



GENESIS

How to Guide How to View Debtor Invoices

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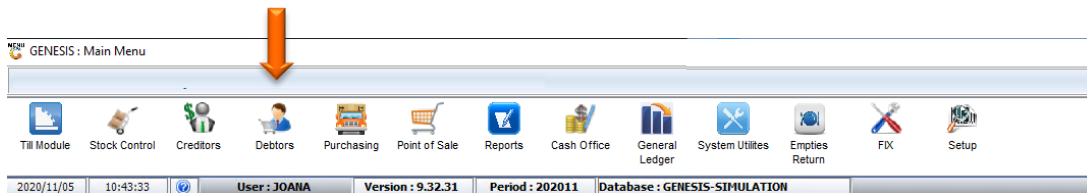
1. **Open** Genesis Menu.



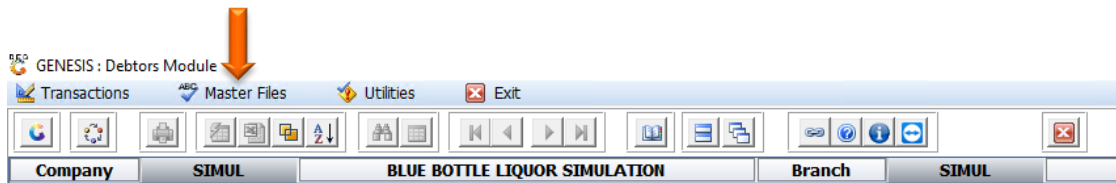
2. Type **User code** and **Password**.

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 labeled "User Code" and "Password", with orange arrows pointing to them 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".

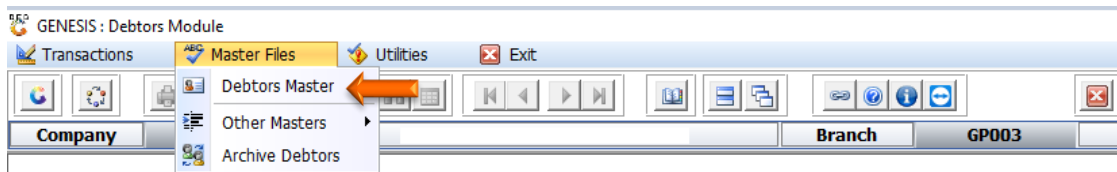
3. Open **Debtors** from the Main menu.



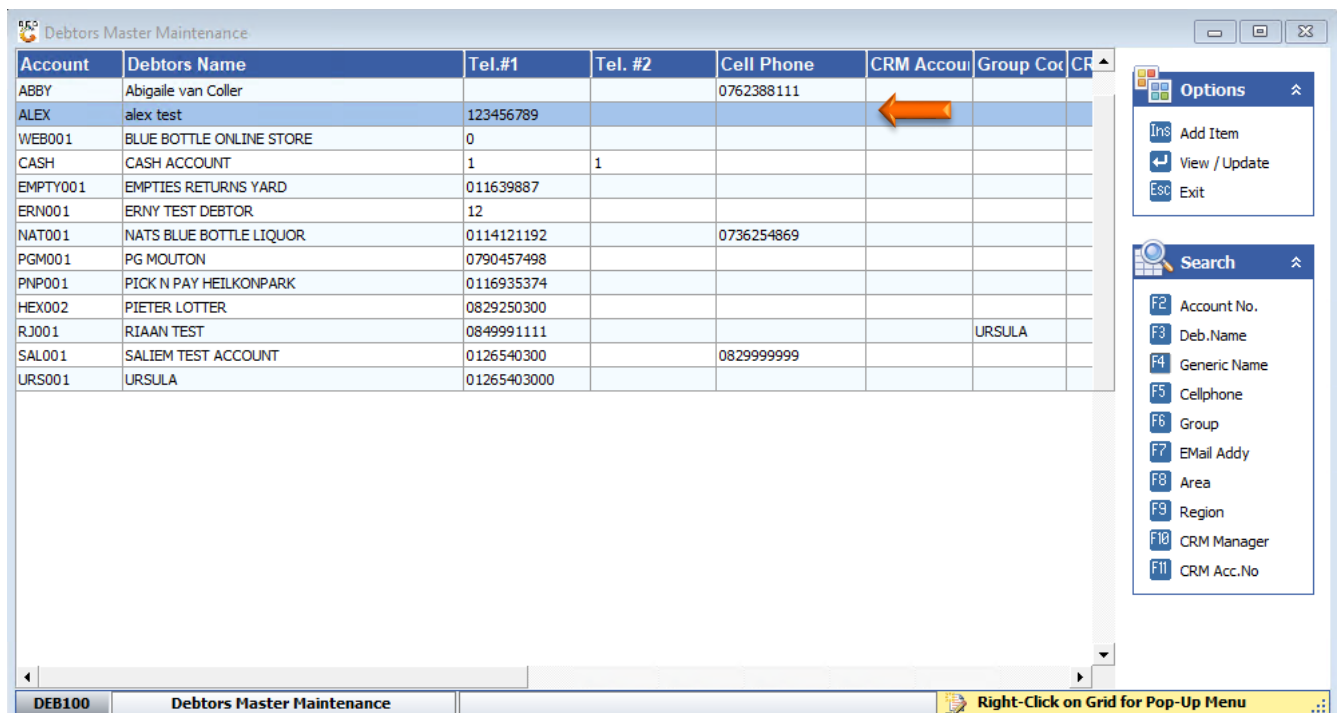
4. Click on **Master Files**.



