

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.

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 Colle		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		â↓ A □			ee 🔞 🚯	\bigcirc	
Company	SIMUL	BLUE BOT	TLE LIQUOR SIMUL	ATION	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	Aaster Maintenance							
Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Accou	Group Coc C	🔺 👝	
ABBY	Abigaile van Coller	Í		0762388111		Í		Options ×
WEB001	BLUE BOTTLE ONLINE STORE	0						
CASH	CASH ACCOUNT	1	1				In	S Add Item
EMPTY001	EMPTIES RETURNS YARD	011639887	4				•	View / Update
ERN001	ERNY TEST DEBTOR	12					Es	C 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	Generic Name
								Cellphone Group EMail Addy Area Region CRM Manager CRM Acc.No
↓ DEB100	Debtors Master Maintenance				•	► Right-Click on	▼ Grid for Pa	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	INY TEST DEBTOR			Options *
Main Data	Terms and Balances	rs ^{Ctri} Note Pad	😚 Other Informatio	on	Esc Exit
Account Details	액 Address & Contacts				
Account Tuno	OI Once Item	[Account Limits]			The second secon
Account type		Credit Limit	10 000.00		F5 Utility Menu
Communication Mthd	E - e-Mail	Temporary Limit 🌳	25 000.00	Valid To 2021/02/15	
Interest	N - NO	Cheque Limit	0.00		Functions *
Debtor Type	D - Debtor	PDC S Outstanding	0.00		
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.			
DEB101 🔞 🕕	Press [Ctrl+Enter] to Update this D	ebtor			-

8. Click on Sales Statistics then Items Purchased.

😵 Debtor Master Mainter	nance				
Account No. ALEX Trade Name giant b	Debtor Name ale	ex test			Utility Menu
Main Data	Terms and Balances Indicato	rs ∰ Note Pad	Other Information 10 000.00 0.00	vn Valid To	
Interest Debtor Type Sales Type Inter-Company Account	N - NO D - Debtor A - Account Sales Only N - NO	Cheque Limit PDC's Outstanding Balance Owing Payment Method Limit Check	0.00 0.00 5 111.00	•	Department Pricing Department Pricing Department Audit Department Audit
Account Status Reason for Status Account Group Type	O - Open ▼ N - Normal Account ▼	Account Grading Pre-Auth Mandatory [Customer Relations] — CRM Manager ➡ CRM Account No.			Print Buying Card
DEB101	No records found for dates : 2021/0	9/10 - yesterday			>

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

😂 Debtors : Item Purchased			83
Account No. ALEX From Date 2021/09/01	Debtors Name alex test To Date 2021/09/06	[Document Types] Sales Returns	
TxTp DocNo TranDate	Stock Code Link Code Description #1 <no data="" display="" to=""></no>	Quantity Price Tota Image: Construction of the second	*
Cost.Excl 0.00	Profit 0.00 GP % 0.00 %	Sales Incl. 0.00 Sales Excl. 0.00	

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

😳 Debtors : Item Purchased			
Account No. ALEX From Date 2021/09/01	Debtors Name alex test To Date 2021/09/06		[Document Types]
TxTp DocNo TranDate Account RETUF 110400004 2021/09/06 Account Sale 1103000041 2021/09/06	Stock Code Link Code Description #1 64565 64565-006 1313 Brandy 750ml X6 64565 64565-006 1313 Brandy 750ml X6	QuantityPr1.001.001.001.00	Tots 5 111.00 5 111.00 S 111.00 Extract Data View Details Exit Functions Print/Preview Additional Criteria
[Nett Calculated Values] Cost.Excl 0.00	Profit 0.00 GP % 0.00 %	5 Sales Incl.	0.00 Sales Excl. 0.00

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 : I	tem Purchase	ed								
Account f	No. ALEX te 2021/09/	D1 87	Debtors Name To Date	alex test 2021/09/06	8 <u>7</u>				- [Document ☑ Sales	Types Returns
TxTp Account Sale	DocNo 1103000041	TranDate 2021/09/06	Stock Code 64565	Link Code 64565-006	Description #1 1313 Brandy 750ml X6		Quantity	Pr 1.00	rice Tota 5 111.00	Options *
- ſ Nett Calcul	ated Values 1–									Extract Data View Details Exit Functions Print/Preview Additional Criteria
Cost.Exc	I	651.60	Profit	3 792.75	GP % 85.34 %	Sales Ir	ncl.	5 11	1.00 Sales Exe	d. 4444.35
DEB112	Items Purc	hased								.: