How to Guide
How to Create a New Debtor

MRJ Consultants

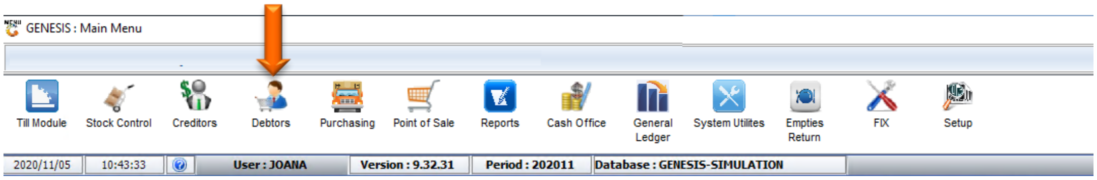
37 Weavind Ave, Eldoraigne, Centurion, 0157

Tel: (012) 654 0300

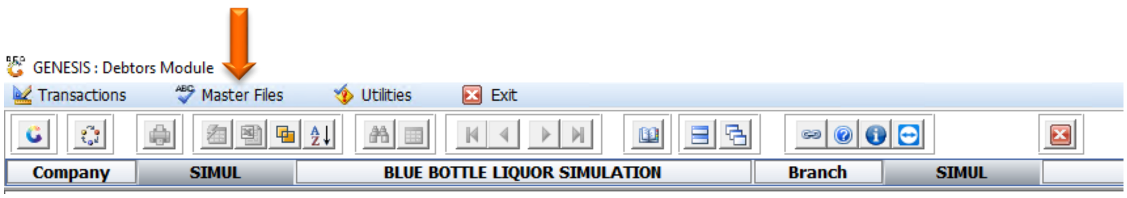
Mail: helpdesk@mrj.co.za

How to Create a New Debtor

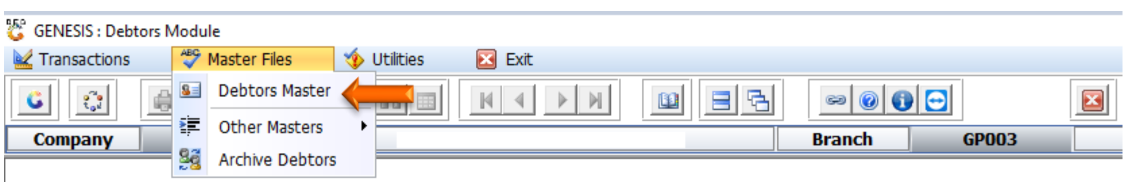
1. Log into Genesis Menu
2. Open **Debtors** from the Main menu