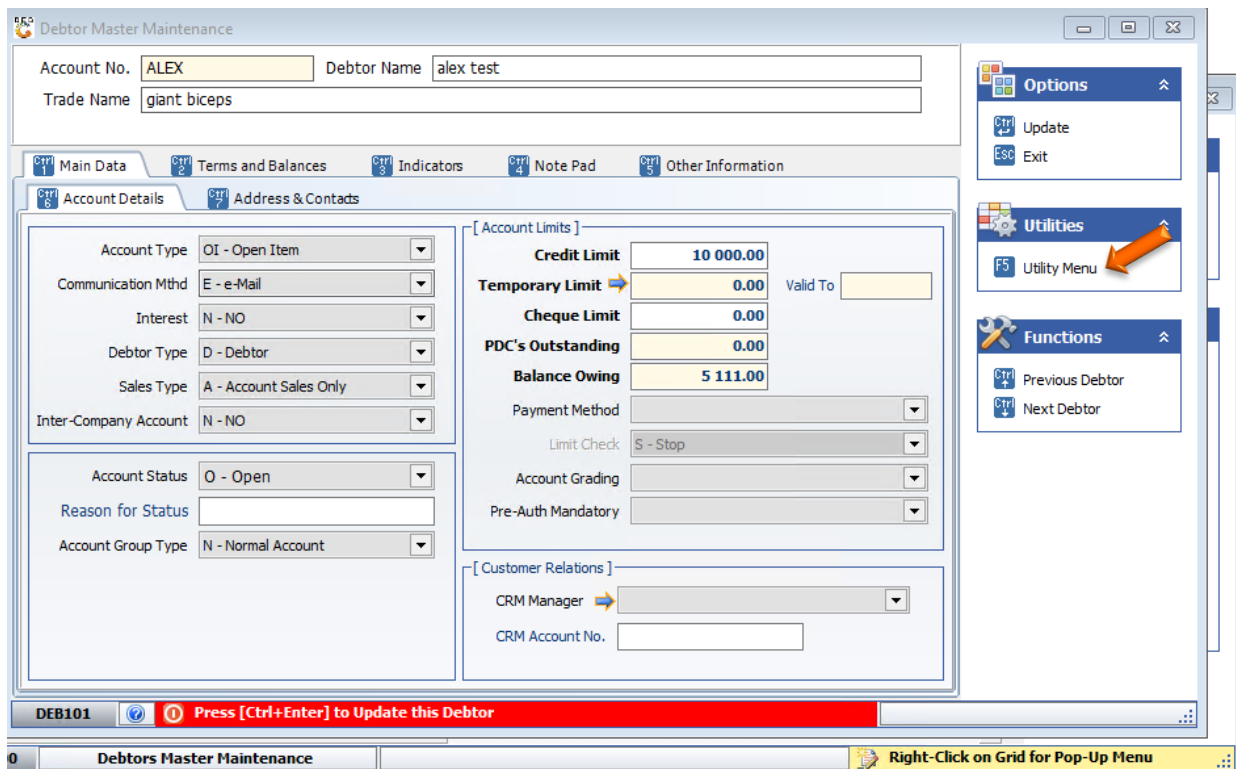
5. Click on **Debtors Master** from the drop-down menu.



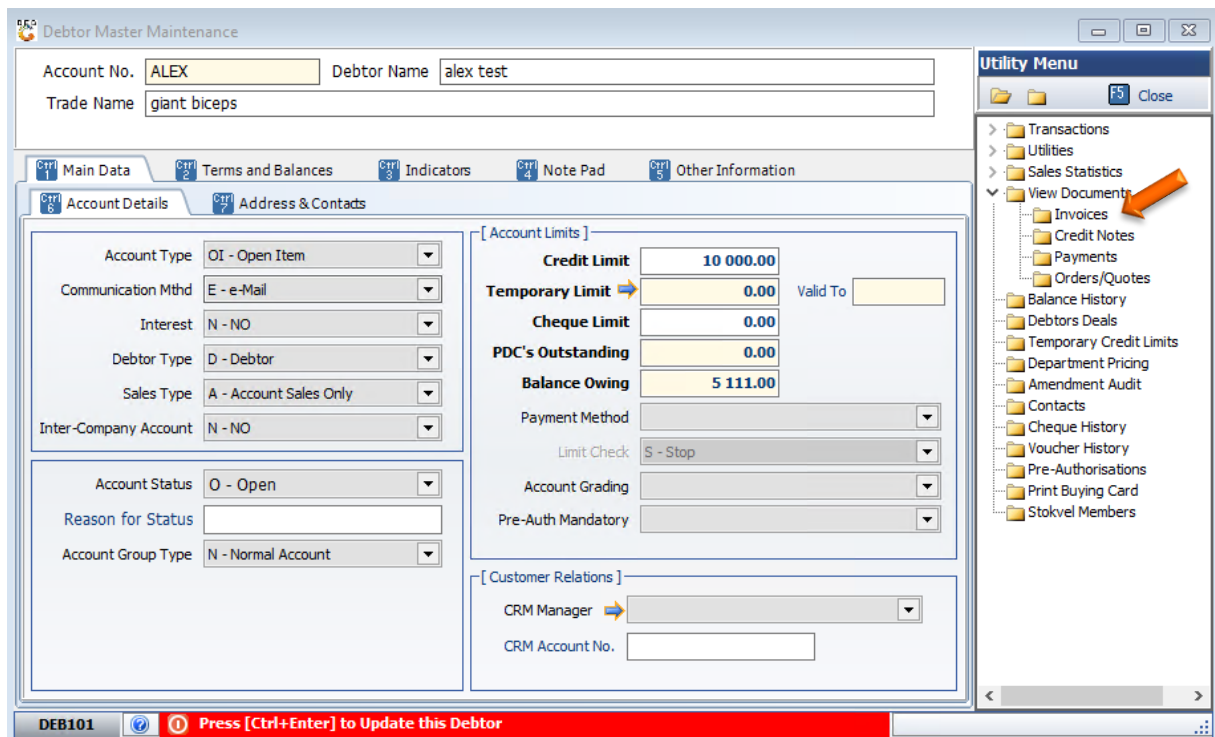
6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.



