



GENESIS

How to Guide How to View an Archived Debtor

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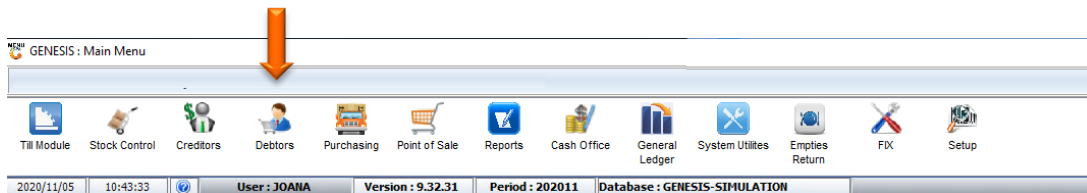
1. **Open** Genesis Menu.



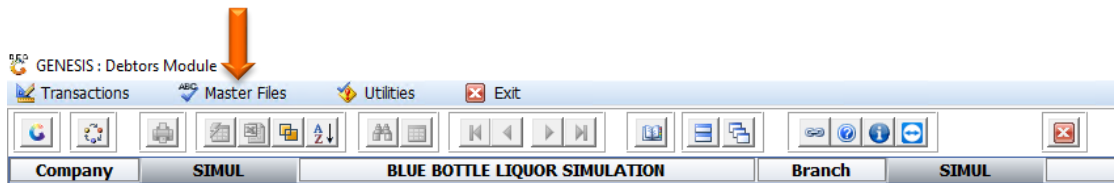
2. Type **User code** and **Password**.

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, a status bar shows 'CMN999', 'GENESIS Main Module', and 'Version : 10.33.51'.

