



GENESIS

How to Guide How to See Debtors transactions report

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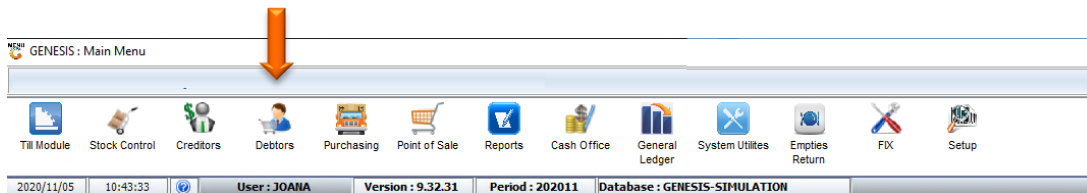
1. **Open** Genesis Menu.



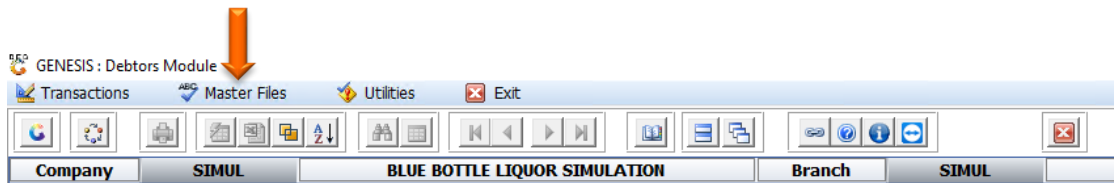
2. Type **User code** and **Password**.

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'.

