

GENESIS

How to Guide How to View Debtor Invoices

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 Bl	ompany 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	PIX	Setup	

4. Click on Master Files.

👸 GENESIS : Debt	tors Module						
Kan Stransactions	Master Files	救 Utilities	🔀 Exit				
G		≵ ↓ /# Ⅲ			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.

C Debtors N	Aaster Maintenance						
Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Accou	Group Coc CR	
ABBY	Abigaile van Coller	Í	Í	0762388111			📲 Options 🛛 🛠
ALEX	alex test	123456789					
WEB001	BLUE BOTTLE ONLINE STORE	0					Ins Add Item
CASH	CASH ACCOUNT	1	1				🛃 View / Update
EMPTY001	EMPTIES RETURNS YARD	011639887					Esc Exit
ERN001	ERNY TEST DEBTOR	12					
NAT001	NATS BLUE BOTTLE LIQUOR	0114121192		0736254869			
PGM001	PG MOUTON	0790457498					🖳 Search 🛛 🛠
PNP001	PICK N PAY HEILKONPARK	0116935374					
HEX002	PIETER LOTTER	0829250300					F2 Account No.
RJ001	RIAAN TEST	0849991111				URSULA	Deb.Name
SAL001	SALIEM TEST ACCOUNT	0126540300		0829999999			Generic Name
URS001	URSULA	01265403000					E Callabana
							F0 Group F7 EMail Addy F8 Area F9 Region F8 CRM Manager F11 CRM Acc.No
•							
DEB100	Debtors Master Maintenance				1	Right-Click on Grid	for Pop-Up Menu

7. Once opened click on Utility Menu or F5.

😵 Debtor Master Mainter	nance								
Account No. ALEX Trade Name giant b	Account No. ALEX Debtor Name alex test								
Main Data	Terms and Balances 💱 Indicat	ors 🔐 Note Pad	땅 Other Informati	on	Esc Exit				
Account Type Communication Mthd Interest Debtor Type Sales Type Inter-Company Account Account Status Reason for Status Account Group Type	OI - Open Item E - e-Mail N - NO D - Debtor A - Account Sales Only N - NO N - Normal Account N Normal Account N Normal Account Image: A part of the second second	[Account Limits] Credit Limit Temporary Limit → Cheque Limit PDC's Outstanding Balance Owing Payment Method Limit Check Account Grading Pre-Auth Mandatory [Customer Relations] CRM Manager → CRM Account No.	10 000.00 0.00 0.00 5 111.00 S - Stop	Valid To	Image: Utilities Image: Utility Menu Image: Utility Menu Image: End of the state				
DEB101 0 0	Press [Ctrl+Enter] to Update this I	Debtor		Right-	.:: Click on Grid for Pop-Up Menu				

8. Go to View Documents then click on Invoices.

😵 Debtor Master Mainter	🙄 Debtor Master Maintenance									
Account No. ALEX Trade Name giant b	Account No. ALEX Debtor Name alex test Trade Name giant biceps Utility Menu Transactions Utility Menu Transactions									
Account Details	Terms and Balances Indicators Note Pad Other Information Image: Straight Contracts Image: Straight Contracts Image: Straight Contracts Image: OI - Open Item Image: Straight Contracts Image: Straight Contracts	O Utilities Sales Statistics View Document Troit Notes Payments								
Communication Mthd Interest Debtor Type Sales Type	E - e-Mail Temporary Limit 0.00 Valid To N - NO Cheque Limit 0.00 PDC's Outstanding 0.00 D - Debtor Balance Owing 5 111.00 5 111.00 5 111.00	Orders/Quotes Orders/Quotes Debors Deals Department Pricing Amendment Audit Orders								
Inter-Company Account	N - NO Payment Method Limit Check S - Stop	Cheque History Cheque Histor								
Reason for Status Account Group Type	N - Normal Account Image: Count of adding	Stokvel Members								
DEB101 🔞 0	CRM Manager CRM Account No. Press [Ctrl+Enter] to Update this Debtor) 								

