

GENESIS

How to Guide How to View Debtor Credit Notes

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company BL	UE BOTTLE LIQUOR SIMULATION	
	User Code Password	
GENESI	Cancel	🤣 ок
CMN999 GI	ENESIS Main Module	Version : 10.33.51

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

👸 GENESIS :	Main Menu	-											
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off		System Utilites	Empties	FIX	Setup	
2020/11/05	10:43:33	0	User: JOANA	Ver	sion : 9.32.31	Period :	202011	Ledger Database : GEN	ESIS-SIMULATIO	Return			

4. Click on Master Files.

👸 GENESIS : Debt	ors Module						
Kansactions	Master Files	🚸 Utilities	🔀 Exit				
C	a 9 4	2 ↓		BB	ee 🔞 🚯	C	
Company	SIMUL	BLUE BO	TTLE LIQUOR SIMULAT	TION	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.

Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Accoul Group Coc CR	•
ABBY	Abigaile van Coller			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				Account No.
RJ001	RIAAN TEST	0849991111			URSULA	F3 Deb.Name
SAL001	SALIEM TEST ACCOUNT	0126540300		0829999999		F4 Generic Name
URS001	URSULA	01265403000				F5 Cellphone
						 F6 Group F7 EMail Addy F8 Area F3 Region F10 CRM Manager F11 CRM Acc.No
						-

7. Once opened click on Utility Menu or F5.

😵 Debtor Master Mainte	nance				
Account No. ALEX Trade Name giant b	Debtor Name	alex test			Coptions *
Main Data	Terms and Balances 🛛 👹 Indica	itors 🚰 Note Pad	Ctril Other Information	on	Ess Exit
Communication Mthd Interest Debtor Type	N - NO D - Debtor A - Account Sales Only N - NO O - Open O	[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.	0.00 0.00 5 111.00	Valid To	Utilities Utility Menu Image: Construction of the second
	Press [Ctrl+Enter] to Update this	Debtor			
0 Debtors Mas	ter Maintenance			Right-	Click on Grid for Pop-Up Menu .::

8. Go to View Documents then click on Credit Notes.

🐮 Debtor Master Mainter	nance	
Account No. ALEX Trade Name giant b	Debtor Name alex test	Utility Menu
Main Data	Terms and Balances Indicators Indicators Other Information Address & Contacts Carterian Carteria	Utilities Utilities Sales Statistics Wiew Documents Invoices Credit Notes
Account Type Communication Mthd Interest Debtor Type	E - e-Mail Temporary Limit 0.00 Valid To N - NO Cheque Limit 0.00 PDC's Outstanding 0.00 D - Debtor PDC's Outstanding 0.00 F111.00 F111.00	Payments Payments Orders/Quotes Balance History Debtors Deals Temporary Credit Limits Department Pricing Mendment Audit
Inter-Company Account	A - Account Sales Only Payment Method Limit Check S - Stop	Contacts Cheque History Voucher History Pre-Authorisations
Account Status Reason for Status Account Group Type	Pre-Auth Mandatory	Print Buying Card
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.

Debt	tors : View	CREDIT NOTES									
ļ	Account No.	ALEX	Debtors	Name alex te	st						
	From Date	2021/09/01	То	Date 2021/0	19/30						
(an.1	Гурє Till	No. Document No.	Doc.Date	Time	Total Excl.	Total VAT	Total Incl.	Payment Du	Balance	Paid A	
SART	110	1104000004	2021/09/06	15:57:27	4 444.35	666.65	5 111.00		0.00	0.00 a	e 🔡 Options 💈
											View Document
											Esc Exit
					4 444.35	666.65	5 111.00		0.00	0.00	
DEB1	l07 De	btors : Browse Debto	rs / Credit No	tes							

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

🎖 De	ebtors : View (CREDIT NOTES									
	Account No.	ALEX	Debtors	s Name alex te	st						
	From Date	2021/09/01] те	o Date 2021/0	19/30						
		lo. Document No.	Doc.Date	Time	Total Excl.	Total VAT	Total Incl.	Payment D		Paid A	c
POSAF	RT 110	1104000004	2021/09/06	15:57:27	4 444.35	666.65	5 111.00		0.00	0.00 ale	Options
											View Document
											Exit
					4 444.35	666.65	5 111.00		0.00	0.00	
DE	B107 Deb	otors : Browse Debto	rs / Credit No	tes							

11. Under **Detail lines** you can see the item description

😵 Debtors : Vie	w Document							
Account No. Document No.		Debtors Name alex test	ansaction Type	Account Returns				
Header Inf	o 🦉 Detail Li	nes 📲 Tender Details						
Stock Code	Link Code	Description	Quan	tity Price Incl.	V.A.T	Total Incl.	G.P.%	Options 🛠
64565	64565-006	1313 Brandy 750ml X6		1.00 5 111.00	666.65	5 111.00	85.34	Esc Exit
					666.65	5 111.00		Update Details
•					000.05	5 111.00	•	
	Debtors : View De	btor Document Details						.::

12. Under Header info you will get the following.

😵 Debtors : View	Document							
Account No.	ALEX	Debtors Name	alex test					
Document No.	1103000042		Tra	nsaction Type	Account Sal	es		
Header Info	Detail Lines	Ctrl Tender	Details					
Till No.	110		Doc.Date	2021/09/07	87	Total Excl.	4 444.35	Dptions 🛠
Doc.Date	2021/09/07	1	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 SALE	ES .	 Supervisor 			Taxable Sales	5 111.00	- 🙀 Utilities 🛛 🛠
Reference			Period(AP)	202109		Exempt Sales	0.00	F5 Update Details
Details	Account Sales			To Dispatch				Gtt1 Audit Trail
Source Branch	SIMUL - SIMULATION	I				Paid Amount	0.00	X AUGIC ITAII
[Address]			Delivery Address]			Balance	5 111.00	
						Total Cost Excl.	651.60	
						Total Cost Incl.	749.34	
						Profit	3 792.75	
Contact 1	23456789					GP %	85.34 %	
Telephone	23 130703	— II.	License No.			Rebates	0.00	
Fax No.			icense Exp.Date			Net Profit	3 792.75	
V.A.T No.						Net GP%	85.34 %	
DEB108 De	btors : View Debto	r Document De	tails					

😵 Debtors : View	Deserves							
C Debtors : view	Document							
Account No.	ALEX	Debtors Name	ex test					
Document No.	1103000042		Tra	nsaction Type	Account Sales			
Header Info	2 Detail Line	s 🛛 🕎 Tender De	tails					Dptions 🛠
[Tender]				[Scan Details	s]			Dptions 🛠
CASH	0.00	Tendered	0.00	Date		Base Type		Esc Exit
Cheques	0.00	Change	0.00	Time		BaseRef		
Credit Cards	0.00			User				Utilities 🛠
Vouchers	0.00	_						F5 Update Details
Transfers	0.00	Round Up	0.00	[Notes]				
Total Excl.	0.00	Round Down	0.00					Audit Trail
User Fields]-								
[Time Stamp]-								
Date Created	2021/09/07	Created by ALEX						
Time Created	08:25:12	Machine ID BBLWeb	,					
DEB108 De	btors : View Debt	or Document Deta	ils					, .:!

13. Under Tender Details you will get the following.