



# GENESIS

## How to Guide How to View Debtor Credit Notes

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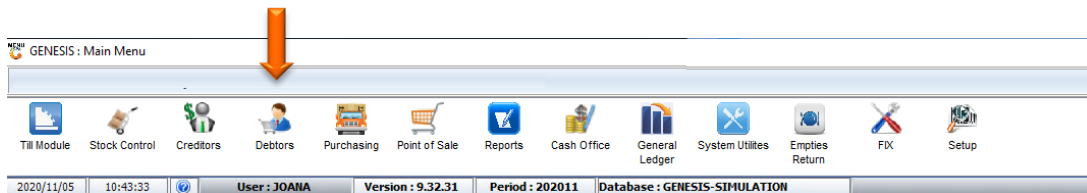
1. **Open** Genesis Menu.



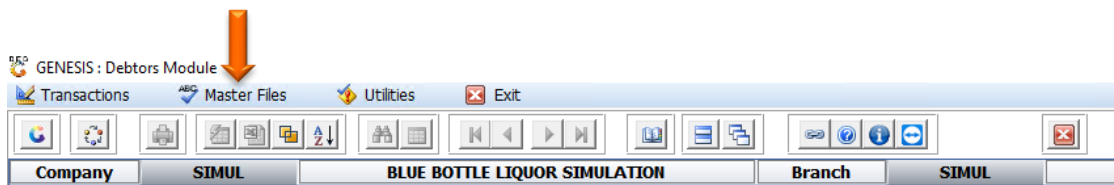
2. Type **User code** and **Password**.

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, there is a status bar with 'CMN999', 'GENESIS Main Module', and 'Version : 10.33.51'.

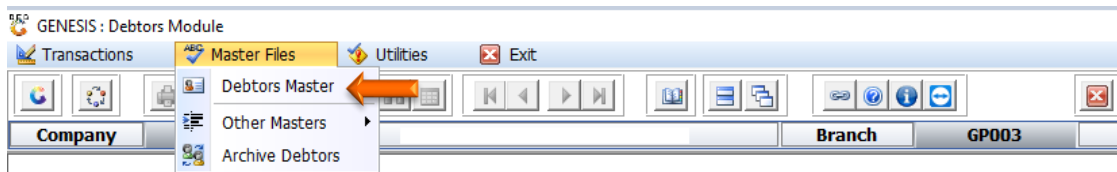
3. Open **Debtors** from the Main menu.



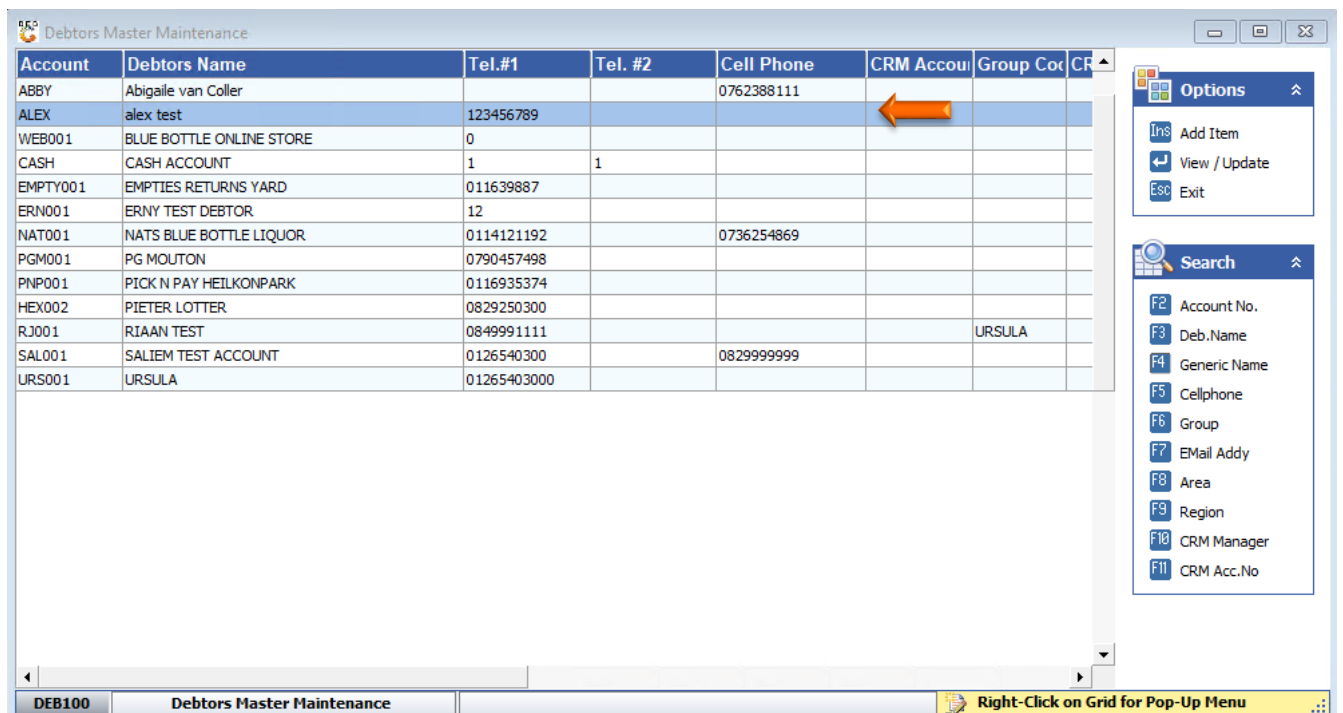
4. Click on **Master Files**.



