

GENESIS

How to Guide How to View an Archived Debtor

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module									
Select Company BLUE BOTTLE LIQUOR SIMULATION									
	User Code Password								
GENESI	S 🔞 <u>C</u> ancel	ок							
CMN999 GENESIS Main Module Version : 10.33.51									

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

GENESIS :	Main Menu	-	Ļ										
		8			Print of Colu		N		×		X) Satur	
2020/11/05	10:43:33	Creditors	User: JOANA	Vers	sion : 9.32.31	Period :	202011	Ledger	ESIS-SIMULATIO	Return	PIX	Setup	

4. Click on Master Files

👸 GENESIS : Debt	ors Module						
Kansactions	Master Files	🚸 Utilities	🔀 Exit				
G		<u>2</u> ↓ # =		8 2 3	ee 🔞 🚯	\bigcirc	
Company	SIMUL	BLUE BOT	TLE LIQUOR SIMUL	ATION	Branch	SIMUL	

5. Click on Archived Debtors from the drop-down menu.

🐮 GENESIS - Debtors N	Modu	ule				
Kansactions	ABC	Master Files 🛛 🥎 Utilities	🔀 Exit			
i	8=	Debtors Master		~ 0		
Company	#	Other Masters	LIQUOR SIMULATION	Branch	SIMUL	
	⊒ŀ	Recurring Invoices				
	23	Archive Debtors				
	<u>8</u> ĝ	Online Customer Master				

6. Once pressed you will be prompted to the below image. Here you can **Double click** or **hit enter** on the debtor's name.

G ARCHIVE	D Debtors					
Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Account G	
ALEX	alex test	123456789				📲 🔛 Options 🛛 🛠
						View
						Est them
						EXIL
						📉 Search 🛛 🛠
						Account No.
						Deb Name
						Generic Name
						Cellohone
						Group
						E EMpil Addy
						EMail Addy
						F9 Desien
						10 Region
						CRM Manager
						CRM ACC.NO
DEB150	ARCHIVED : Debtors Master					

7. You will now be prompted to the below, here you can press F5 or Utility Menu.

😵 Debtor Master Mainter	nance					
Account No. ALEX Trade Name giant b	Debtor Na	lame alex t	test			Options *
		ARCHIV	ED DEBTOR			Esc Exit
Main Data	Terms and Balances	Indicators	^{Ctrl} Note Pad	🖞 Other Informatio	n	
Account Details	🚰 Address & Contacts					- Utilities 🛛 🛠
Account Type	OI - Open Item	•	[Account Limits]	10 000.00		F5 Utility Menu
Communication Mthd	E - e-Mail	-	Temporary Limit 🔿	0.00	Valid To	100
Interest	N - NO	-	Cheque Limit	0.00		Functions *
Debtor Type	D - Debtor	-	PDC's Outstanding	0.00		Previous Debtor
Sales Type	A - Account Sales Only	•	Balance Owing	0.00		🖤 Next Debtor
Inter-Company Account	N - NO	-	Payment Method		-	
			Limit Check	S - Stop	-	
Account Status	X - ARCHIVE	-	Account Grading		-	
Reason for Status			Pre-Auth Mandatory		-	
Account Group Type	N - Normal Account	-				
		Г	[Customer Relations]			
			CRM Manager 🔶		-	
			CRM Account No.			
DEB101	Press [Ctrl+Enter] to Upda	te this Deb	tor			<u>ت</u>

8. You will see in the Utilities menu is the Restore from archive option. Click on the option.

🕃 Debtor Master Mainter	nance					
Account No. ALEX Trade Name giant b	Debtor N	Name alex	(test			Utility Menu
Main Data Main D	Terms and Balances Terms and Balances Address & Contads Terms and Balances Terms and Bala	ARCHI	VED DEBTOR Note Pad 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	Other Information 10 000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	valid To	 Transactions Utilities Delete Debtor Archive Debtor Restore from Archive Sales Statistics View Documents Balance History Debtors Deals Temporary Credit Limits Department Pricing Amendment Audit Contacts Pre-Authorisations Print Buying Card Stokvel Members
DEB101	Press [Ctrl+Enter] to Upda	ate this De	btor			<u>۲</u>

 Once clicked you will see the total owing section. It will be 0. You can press F10 or Click on the restore debtor option.

	Restore Debt	or from ARCH	IIVE	Options *
Account No.	ALEX			10 Restore Debtor
Debtor Name	alex test			Esc Exit
	[Balances]			
	Current	0.00		
	30 Days	0.00		
	60 Days	0.00		
	90 Days	0.00		
	120 Days	0.00		
	150 Days	0.00		
	180 Days	0.00		
	Over 180 Days	0.00		
	Total Owing	0.00		

10. Click Yes

🖏 System Prompt	$ \Box$ \times
	DEBTORS MASTER
$(\mathbf{?})$	Restore Debtor from ARCHIVE ?
	N No Y Yes

11. Now you can return to the **archived section** and here you will see that there is no Debtor in the archive.

CARCHIVED Debtors						
Account Debtors Nam	ne <	Tel.#1 <no data="" display="" to=""></no>	Tel. #2	Cell Phone	GRM Account G	Options * View * Exit * Search * * *
DEB150 ARC	CHIVED : Debtors Master					.: