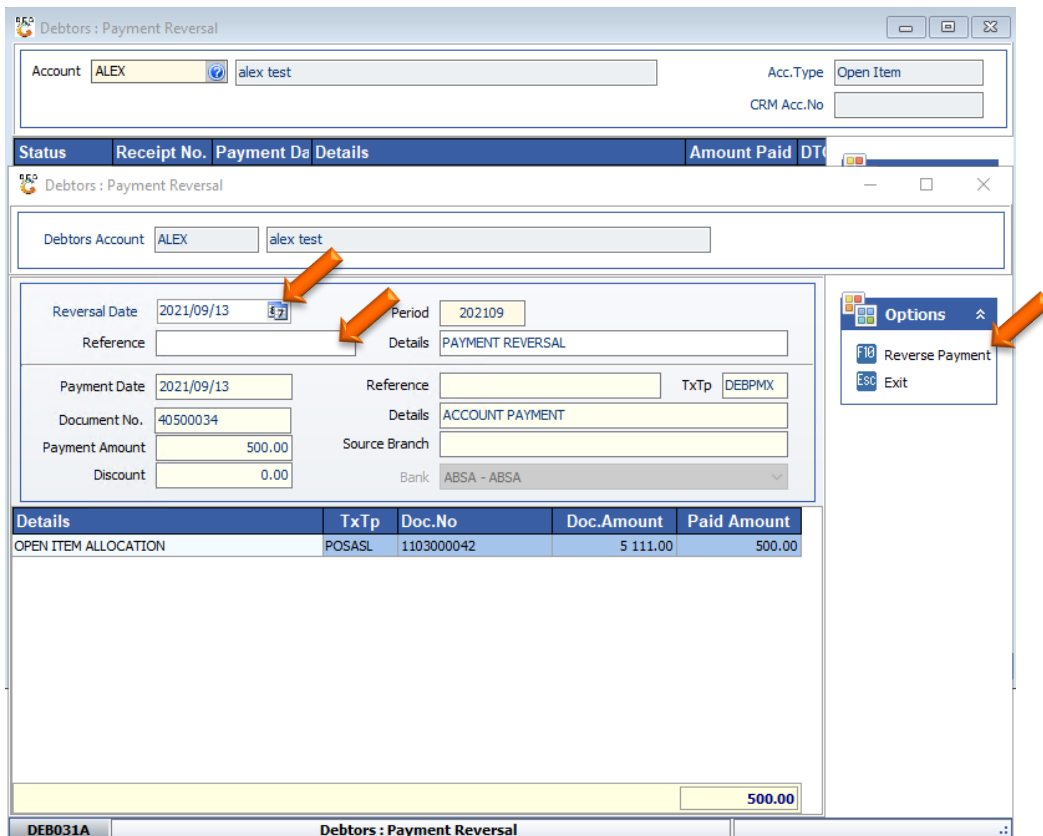
6. Click on the **question mark** to see the drop down of all debtors, **Select the desired debtor** and **press enter** or click on **Select Debtor**.