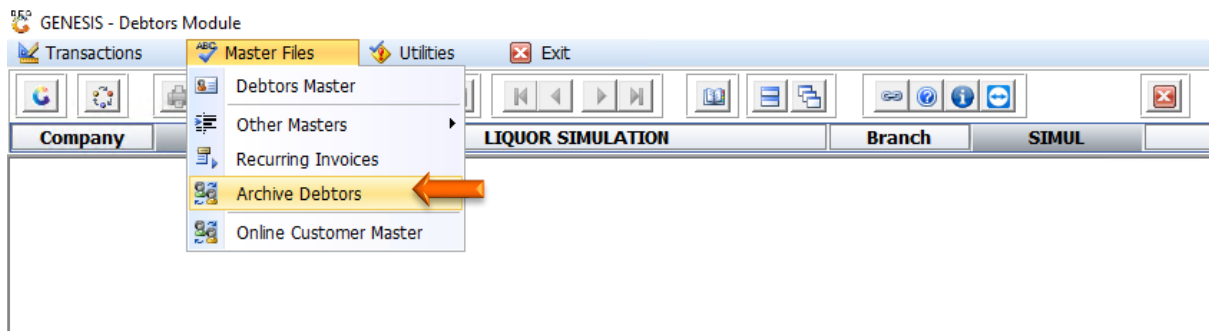
3. Open **Debtors** from the Main menu



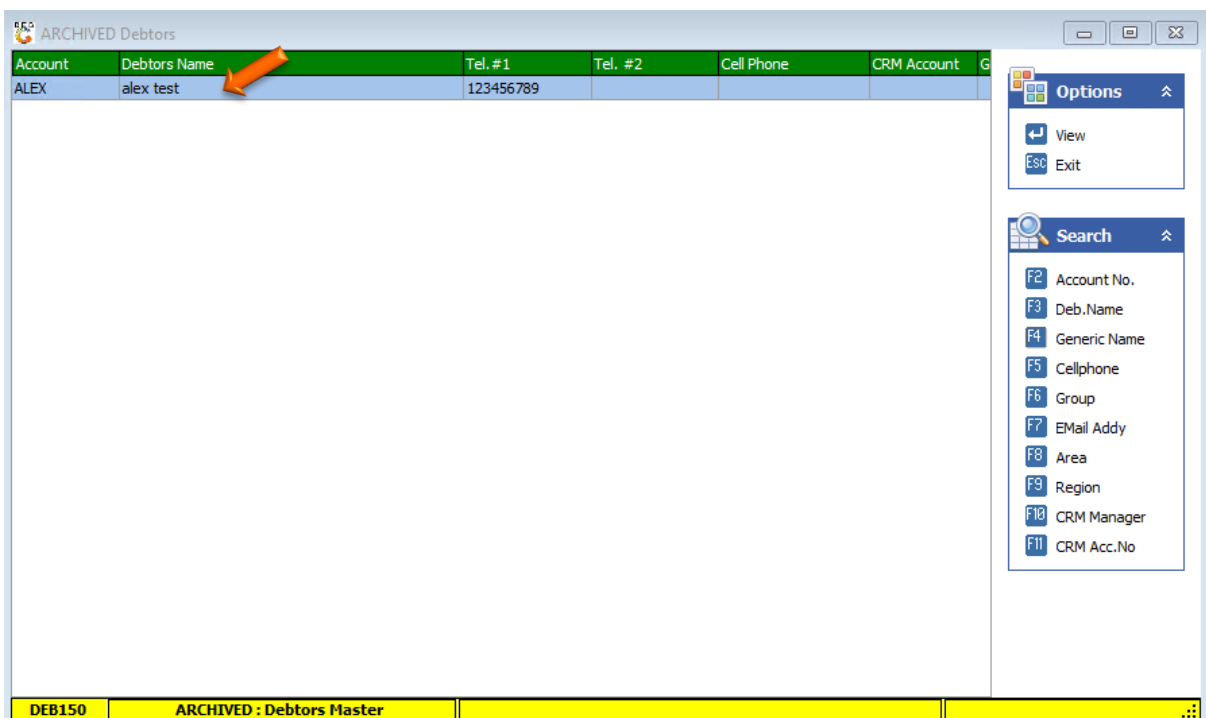
4. Click on **Master Files**



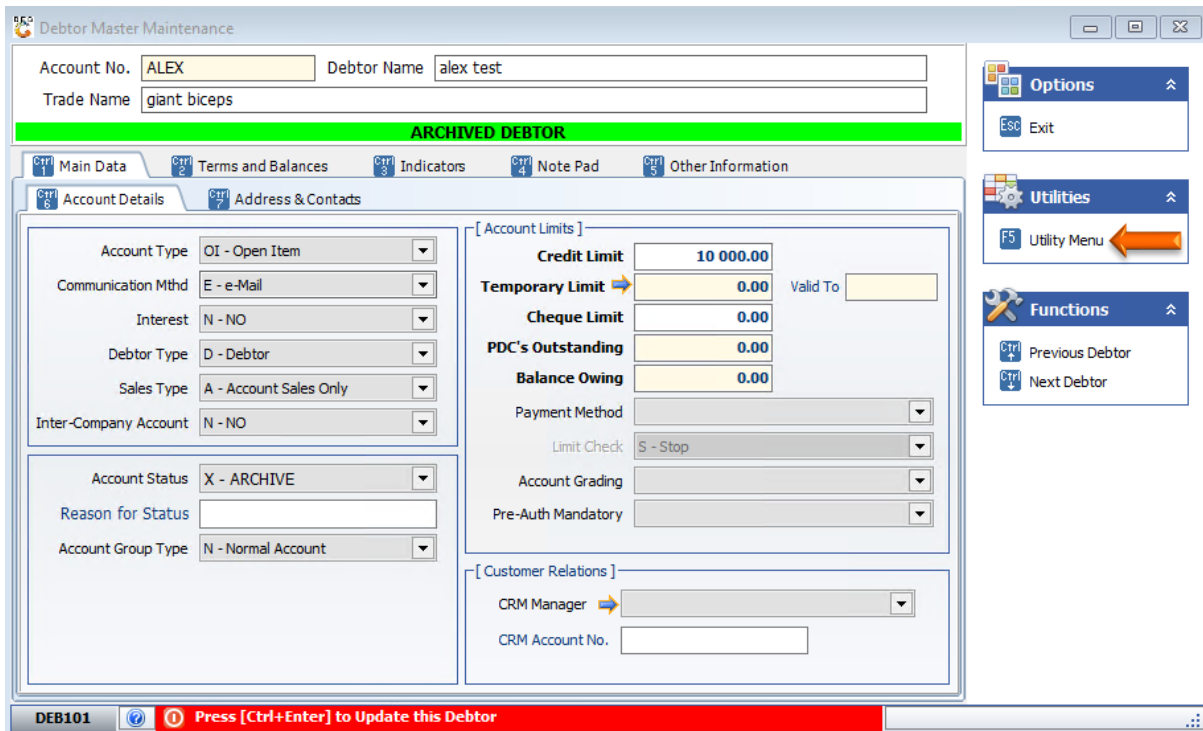
5. Click on **Archived Debtors** from the drop-down menu.