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

😂 Debtors : V	View INVOICES	
Accoun From [ALEX Debtors Name alex test Date 2021/09/01 E2 To Date 2021/09/30 E2	
Txan.Type	Till No. Document No. Doc.Date Time Total Excl. Total VAT Total Incl. Payment Du Balance Paid Ac	Options * View Document Exit
DEB107	Debtors : Browse Debtors / Credit Notes	

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

8 D	ebtors : View	INVOICES										23
	Account No	ALEX	Debtor	s Name alex tes	st							
	From Date	2021/09/01	т	o Date 2021/0	9/30 37							
	- T T'II	No. Do como o et No.	Dec Dete	T!	Total Food	T-4-13/AT	Total Isaal	Deserves	Deleges	D-14		
Txa POSA	n. Type Till	No. Document No.	Doc.Date	1 ime	Total Excl.		Total Incl.	Payment L	Ju Balance	Paid A		*
POSA	SL 110	1103000041	2021/09/00	08:25:05	4 444 35	666.65	5 111.00		5 111.00	0.00 ale		Â
FUSA	SL 110	1103000042	2021/09/07	00.23.03	444.55	000.00	5 111.00		5 111.00	0.00 ale	View Documer	nt 🗸
											Esc Exit	
					8 888.70	1 333.30	10 222.00		10 222.00	0.00	-	
D	EB107 De	btors : Browse Debto	rs / Credit No	tes							4	

11. Here you can view the specific Documents information.

😵 Debtors : View	w Document								
Account No. Document No.	ALEX 1103000041	Debtors Name	alex test Transactio	n Type Accou	nt Sales				
Header Info	👔 Detail Lin	ies 🛛 📳 Tender	Details						
Stock Code	Link Code	Description	VC.	Quantity	Price Incl.	V.A.T	Total Incl.	G.P.%	
64565	04565-006	1313 Brandy /50ml	χρ	1.00	5 111.00	666.65	5 111.00	85.34	ESC Exit
						666.65	E 111.00		Update Details
•						500.05	5 111.00	Þ	
DEB108 D	ebtors : View Deb	otor Document De	etails						.::

12. Under Header info you will get the following.

😂 Debtors : Viev	v Document									a 🔀
Account No.	ALEX	Debtors Name	alex test							
Document No.	1103000042		Tra	nsaction Type	Account	Sales				
Header Info	Detail Lines	Ctril Tende	r Details							
Till No.	110		Doc,Date	2021/09/07	87	Total Excl.	4 444.35			s ≈
Doc.Date	2021/09/07		Delivery Method	01		Total VAT	666.65		Esc Exit	
Doc.Time	08:25:05		Payment Date	2021/09/07		Total Incl.	5 111.00			
Salesrep	GEN - GENERAL SALI	ES	 Supervisor 			Taxable Sales	5 111 00		Utilitie	s
Reference			Period(AP)	202109		Exempt Sales	0.00		5 Undate (Details
Details	Account Sales		To Dispatch		Exemptionics			Citil Audit Tra		
Source Branch	SIMUL - SIMULATION	1				Paid Amount	0.00		X AUGIC ITA	
[Address]			[Delivery Address]	elivery Address]			5 111.00			
						Total Cost Excl.	651.60			
						Total Cost Incl.	749.34			
						Profit	3 792.75			
Contact 1	123456789					GP %	85.34 %			
Telephone	25 150705		License No.			Rebates	0.00			
Eav No			License Exp.Date			Net Profit	3 792.75			
						Net GP%	85.34 %			
V.A.1 NO.										
DEB108 D	ebtors : View Debto	r Document D	etails						-	

13. Under Tender Details you will get the following.

C Debtors : View Document	
Account No. ALEX Debtors Name alex test Document No. 1103000042 Tra	ansaction Type Account Sales
Intervention Decontinues Tender Decons [Tender] CASH 0.00 Tendered 0.00 Cheques 0.00 Change 0.00 Credit Cards 0.00 Credit Cards 0.00 Round Up 0.00 Transfers 0.00 Round Up 0.00 Total Excl. 0.00 Round Down 0.00 0.00 [User Fields]	[Scan Details] Date Time User [Notes] Update Details Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities * Withities *
DEB108 Debtors : View Debtor Document Details	