



GENESIS

How to Guide How to View Debtor Credit Notes

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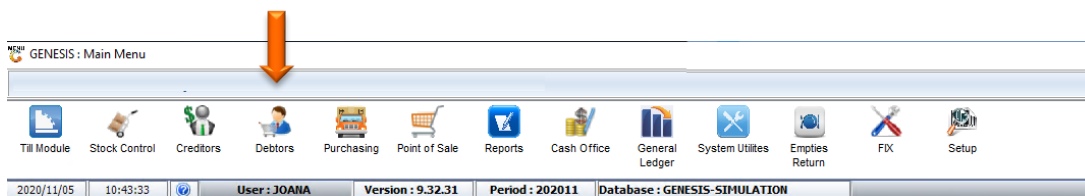
1. **Open** Genesis Menu.



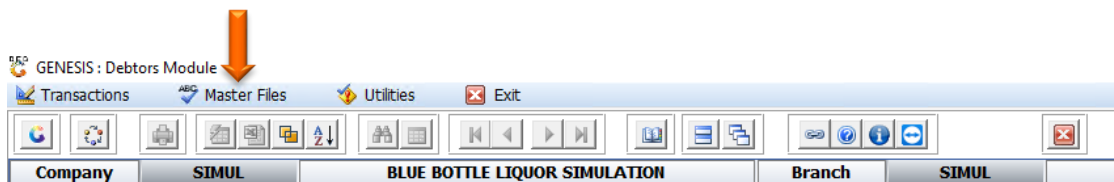
2. Type **User code** and **Password**.

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'.

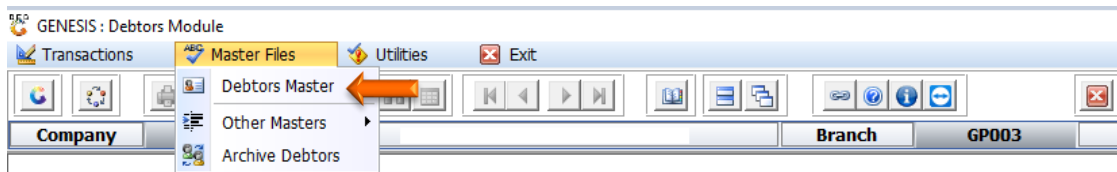
3. Open **Debtors** from the Main menu.



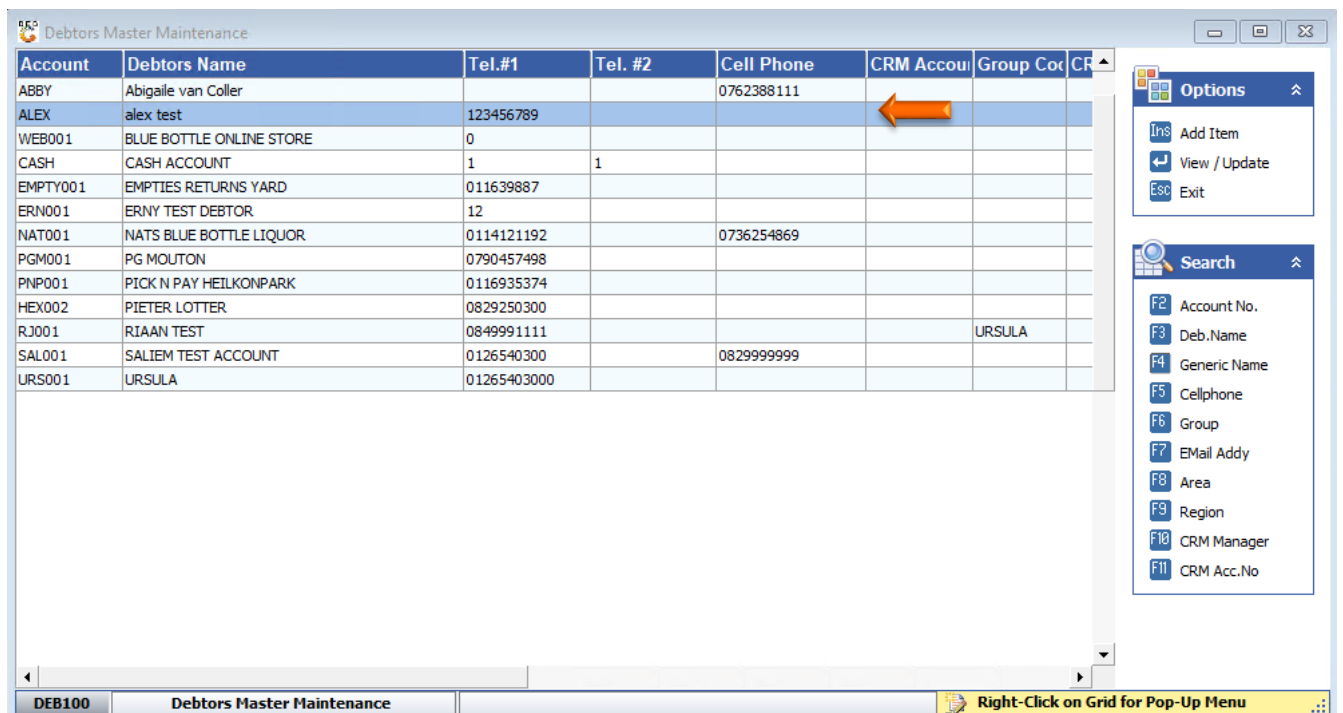
4. Click on **Master Files**.



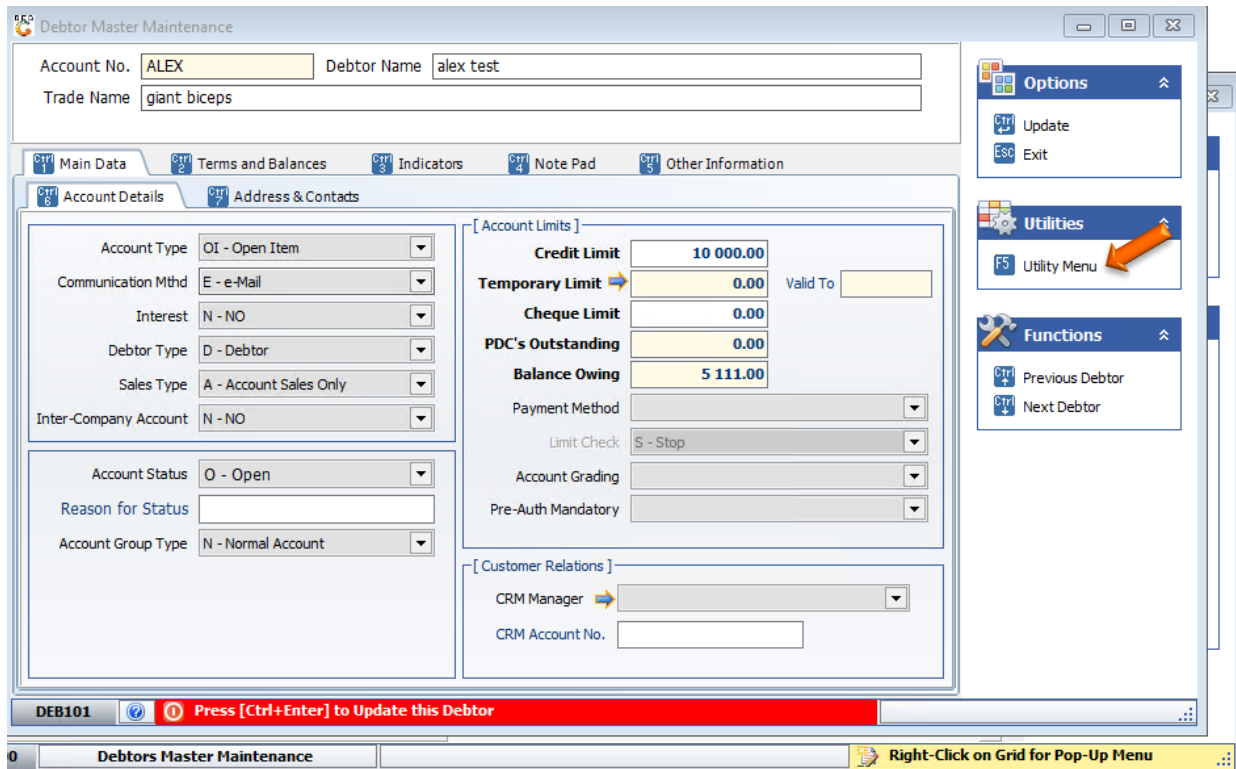
5. Click on **Debtors Master** from the drop-down menu.



