



GENESIS

How to Guide How to See items Purchased from a Debtor

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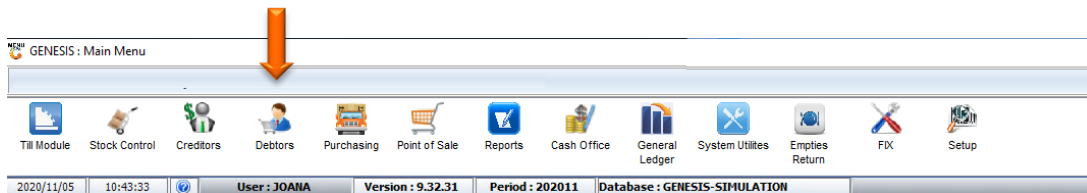
1. **Open** Genesis Menu.



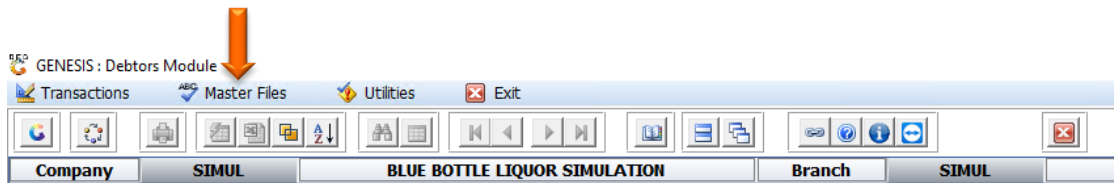
2. Type **User code** and **Password**.

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'.

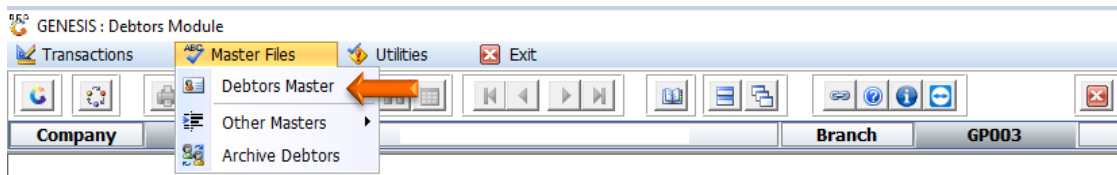
3. Open **Debtors** from the Main menu



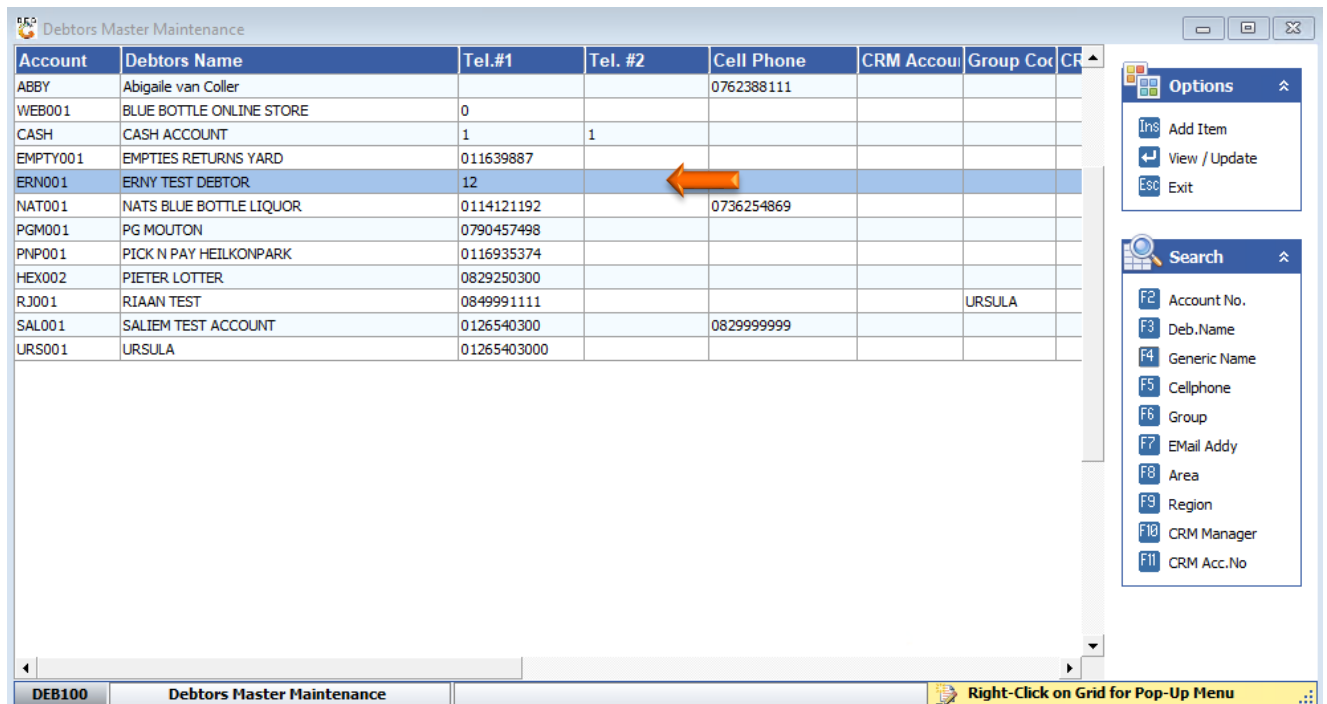
4. Click on **Master Files**



5. Click on **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 'ERNY TEST DEBTOR'. The account number is ERN001. The 'Utility Menu' is open on the right side, with an arrow pointing to the 'Utility Menu' option. The status bar at the bottom indicates 'Press [Ctrl+Enter] to Update this Debtor'.

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
Limit Check	S - Stop
Account Grading	
Pre-Auth Mandatory	
CRM Manager	
CRM Account No.	

8. Click on Sales Statistics then Items Purchased.

The screenshot shows the 'Debtor Master Maintenance' window for 'alex test'. The account number is ALEX and the trade name is 'giant biceps'. The 'Utility Menu' is open on the right side, with arrows pointing to 'Sales Statistics' and 'Items Purchased'. The status bar at the bottom indicates 'No records found for dates : 2021/09/10 - yesterday'.

Field	Value
Account No.	ALEX
Debtor Name	alex test
Trade Name	giant biceps
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	0.00
Cheque Limit	0.00
PDC's Outstanding	0.00
Balance Owing	5 111.00
Limit Check	S - Stop
Account Grading	
Pre-Auth Mandatory	
CRM Manager	
CRM Account No.	

- Once opened to the below screen, enter in the desired **dates** and hit **Enter** then **Click Extract data** or **F10**.

The screenshot shows the 'Debtors : Item Purchased' window. The search criteria are: Account No. ALEX, Debtors Name alex test, From Date 2021/09/01, and To Date 2021/09/06. The table is empty with the message '<No data to display>'. The 'Options' menu is open, showing 'Extract Data' (F10), 'View Details', and 'Exit'. The 'Functions' menu shows 'Print/Preview' and 'Additional Criteria' (F5). The status bar at the bottom indicates 'DEB112 No records found for dates : 2021/09/10 - yesterday'.

TxTp	DocNo	TranDate	Stock Code	Link Code	Description #1	Quantity	Price	Total
<No data to display>								

[Nett Calculated Values]

Cost.Excl 0.00 Profit 0.00 GP % 0.00 % Sales Incl. 0.00 Sales Excl. 0.00

DEB112 No records found for dates : 2021/09/10 - yesterday

- Now you can see all the purchases from the specified Debtor in that specific duration.

The screenshot shows the 'Debtors : Item Purchased' window with the same search criteria as the previous image. The table now contains two records. The 'Options' menu is open, showing 'Extract Data' (F10), 'View Details', and 'Exit'. The 'Functions' menu shows 'Print/Preview' and 'Additional Criteria' (F5). The status bar at the bottom indicates 'DEB112 Items Purchased'.

TxTp	DocNo	TranDate	Stock Code	Link Code	Description #1	Quantity	Price	Total
Account RETUF	1104000004	2021/09/06	64565	64565-006	1313 Brandy 750ml X6	1.00	5 111.00	
Account Sale	1103000041	2021/09/06	64565	64565-006	1313 Brandy 750ml X6	1.00	5 111.00	

[Nett Calculated Values]

Cost.Excl 0.00 Profit 0.00 GP % 0.00 % Sales Incl. 0.00 Sales Excl. 0.00

DEB112 Items Purchased

11. You can also select the **Sales** only option or **returns** only option to see only the Sales or Returns for that period. Once the desired option is selected click on the Extract data to see the updated information.

Debtors : Item Purchased

Account No. Debtors Name

From Date To Date

[Document Types]
 Sales Returns

TxTp	DocNo	TranDate	Stock Code	Link Code	Description #1	Quantity	Price	Total
Account Sale	1103000041	2021/09/06	64565	64565-006	1313 Brandy 750ml X6	1.00	5 111.00	

[Options]
Extract Data
View Details
Exit

[Functions]
Print/Preview
Additional Criteria

[Nett Calculated Values]

Cost.Excl Profit GP %

Sales Incl. Sales Excl.

DEB112 Items Purchased