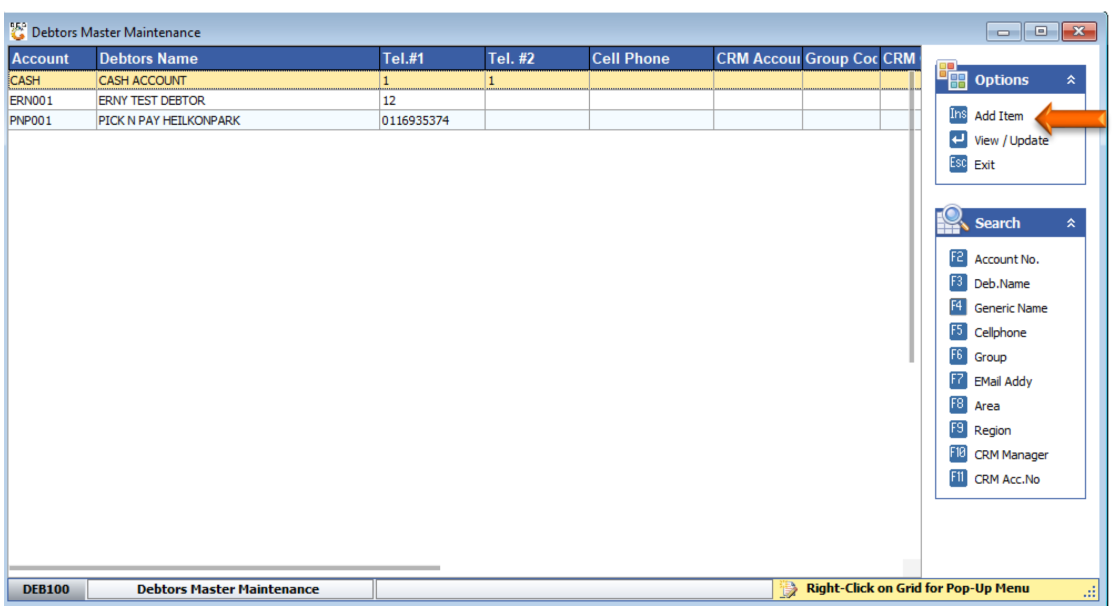
3. Click on Master Files



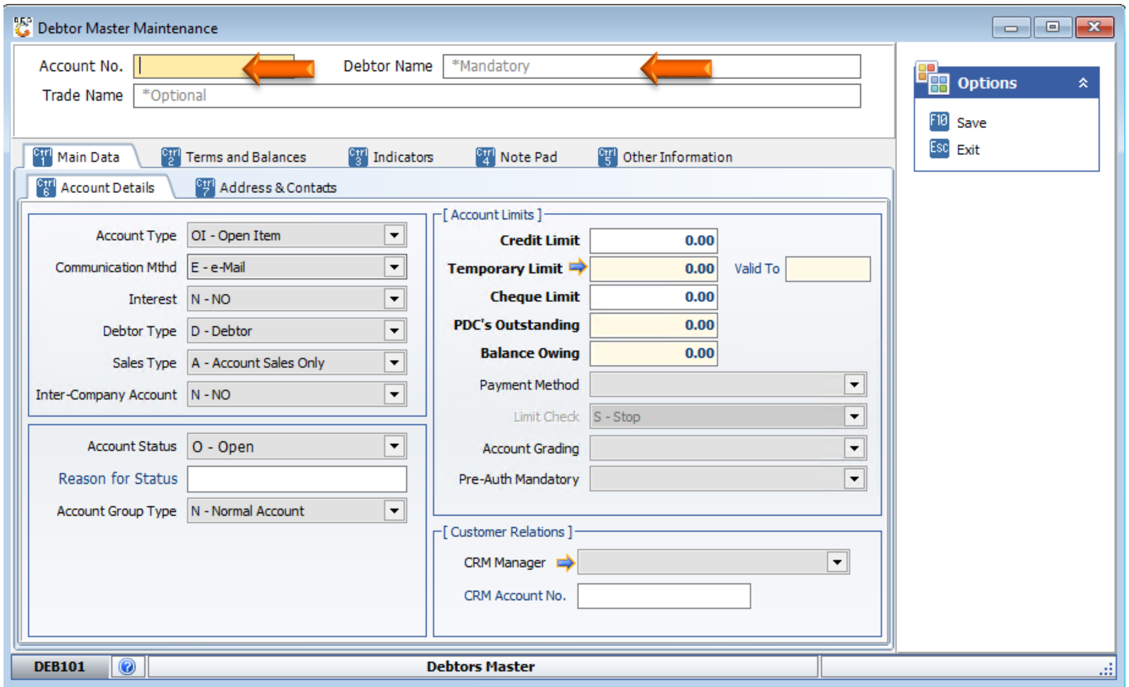
4. Click on Debtors Master from the drop-down menu.