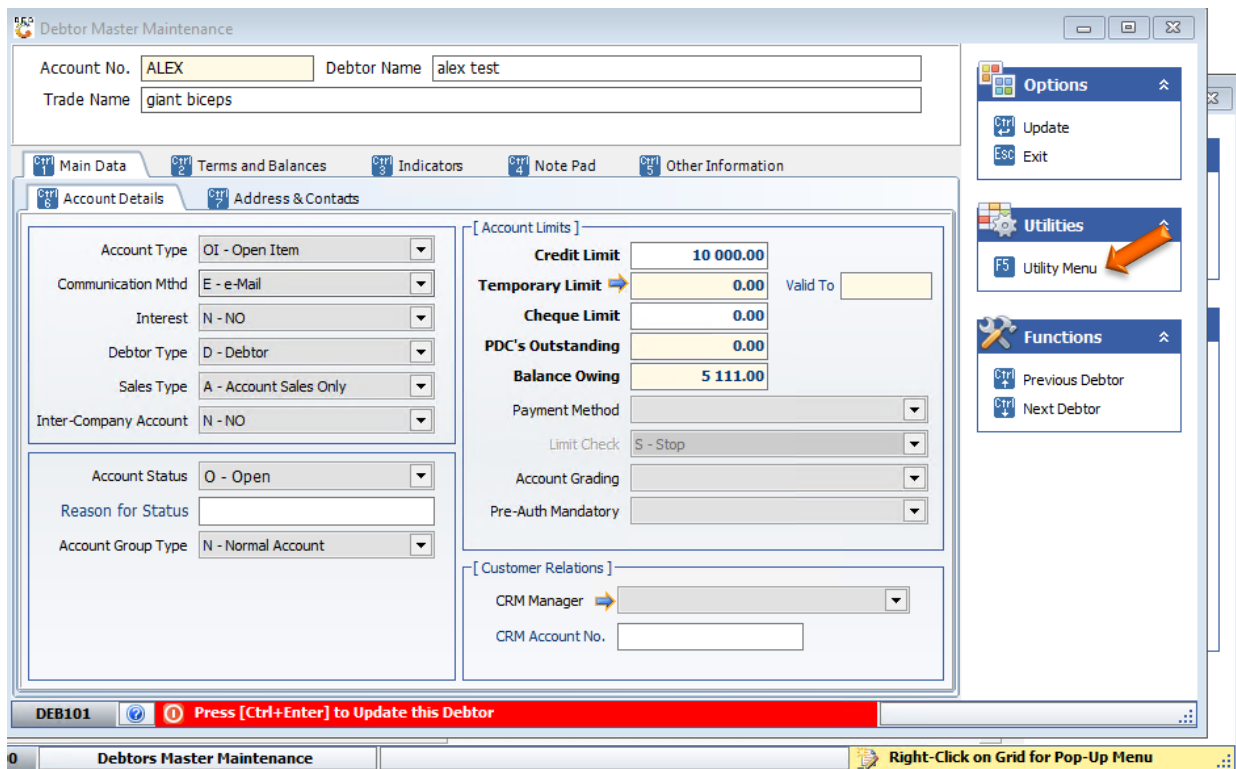
5. Click on **Debtors Master** from the drop-down menu.