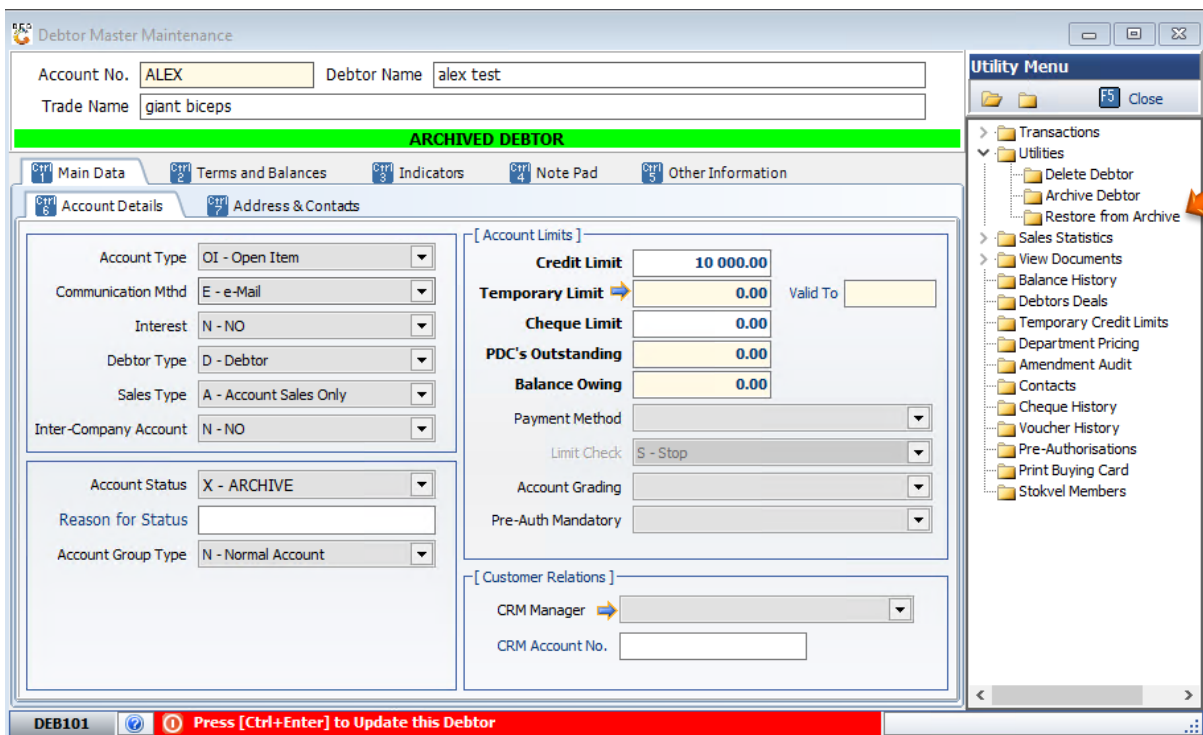
6. Once pressed you will be prompted to the below image. Here you can **Double click** or **hit enter** on the debtor's name.



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



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



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

UN-ARCHIVE Debtors

Restore Debtor from ARCHIVE

Account No.

Debtor Name

[Balances]

Current	<input type="text" value="0.00"/>
30 Days	<input type="text" value="0.00"/>
60 Days	<input type="text" value="0.00"/>
90 Days	<input type="text" value="0.00"/>
120 Days	<input type="text" value="0.00"/>
150 Days	<input type="text" value="0.00"/>
180 Days	<input type="text" value="0.00"/>
Over 180 Days	<input type="text" value="0.00"/>
Total Owing	<input type="text" value="0.00"/>

Options

- F10 Restore Debtor
- Esc Exit

DEB125 RESTORE Debtor from Archive

10. Click Yes

System Prompt

DEBTORS MASTER

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.

