

GENESIS

How to Guide How to View Debtors cheque history

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company Bl	UE BOTTLE LIQUOR SIMULATION	
	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	-											
	ali cartari	8					1				X	Setur	
2020/11/05	10:43:33	Creditors	User: JOANA	Ver	sion : 9.32.31	Period :	202011	Ledger	ESIS-SIMULATIO	Return	FIX	Setup	

4. Click on Master Files.

👸 GENESIS : Debt	tors Module						
Kan Stransactions	Master Files	救 Utilities	🔀 Exit				
G		≵ ↓ /# Ⅲ			F1 00	•	
Company	SIMUL	BLUE BO	OTTLE LIQUOR SIN	MULATION	Branch	SIMUL	

5. Click on **Debtors Master** from the drop-down menu.



6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.

C Debtors N	Aaster Maintenance						
Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Accou	Group Coc CR	
ABBY	Abigaile van Coller	Í	Í	0762388111			📲 Options 🛛 🛠
ALEX	alex test	123456789					
WEB001	BLUE BOTTLE ONLINE STORE	0					Ins Add Item
CASH	CASH ACCOUNT	1	1				🛃 View / Update
EMPTY001	EMPTIES RETURNS YARD	011639887					Esc Exit
ERN001	ERNY TEST DEBTOR	12					
NAT001	NATS BLUE BOTTLE LIQUOR	0114121192		0736254869			
PGM001	PG MOUTON	0790457498					🖳 Search 🛛 🛠
PNP001	PICK N PAY HEILKONPARK	0116935374					
HEX002	PIETER LOTTER	0829250300					F2 Account No.
RJ001	RIAAN TEST	0849991111				URSULA	Deb.Name
SAL001	SALIEM TEST ACCOUNT	0126540300		0829999999			Generic Name
URS001	URSULA	01265403000					E Callabana
							F0 Group F7 EMail Addy F8 Area F9 Region F8 CRM Manager F11 CRM Acc.No
•							
DEB100	Debtors Master Maintenance				1	Right-Click on Grid	for Pop-Up Menu

7. Once opened click on Utility Menu or F5.

😵 Debtor Master Mainter	nance				
Account No. ALEX	Debtor Name	alex test			Coptions ≈ Update
Main Data	Terms and Balances 讨 Indica	ators 🕎 Note Pad	📆 Other Informatio	on	Esc Exit
Account Type Communication Mthd Interest Debtor Type Sales Type Inter-Company Account Account Status Reason for Status Account Group Type	OI - Open Item ▼ E - e-Mail ▼ N - NO ▼ D - Debtor ▼ A - Account Sales Only ▼ N - NO ▼ O - Open ▼ N - Normal Account ▼	[Account Limits] Credit Limit Temporary Limit ⇒ Cheque Limit PDC's Outstanding Balance Owing Payment Method Limit Check Account Grading Pre-Auth Mandatory [Customer Relations] CRM Manager ⇒ CRM Account No.	10 000.00 0.00 0.00 5 111.00 S - Stop	Valid To	Itilities Itility Menu Itility Menu Itility Menu Itility Previous Debtor Itility Next Debtor
DEB101 🕜 Օ	Press [Ctrl+Enter] to Update this ter Maintenance	s Debtor		Right-	: Click on Grid for Pop-Up Menu

8. Click on Cheque History.

😵 Debtor Master Maintenance	
Account No. ALEX Debtor Name alex test	Utility Menu
Trade Name giant biceps	🗁 🛅 🚺 Close
	> i Transactions
Main Data W Terms and Balances W Indicators W Note Pad W Other Information	 > im Utilities > im Sales Statistics
	View Documents
	invoices
Account Type OI - Open Item	Payments
Communication Mthd E - e-Mail	Orders/Quotes
	Balance History
	Temporary Credit Limits
Debtor Type D - Debtor	Department Pricing
Sales Type A - Account Sales Only	Contacts
Inter-Company Account N - NO	Cheque History
Limit Check S - Stop	Voucher History
Account Status 0 - Open Account Grading	Print Buying Card
Reason for Status Pre-Auth Mandatory	Stokvel Members
Account Group Type N - Normal Account	
[Customer Relations]	
CRM Manager 🔿 🔽	
CPM Account No	
	< >
DEB101 O Press [Ctrl+Enter] to Update this Debtor	

9. Once opened you will be prompted to the below image. Here you can view the Cheque history. **Hit enter** or **click** on **cheque details** to see the details on the specific cheque.

Account No. ALEX
Tran Date Status Cheque Date Cheq No. Cheq Accoun Cheq Bank Amount Image: Cheque Date Cheq No. Cheq Accoun Cheq Bank Amount Image: Cheque Date Cheq No. Cheq Accoun Cheq Bank Amount Image: Cheque Date Cheq No. Cheq Accoun Cheq Bank Amount Image: Cheque Date Cheque Date Exit Image: Cheque Date Image: Cheque Date Image: Cheque Date Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Image: Cheque Date Cheque Date Image: Cheque Date Image: Cheque Da