

GENESIS

How to Guide How to See Debtors Sales Stats

MRJ Consultants 37 Weavind Ave, Eldoraigne, Centurion, 0157 Tel: (012) 654 0300 Mail: <u>helpdesk@mrj.co.za</u>



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	-											
	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		≵ ↓ /# 📰			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.

🐮 Debtors N	laster Maintenance							
Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Accou	Group Coc Cl	🔺 👝	
ABBY	Abigaile van Coller	Í		0762388111	ĺ	Í		Options
WEB001	BLUE BOTTLE ONLINE STORE	0						
CASH	CASH ACCOUNT	1	1				In	Add Item
EMPTY001	EMPTIES RETURNS YARD	011639887				4	•	View / Update
ERN001	ERNY TEST DEBTOR	12					Es Es	Exit
NAT001	NATS BLUE BOTTLE LIQUOR	0114121192		0736254869				
PGM001	PG MOUTON	0790457498						
PNP001	PICK N PAY HEILKONPARK	0116935374						Search *
HEX002	PIETER LOTTER	0829250300						
RJ001	RIAAN TEST	0849991111				URSULA	F	Account No.
SAL001	SALIEM TEST ACCOUNT	0126540300		0829999999			F	Deb.Name
URS001	URSULA	01265403000					E E	Generic Name
							FS	Cellphone
							FE	Group
							F	EMail Addy
								Area
							FS	Region
							FI	CRM Manager
							F1	CRM Acc.No
							-	
4						۱.		
DEB100	Debtors Master Maintenance				3	Right-Click on	Grid for Po	p-Up Menu 🛛 🚦

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

😵 Debtor Master Mainter	nance				
Account No. ERN00 Trade Name *Optic	1 Debtor Name ER	RNY TEST DEBTOR			Options *
Main Data	Terms and Balances	rs 👫 Note Pad	🕎 Other Informatio	n	Esc Exit
Account Details	🖤 Address & Contacts				
		Account Limits]			📲 Utilities 🔥 🔦
Account Type	OI - Open Item 💌	Credit Limit	10 000.00		F5 Litility Menu
Communication Mthd	E - e-Mail 💌	Temporary Limit 🔿	25 000.00	Valid To 2021/02/15	
Interest	N - NO 💌	Cheque Limit	0.00		3 2.
Debtor Type	D - Debtor	PDC's Outstanding	0.00		Functions *
Sales Type	A - Account Sales Only	Balance Owing	-9 430.79		Previous Debtor
Inter-Company Account	N - NO	Payment Method			Next Debtor
		Limit Check	S - Stop	-	
Account Status	O - Open 💌	Account Grading		. ▼	
Reason for Status		Pre-Auth Mandatory		-	
Account Group Type	N - Normal Account				
		[Customer Relations]-			
		CRM Manager 📫		-	
		CRM Account No.			
				, ,	J
DEB101 🕜 🚺	Press [Ctrl+Enter] to Update this D	ebtor			

8. Click on Invoice Statistics.

C Debtor Master Mainte	nance								
Account No. ERN00 Trade Name *Opti	Account No. ERN001 Debtor Name ERNY TEST DEBTOR Trade Name *Optional								
Main Data Main Data Account Details Account Type Communication Mthd Interest Debtor Type Sales Type Inter-Company Account	Terms and Balances Indicator Address & Contacts OI - Open Item E - e-Mail N - NO D - Debtor A - Account Sales Only N - NO V	rs W Note Pad	Other Informatio 10 000.00 25 000.00 0.00 0.00 -9 430.79	valid To 2021/02/15	 Transactions Utilities Sales Statistics Itwis Purchased Last Price Paid View Documents Balance History Debtors Deals Temporary Credit Limits Department Pricing Amendment Audit Contacts Cheque History Deature History 				
Account Status Reason for Status Account Group Type	O - Open ▼ N - Normal Account ▼	CRM Account No.	S - Stop		rine Authonisations Print Buying Card Stokvel Members				

9. Input the desired duration in the From Date to the To date and this will give you the desired stats. In this example we used 2021/01/01 to 2021/09/06.

🐮 Debtors Module	: Debtor Sales Stats			
Account No. ER Debtors Name ER	RN001			
From Date	2021/01/01	To Date 2021/09/06	<u>87</u>	Dptions *
Net.Sales Excl.	41 206.06	Discounts	0.00	FIØ Process Esc Exit
Net.Sales Ind.	47 386.94			
Cost Excl. Profit	38 030.19 3 175.87	GP %	7.71	
Rebates Net Profit	0.00	Net GP%	7.71	
No. of Sales	14	No.of.Returns	3	
Payments	40 603.25	No.of Payments	14	
DEB106		Debtors : Sales Stat	s	:

10. Once done you can exit.