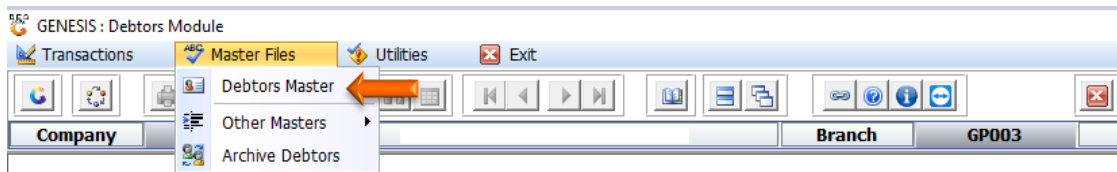
3. Open **Debtors** from the Main menu



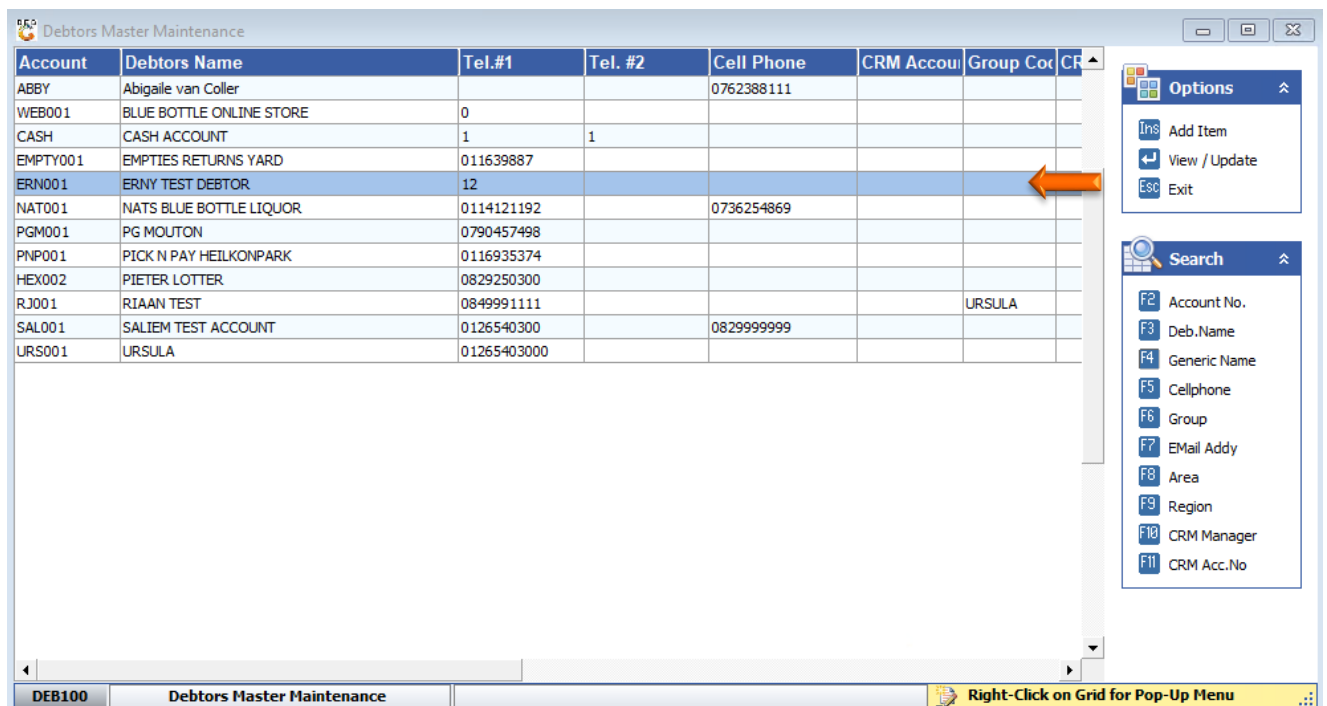
4. Click on **Master Files**



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 the debtor has opened go to the right-hand side and click on Utility Menu.

The screenshot shows the 'Debtor Master Maintenance' window for account ERN001, debtor ERNY TEST DEBTOR. The 'Account Limits' section is highlighted, showing a Credit Limit of 10 000.00, a Temporary Limit of 25 000.00 (valid to 2021/02/15), a Cheque Limit of 0.00, and a Balance Owing of -9 430.79. The 'Utilities' menu on the right is expanded, with an orange arrow pointing to the 'Utility Menu' option.

Field	Value
Account No.	ERN001
Debtor Name	ERNY TEST DEBTOR
Trade Name	*Optional
Account Type	OI - Open Item
Communication Mthd	E - e-Mail
Interest	N - NO
Debtor Type	D - Debtor
Sales Type	A - Account Sales Only
Inter-Company Account	N - NO
Account Status	O - Open
Reason for Status	
Account Group Type	N - Normal Account
Credit Limit	10 000.00
Temporary Limit	25 000.00
Cheque Limit	0.00
PDC's Outstanding	0.00
Balance Owing	-9 430.79
Payment Method	
Limit Check	S - Stop
Account Grading	
Pre-Auth Mandatory	
CRM Manager	
CRM Account No.	

8. Click on Transactions

The screenshot shows the same 'Debtor Master Maintenance' window, but the 'Utility Menu' on the right is expanded to show a list of options. An orange arrow points to the 'Transactions' option at the top of the list.

Field	Value
Account No.	ERN001
Debtor Name	ERNY TEST DEBTOR
Trade Name	*Optional
Account Type	OI - Open Item
Communication Mthd	E - e-Mail
Interest	N - NO
Debtor Type	D - Debtor
Sales Type	A - Account Sales Only
Inter-Company Account	N - NO
Account Status	O - Open
Reason for Status	
Account Group Type	N - Normal Account
Credit Limit	10 000.00
Temporary Limit	25 000.00
Cheque Limit	0.00
PDC's Outstanding	0.00
Balance Owing	-9 430.79
Payment Method	
Limit Check	S - Stop
Account Grading	
Pre-Auth Mandatory	
CRM Manager	
CRM Account No.	

- Transactions
- Utilities
- Sales Statistics
- View Documents
- Balance History
- Debtors Deals
- Temporary Credit Limits
- Department Pricing
- Amendment Audit
- Contacts
- Cheque History
- Voucher History
- Pre-Authorisations
- Print Buying Card
- Stokvel Members

9. Under Transactions click on Transaction statements.

Debtor Master Maintenance

Account No. ERN001 Debtor Name ERNY TEST DEBTOR
Trade Name *Optional

Ctrl 1 Main Data Ctrl 2 Terms and Balances Ctrl 3 Indicators Ctrl 4 Note Pad Ctrl 5 Other Information

Ctrl 6 Account Details Ctrl 7 Address & Contacts

[Account Limits]

Account Type OI - Open Item
Communication Mthd E - e-Mail
Interest N - NO
Debtor Type D - Debtor
Sales Type A - Account Sales Only
Inter-Company Account N - NO

Account Status O - Open
Reason for Status
Account Group Type N - Normal Account

Credit Limit 10 000.00
Temporary Limit 25 000.00 Valid To 2021/02/15
Cheque Limit 0.00
PDC's Outstanding 0.00
Balance Owing -9 430.79

Payment Method
Limit Check S - Stop
Account Grading
Pre-Auth Mandatory

[Customer Relations]

CRM Manager
CRM Account No.

Utility Menu

- Transactions
 - Transaction Statement
 - Open Item
- Utilities
- Sales Statistics
- View Documents
- Department Pricing
- Balance History
- Debtors Deals
- Temporary Credit Limits
- Department Pricing
- Amendment Audit
- Contacts
- Cheque History
- Voucher History
- Pre-Authorisations
- Print Buying Card
- Stokvel Members

DEB101 No Transactions Found for Selected Period

10. Once opened you will see the below, under “From Period” and “To Period” select the duration you want to view the reports from. For this example, we will be using 202101 and 202109.

Account No. ERN001 ERNY TEST DEBTOR

From Period 202109 2021/09/01 - 2021/09/30

To Period 202109 2021/09/01 - 2021/09/30

Current Balance -9 430.79

[Transaction Filtering]

Filter on Transaction Type... *ALL* - All Transaction Types

Date	TxTp	Doc.No	Details	Reference	Debit	Credit	Balance	Re
2021/09/01	OBAL		Opening Balance (202108)				-9 430.79	0

Options

- View Txan Details
- View Document
- Exit

Functions

- Print Statement
- Print O/I Statement
- Print Txan
- View GL Posting
- View Allocations

Utilities

- Prev.Period
- Next Period

DEB105 No Transactions Found for Selected Period

11. Once entered you will be able to see the transactions of that specific Debtor in the Specified period.

Account No. ERN001 ERNY TEST DEBTOR

From Period 202101 2021/01/01 - 2021/01/31

To Period 202109 2021/09/01 - 2021/09/30

Current Balance -9 430.79

[Transaction Filtering]

Filter on Transaction Type... *ALL* - All Transaction Types

Date	TxTp	Doc.No	Details	Reference	Debit	Credit	Balance
2021/01/01	OBAL		Opening Balance (2021012)				11 005.55
2021/01/25	POSASL	9014	Account Sales		148.67	0.00	11 154.22
2021/01/25	POSASL	9018	Account Sales		12.89	0.00	11 167.11
2021/01/26	POSASL	90114	Account Sales		17.37	0.00	11 184.48
2021/01/26	POSART	9017	Account Returns		0.00	17.37	11 167.11
2021/02/03	POSASL	911410005	Account Sales		278.30	0.00	11 445.41
2021/02/03	POSASL	911410006	Account Sales		267.20	0.00	11 712.61
2021/02/08	DEBPMT	40500017	ACCOUNT PAYMENT		0.00	12 000.00	-287.39
2021/02/15	POSASL	1103000030	Account Sales		25 512.40	0.00	25 225.01
2021/02/15	POSASL	1103000031	Account Sales		2 551.24	0.00	27 776.25
2021/02/15	DEBPMT	40500018	ACCOUNT PAYMENT	ERNY TEST	0.00	10 000.00	17 776.25
2021/02/15	DEBPMT	40500019	ACCOUNT PAYMENT	ERNY TEST 2	0.00	2 000.00	15 776.25
2021/02/15	DEBPMT	40500020	ACCOUNT PAYMENT	ERNY	0.00	5 000.00	10 776.25
2021/03/03	DEBPMT	90027300007	ACCOUNT PAYMENT	erny	0.00	70.00	10 706.25
2021/03/03	DEBPMT	90027300008	ACCOUNT PAYMENT	test	0.00	1.00	10 705.25
2021/03/03	DEBPMT	90027300009	ACCOUNT PAYMENT	wfhfu	0.00	12.00	10 693.25
2021/03/03	DEBPMT	90027300011	ACCOUNT PAYMENT	KARABO TEST	0.00	10.00	10 683.25
2021/03/11	DEBPMT	40500021	ACCOUNT PAYMENT	PAYMENT	0.00	10 683.25	0.00
2021/03/11	DEBPMT	40500022	ACCOUNT PAYMENT	PAYMENT	0.00	824.00	-824.00
2021/03/11	POSASL	1103000034	Account Sales		824.27	0.00	0.27

