



GENESIS

How to Guide How to View Debtors cheque history

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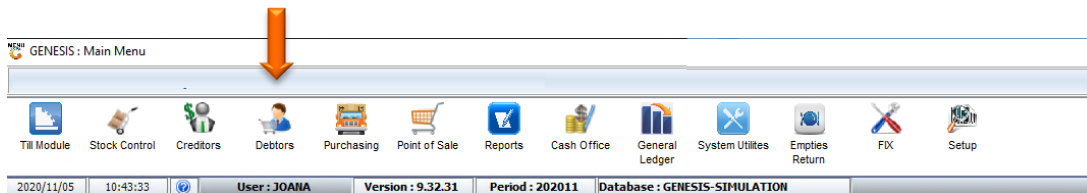
1. **Open** Genesis Menu.



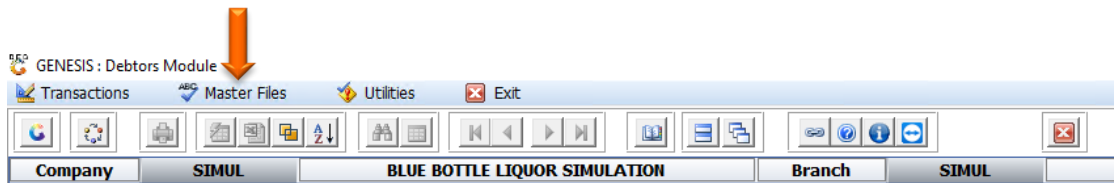
2. Type **User code** and **Password**.

A screenshot of the 'GENESIS Main Module' login window. At the top, 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'.

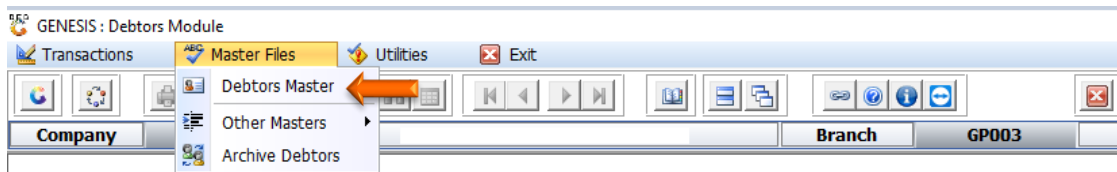
3. Open **Debtors** from the Main menu.