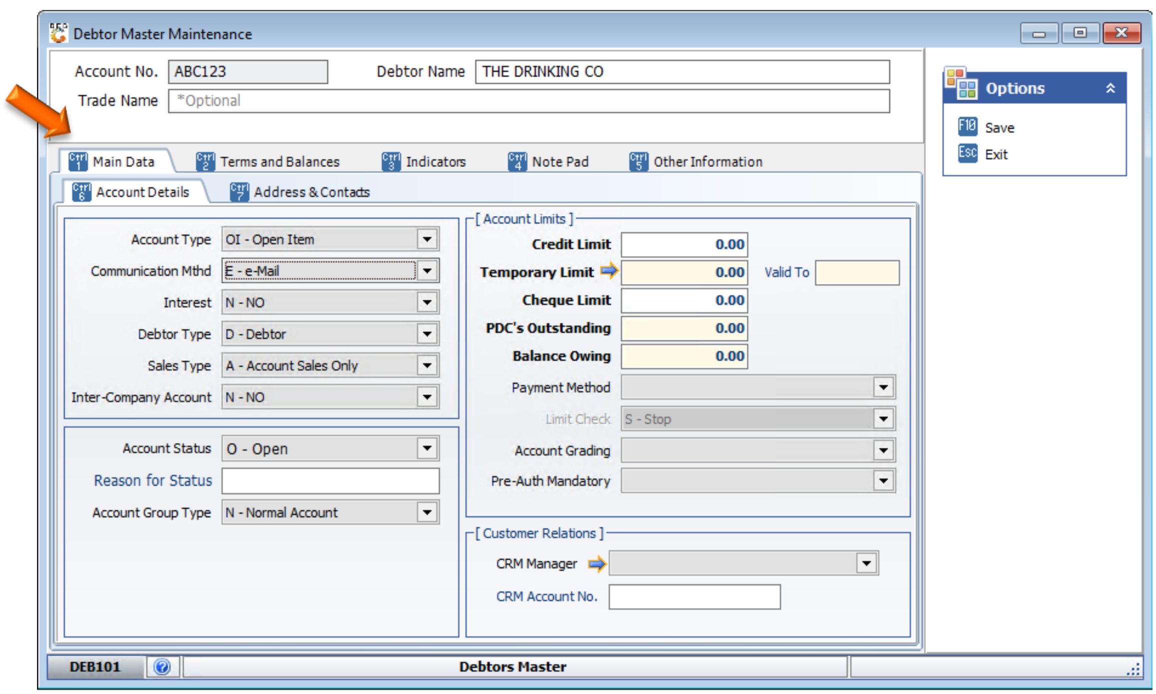
5. Press Insert on your keyboard or click on Add Item under the Options menu



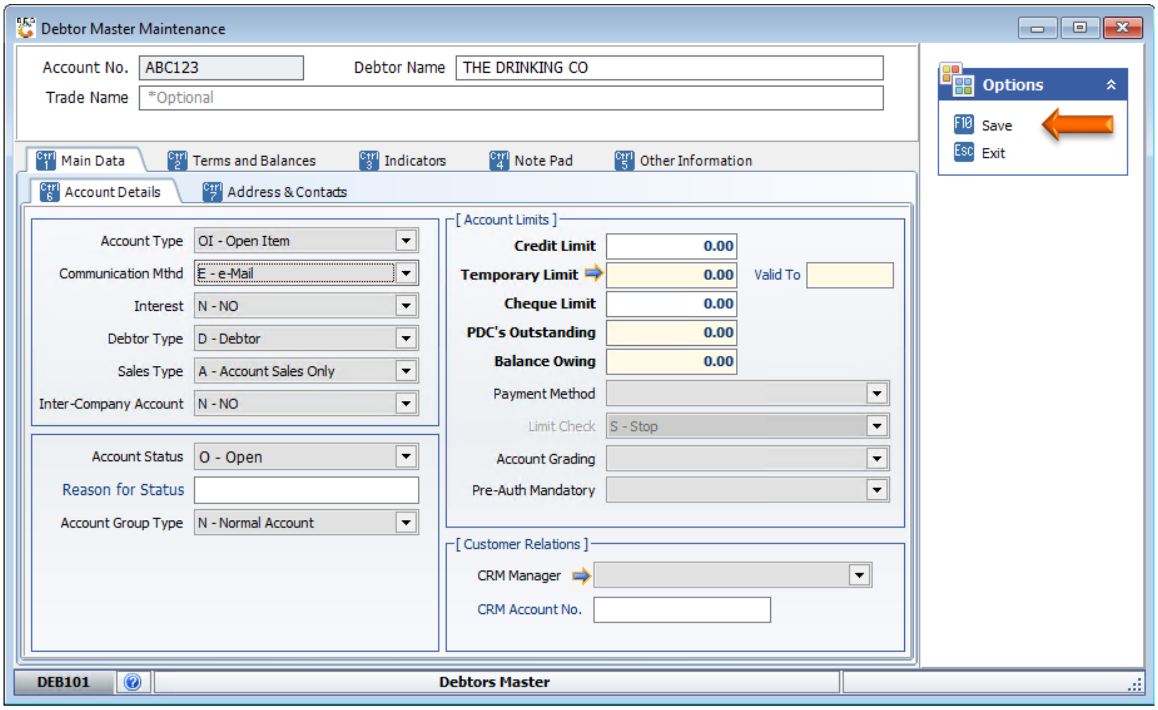
6. Capture the **Account No.** and **Debtor Name** and press **Enter** on your keyboard.



7. Go through each tab and capture the debtor's details as required.



8. Once complete, press **F10** on your keyboard or select **Save** from the Options Menu.



And that concludes the User Guide