Options

- View Txan Details
- View Document
- Exit

Functions

- Print Statement
- Print O/I Statement
- Print Txan
- View GL Posting
- View Allocations

Utilities

- Prev.Period
- Next Period

DEB105 Transaction Statement [Ctrl-LeftClick] to Select Multiple Rows

12. To view the specific transaction, you can hit **enter** or **double click** on the transaction to **open** it. Here you can see a breakdown on the transaction.

The screenshot shows the 'Debtors : Transaction Statement' window. At the top, there are input fields for 'Account No.' (ERN001), 'From Period' (202001), and 'To Period' (202109). The 'Current Balance' is displayed as -9 430.79. Below this is a table with columns: Date, TxTp, Doc.No, Details, Reference, Debit, Credit, and Balance. The table lists various transactions from 2020/01/01 to 2020/09/21. On the right side, there is a vertical menu with sections: 'Options' (containing View Txan Details, View Document, Exit), 'Functions' (containing Print Statement, Print O/I Statement, Print Txan, View GL Posting, View Allocations), and 'Utilities' (containing Prev.Period, Next Period). An orange arrow points to the 'Options' menu.

Date	TxTp	Doc.No	Details	Reference	Debit	Credit	Balance
2020/01/01	OBAL		Opening Balance (201912)				0.00
2020/01/14	POSCSR	20000015	Cash Returns		0.00	34.99	-34.99
2020/01/14	POSPCR	20000015	PAYMENT FOR Cash Returns		34.99	0.00	0.00
2020/01/14	POSART	40000009	Account Returns		0.00	29.99	-29.99
2020/01/14	POSASL	90230000002	Account Sales		296.99	0.00	267.00
2020/01/15	POSART	90240000001	Account Returns		0.00	23.99	243.01
2020/02/05	POSASL	9007770000001	Account Sales		149.99	0.00	393.00
2020/02/05	POSART	9007770000002			0.00	149.99	243.01
2020/02/05	POSART	9007770000003			0.00	47.40	195.61
2020/02/06	POSART	9007770000004			0.00	47.40	148.21
2020/02/06	POSART	9007770000005			0.00	47.40	100.81
2020/02/10	POSART	9007770000006			0.00	47.40	53.41
2020/02/12	POSART	9007770000007	EMPTYES RETURNS VOUCHER	EMPTYES	0.00	47.40	6.01
2020/02/12	POSASL	9007770000012	Account Sales		149.99	0.00	156.00
2020/06/28	POSASL	907410002	Account Sales		179.99	0.00	335.99
2020/06/28	POSART	907450002	Account Returns		0.00	39.99	296.00
2020/08/31	POSART	9010460001	EMPTYES RETURNS VOUCHER	EMPTYES	0.00	261.60	34.40
2020/09/02	POSART	9010460002	EMPTYES RETURNS VOUCHER	EMPTYES	0.00	21.80	12.60
2020/09/21	DEBPMT	90027300001	ACCOUNT PAYMENT	michael test	0.00	150.00	-137.40
2020/09/21	DEBPMT	90027300002	ACCOUNT PAYMENT	test1	0.00	100.00	-237.40

The screenshot shows the 'Debtors : Transaction Detail Enquiry' window. It displays details for a transaction with 'Debtors Account' ERN001 and 'ERNY TEST DEBTOR'. The 'Transaction Details' tab is active, showing fields for Txan.Date (2020/01/14), Txan.Type (POSART - Account Returns), Txan.No. (0), and Document No. (40000009). The Amount is 29.99 with a 'CR' indicator. Other fields include VAT Amount (3.91), Discount (0.00), Paid Amount (0.00), and Txan.Balance (0.00). A 'Payment Due' field is set to 2020/01/14. A right-hand menu contains 'Options' and 'Exit'.

13. Click **Escape** or the **X** to **exit**.