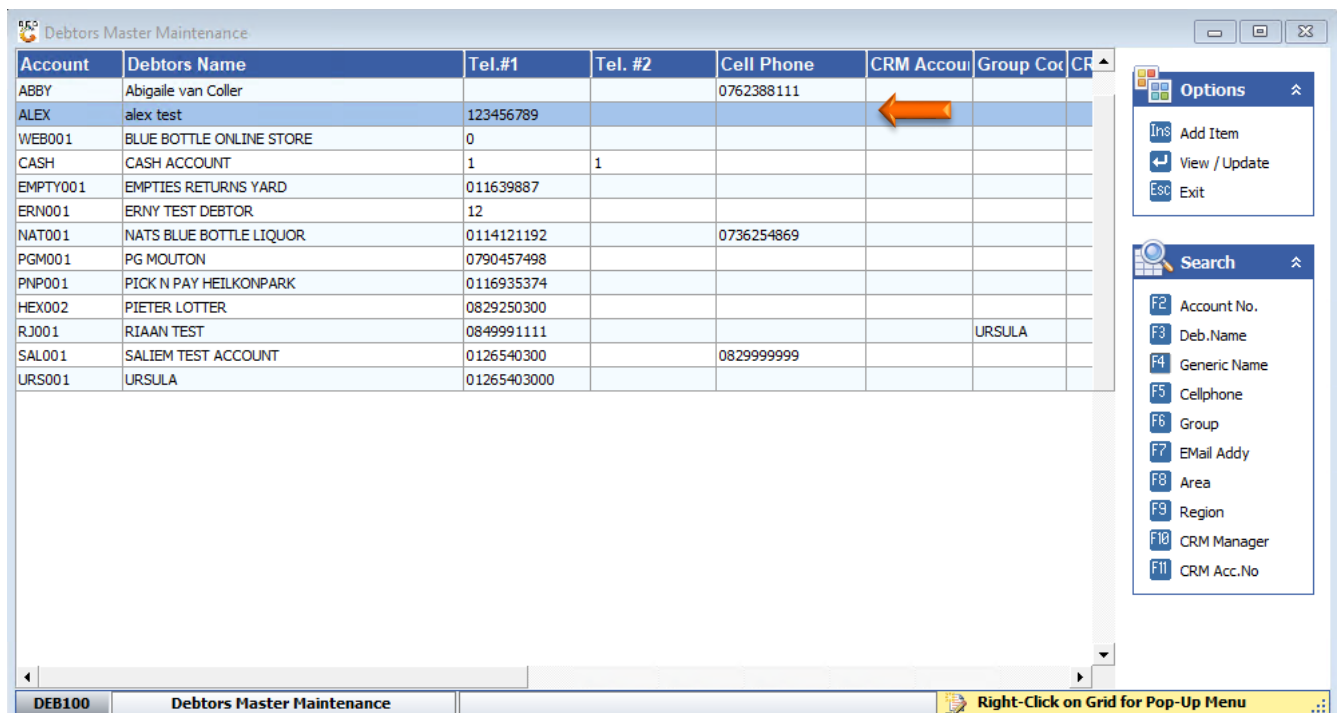
4. Click on **Master Files**.



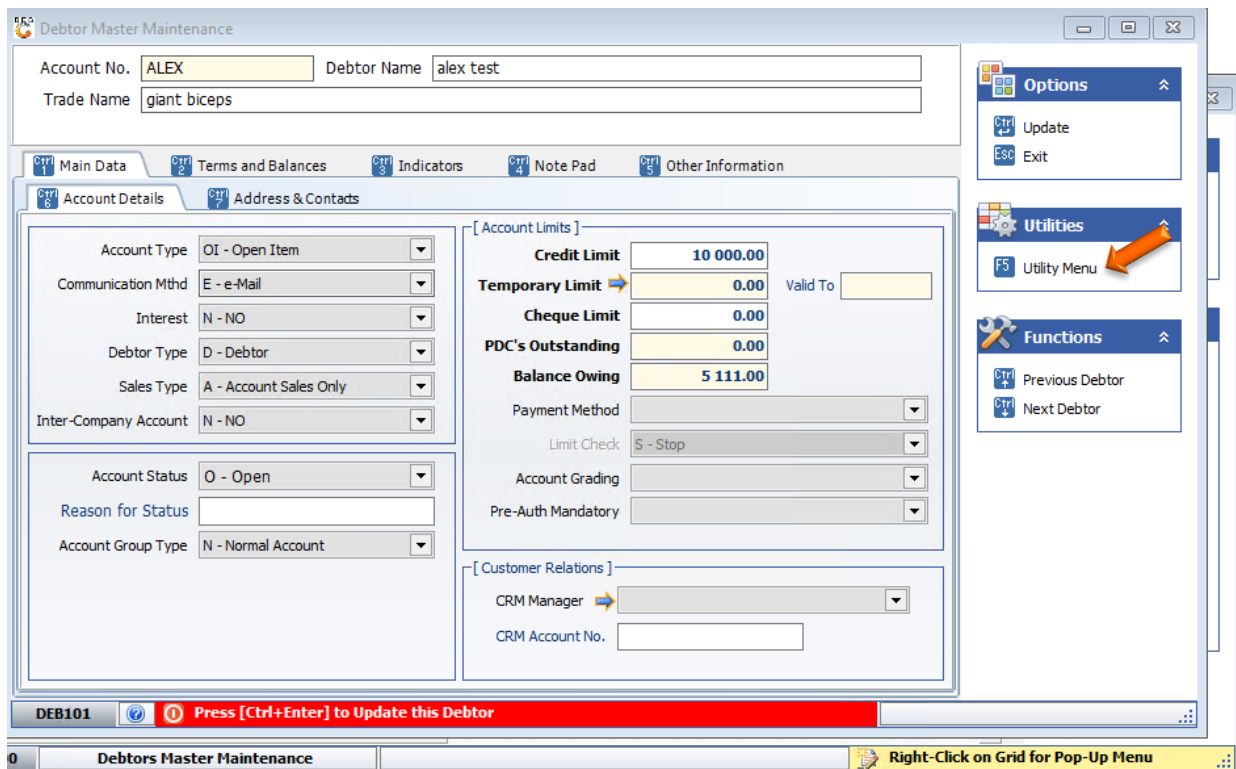
5. Click on **Debtors Master** from the drop-down menu.