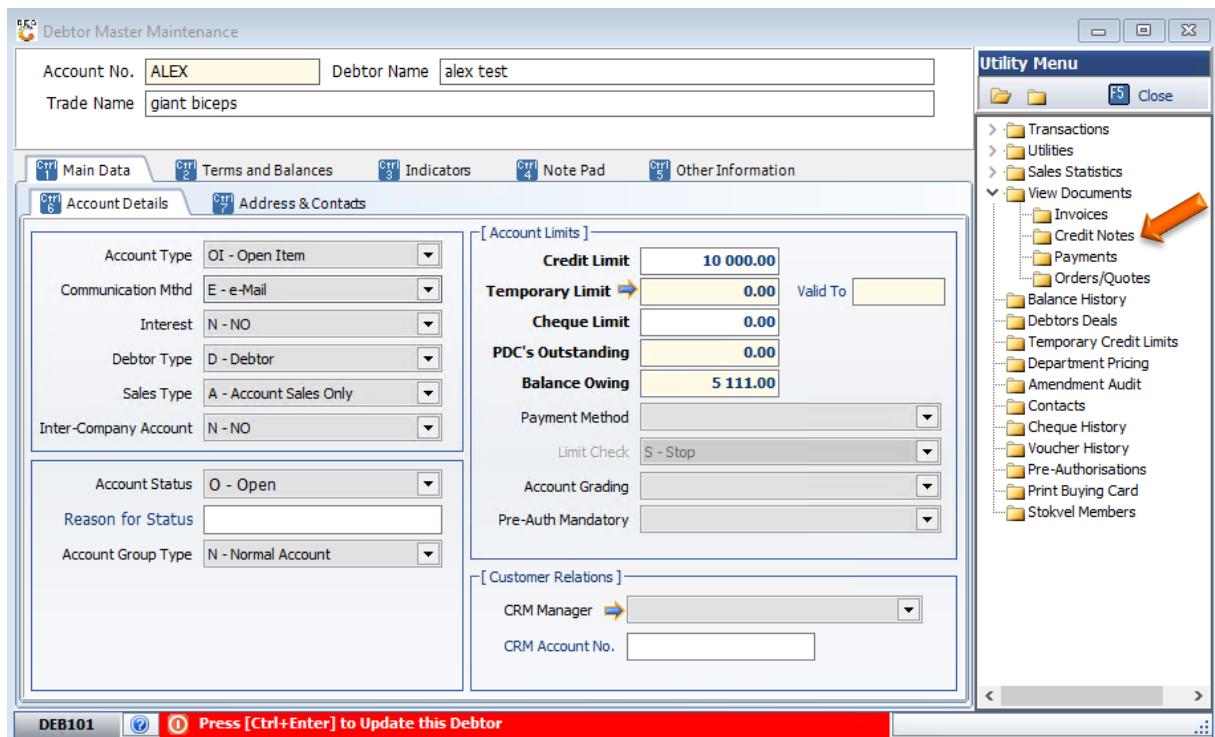
6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.



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



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



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

Txan.Type	Till No.	Document No.	Doc.Date	Time	Total Excl.	Total VAT	Total Incl.	Payment Du	Balance	Paid	Ac
POSART	110	1104000004	2021/09/06	15:57:27	4 444.35	666.65	5 111.00	Payment Du	0.00	0.00	ale

4 444.35    666.65    5 111.00    0.00    0.00

DEB107 Debtors: Browse Debtors / Credit Notes

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

Txan.Type	Till No.	Document No.	Doc.Date	Time	Total Excl.	Total VAT	Total Incl.	Payment Du	Balance	Paid	Ac
POSART	110	1104000004	2021/09/06	15:57:27	4 444.35	666.65	5 111.00	Payment Du	0.00	0.00	ale

4 444.35    666.65    5 111.00    0.00    0.00

DEB107 Debtors: Browse Debtors / Credit Notes

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

Debtors : View Document

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
						<b>666.65</b>	<b>5 111.00</b>

Options  
Esc Exit

Utilities  
F5 Update Details  
Ctrl Audit Trail

DEB108 Debtors : View Debtor Document Details

## 12. Under **Header info** you will get the following.

Debtors : View Document

Account No.  Debtors Name   
 Document No.  Transaction Type

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

Till No.  Doc.Date  Delivery Method   
 Doc.Date  Payment Date   
 Doc.Time  Supervisor   
 Salesrep  Period(AP)   
 Reference   
 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  
Esc Exit

Utilities  
F5 Update Details  
Ctrl 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	<input type="text" value="2021/09/07"/>	Created by	<input type="text" value="ALEX"/>
Time Created	<input type="text" value="08:25:12"/>	Machine ID	<input type="text" value="BBLWeb"/>

Options  
Esc Exit

Utilities  
FS Update Details  
Ctrl Audit Trail

DEB108 Debtors : View Debtor Document Details