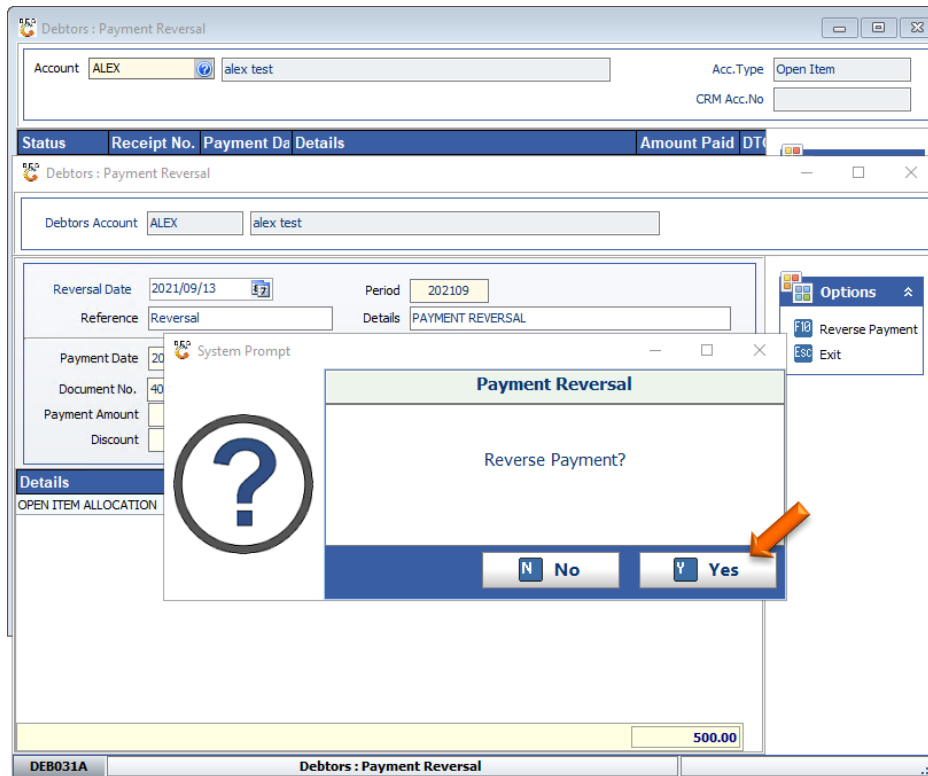
- Once you have selected the desired debtor you will see all transactions done under the selected debtor. **Select the specific payment** you would like to reverse **press enter** or **click on Select Payment**.



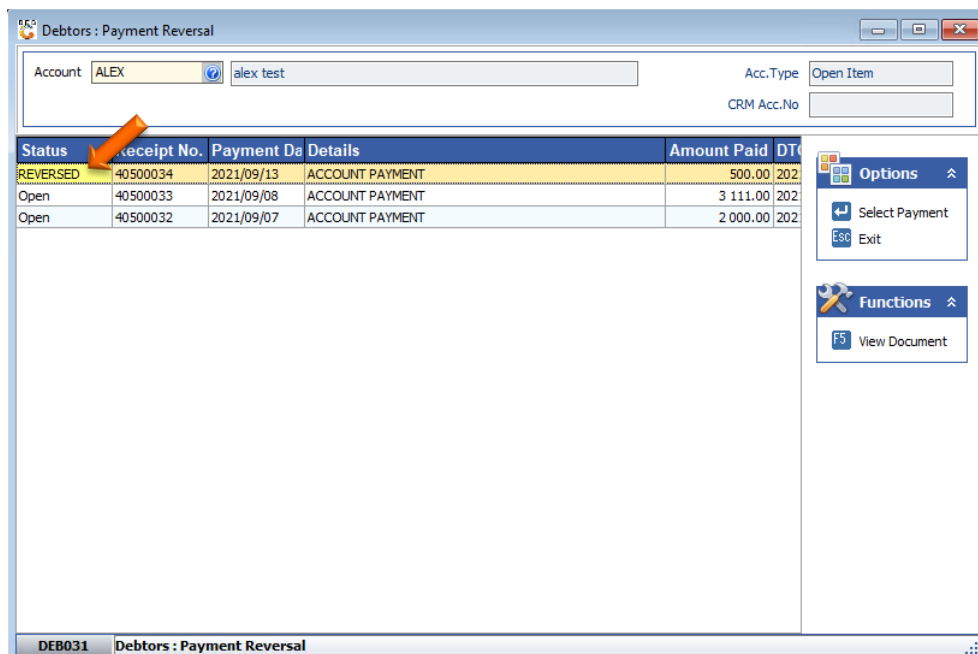
- Once opened you will see the below. Here you can select the reversal date, input a reference and any other details. **Press F10** or **click on Reverse Payment** to complete.



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



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



Congratulations your Debtor payment has been reversed.