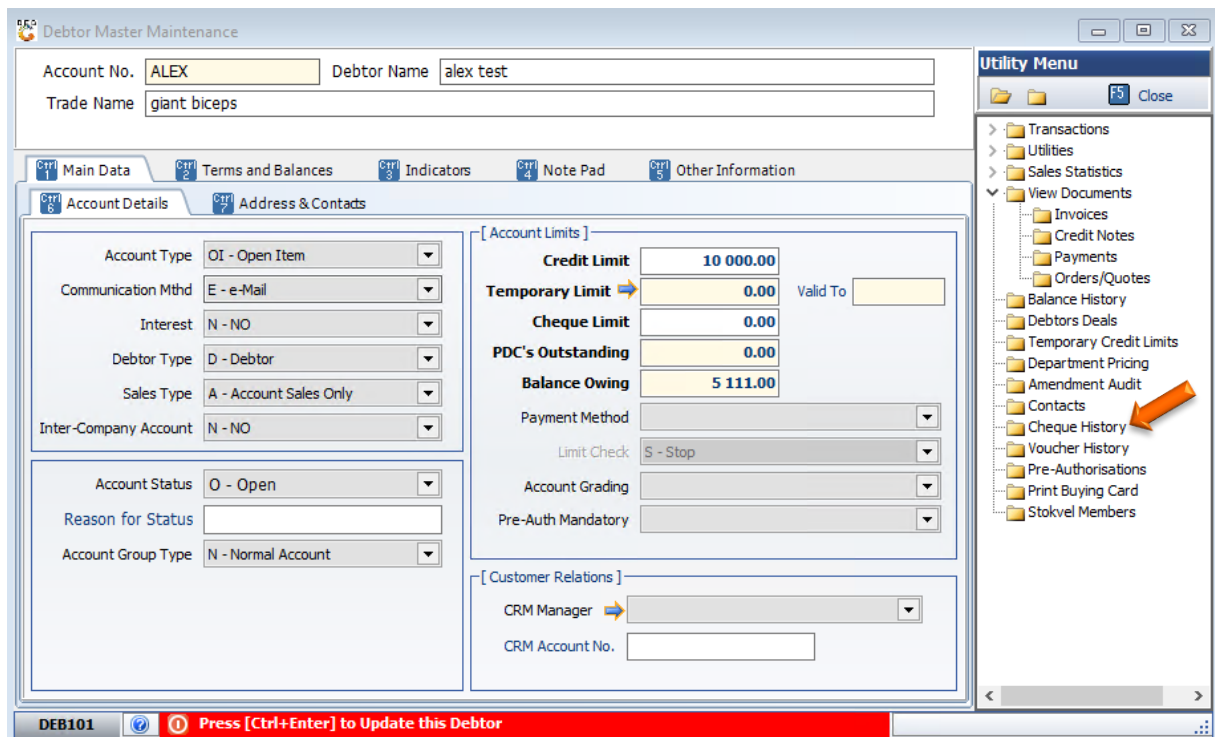
6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.



7. Once opened click on Utility Menu or F5.



8. Click on Cheque History.



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.