7. Once opened click on **Utility Menu** or **F5**.



8. Go to **View Documents** then click on **Invoices**.



9. Select the **desired date** that you would like to see the invoices from, **Press enter** to complete.

Account No. ALEX Debtors Name alex test
From Date 2021/09/01 To Date 2021/09/30

Txan.Type	Till No.	Document No.	Doc.Date	Time	Total Excl.	Total VAT	Total Incl.	Payment Du	Balance	Paid	Ac
<No data to display>											

Options
View Document
Exit

DEB107 Debtors : Browse Debtors / Credit Notes

10. Press Enter to View Document or click on the View Document option.

Account No. ALEX Debtors Name alex test
From Date 2021/09/01 To Date 2021/09/30

Txan.Type	Till No.	Document No.	Doc.Date	Time	Total Excl.	Total VAT	Total Incl.	Payment Du	Balance	Paid	Ac
POSASL	110	1103000041	2021/09/06	15:38:35	4 444.35	666.65	5 111.00		5 111.00	0.00	ale
POSASL	110	1103000042	2021/09/07	08:25:05	4 444.35	666.65	5 111.00		5 111.00	0.00	ale

Options
View Document
Exit

8 888.70 1 333.30 10 222.00 10 222.00 0.00

DEB107 Debtors : Browse Debtors / Credit Notes

11. Here you can view the specific Documents information.

Account No. Debtors Name
 Document No. Transaction Type

Header Info | Detail Lines | Tender Details

Stock Code	Link Code	Description	Quantity	Price Incl.	V.A.T	Total Incl.	G.P.%
64565	64565-006	1313 Brandy 750ml X6	1.00	5 111.00	666.65	5 111.00	85.34
						666.65	5 111.00

Options: Exit
 Utilities: Update Details, Audit Trail

DEB108 Debtors : View Debtor Document Details

12. Under Header info you will get the following.

Account No. Debtors Name
 Document No. Transaction Type

Header Info | Detail Lines | Tender Details

Till No. Doc.Date
 Doc.Date Delivery Method
 Doc.Time Payment Date
 Salesrep Supervisor
 Reference Period(AP)
 Details To Dispatch
 Source Branch

[Address] [Delivery Address]

Contact License No.
 Telephone License Exp.Date
 Fax No.
 V.A.T No.

Total Excl.
 Total VAT
 Total Incl.
 Taxable Sales
 Exempt Sales
 Paid Amount
 Balance
 Total Cost Excl.
 Total Cost Incl.
 Profit
 GP %
 Rebates
 Net Profit
 Net GP%

Options: Exit
 Utilities: Update Details, Audit Trail

DEB108 Debtors : View Debtor Document Details

13. Under **Tender Details** you will get the following.

Debtors: View Document

Account No. Debtors Name
Document No. Transaction Type

Header Info | Detail Lines | **Tender Details**

[Tender]

CASH	<input type="text" value="0.00"/>	Tendered	<input type="text" value="0.00"/>
Cheques	<input type="text" value="0.00"/>	Change	<input type="text" value="0.00"/>
Credit Cards	<input type="text" value="0.00"/>		
Vouchers	<input type="text" value="0.00"/>		
Transfers	<input type="text" value="0.00"/>	Round Up	<input type="text" value="0.00"/>
Total Excl.	<input type="text" value="0.00"/>	Round Down	<input type="text" value="0.00"/>

[Scan Details]

Date
Time
User

Base Type
BaseRef

[Notes]

[User Fields]

[Time Stamp]

Date Created Created by
Time Created Machine ID

Options
Exit

Utilities
Update Details
Audit Trail

DEB108 Debtors: View Debtor Document Details