



GENESIS

How to Guide How to See Debtors Sales Stats

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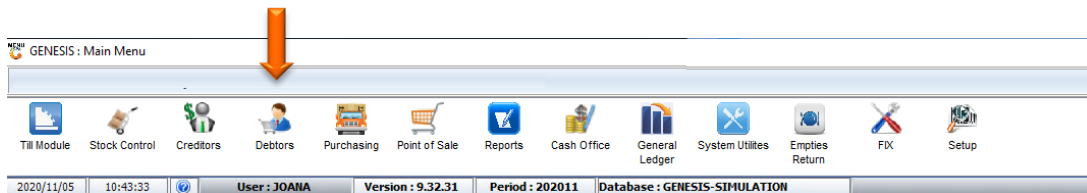
1. **Open** Genesis Menu.



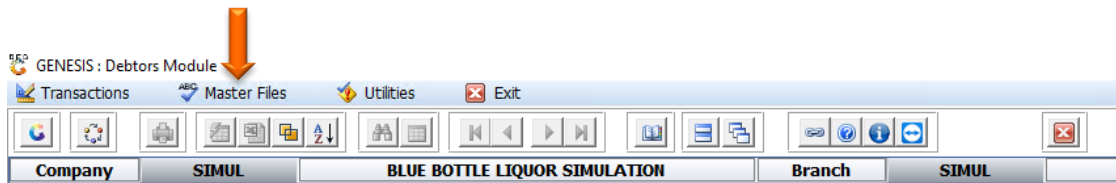
2. Type **User code** and **Password**.

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'.

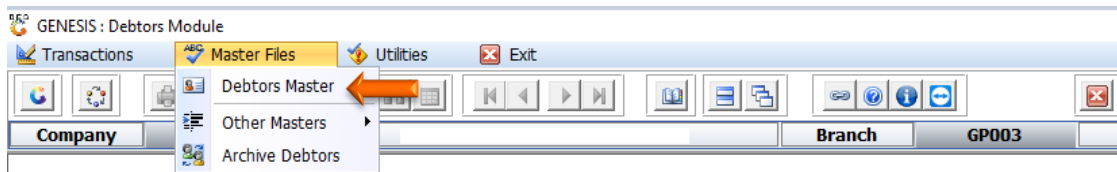
3. Open **Debtors** from the Main menu.



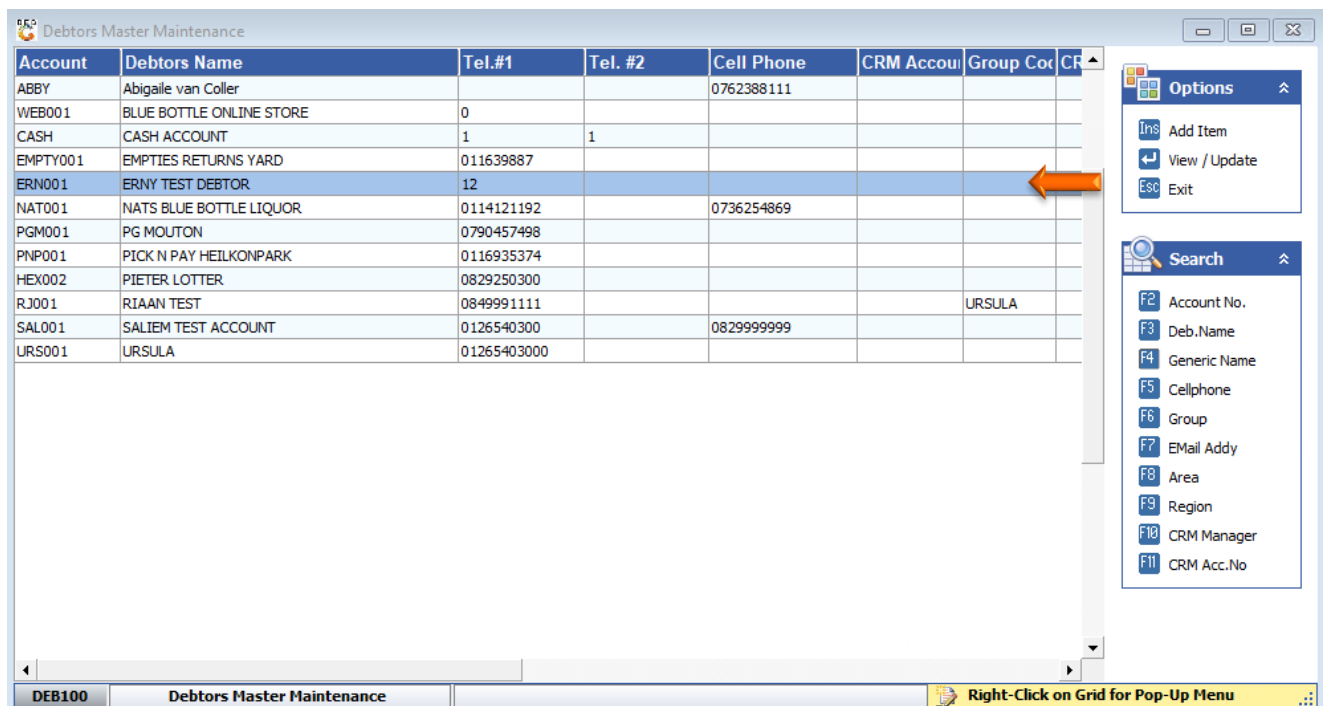
4. Click on **Master Files**.



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, ERNY TEST DEBTOR. The 'Account Limits' section displays: Credit Limit 10 000.00, Temporary Limit 25 000.00 (Valid To 2021/02/15), Cheque Limit 0.00, PDC's Outstanding 0.00, and Balance Owing -9 430.79. The 'Utility Menu' on the right has an orange arrow pointing to 'Utility Menu' (F5).

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
Valid To	2021/02/15
Limit Check	S - Stop
Account Grading	
Pre-Auth Mandatory	

8. Click on Invoice Statistics.

The screenshot shows the 'Debtor Master Maintenance' window with the 'Utility Menu' open on the right. An orange arrow points to 'Invoice Statistics' under the 'Sales Statistics' folder. The 'Account Limits' section is identical to the previous screenshot.

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
Valid To	2021/02/15
Limit Check	S - Stop
Account Grading	
Pre-Auth Mandatory	

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**.

Field	Value
Account No.	ERN001
Debtors Name	ERNY TEST DEBTOR
From Date	2021/01/01
To Date	2021/09/06
Net.Sales Excl.	41 206.06
VAT on Sales	6 180.88
Net.Sales Incl.	47 386.94
Cost Excl.	38 030.19
Profit	3 175.87
GP %	7.71
Rebates	0.00
Net Profit	3 175.87
Net GP%	7.71
No. of Sales	14
No.of>Returns	3
Payments	40 603.25
No.of Payments	14

10. Once done you can exit.