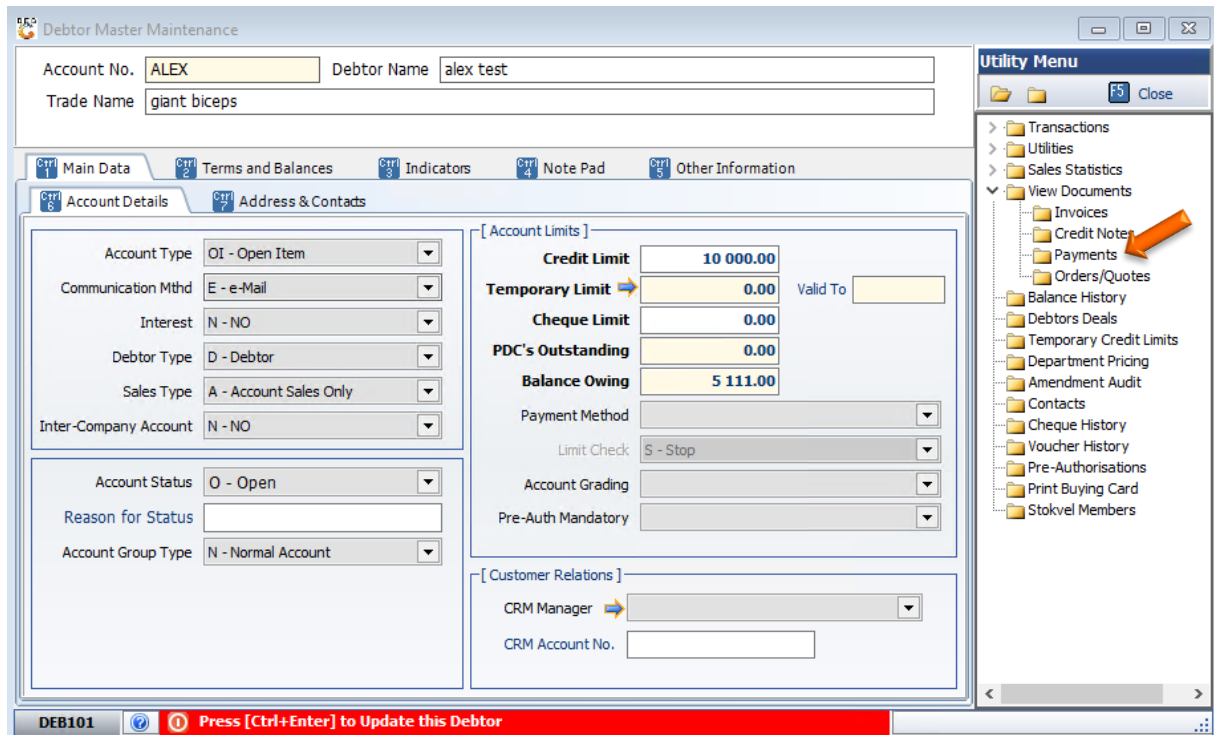
6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.



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



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



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

Debtors : View CREDIT NOTES

Account No. Debtors Name

From Date To Date

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		0.00	0.00	ale
					4 444.35	666.65	5 111.00		0.00	0.00	

DEB107 Debtors : Browse Debtors / Credit Notes

- Press Enter to **View Document** or **click on the View Document** option.

Debtors : Browse Debtors / Payments

Account No. Debtors Name

From Date To Date

Txan.Type	Till No.	Document No.	Payment Date	Payment Amoun	Doc.Balance	Source Branch
DEBPMX	110	40500032	2021/09/07	2 000.00	0.00	SIMUL
				2 000.00		

DEB114 Debtors : Browse Debtors / Payments

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

Debtors : Browse Debtors / Payments

Account No. Debtors Name
 Document No. Transaction Type

Detail Lines **Header Info**

Line	Stock Code	Link Code	Description #1	Quantity	Price	V.A.T.	Total	Li
1			OPEN ITEM ALLOCATION	0.00	0.00	0.00	2 000.00	

Options
ESC Exit

DEB114A Debtors : View Debtor Document Details

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

Debtors : Browse Debtors / Payments

Account No. Debtors Name
 Document No. Transaction Type

Detail Lines **Header Info**

Till No. <input type="text" value="110"/>	Delivery Date <input type="text"/>	Total Exd. <input type="text" value="2 000.00"/>
Doc.Date <input type="text" value="2021/09/07"/>	Delivery Method <input type="text"/>	Total VAT <input type="text" value="0.00"/>
Doc.Time <input type="text" value="09:56:50"/>	Payment Date <input type="text" value="2021/09/07"/>	Total Ind. <input type="text" value="2 000.00"/>
Salesrep <input type="text" value="GEN"/>	Supervisor <input type="text"/>	Taxable Sales <input type="text" value="0.00"/>
Reference <input type="text" value="MONEY"/>	Period <input type="text"/>	Exempt Sales <input type="text" value="0.00"/>
Details <input type="text" value="ACCOUNT PAYMENT"/>	<input type="checkbox"/> To Dispatch	Paid Amount <input type="text" value="2 000.00"/>
Source Branch <input type="text" value="SIMUL - SIMULATION"/>		Balance <input type="text" value="0.00"/>
[Address]		Cost Exd. <input type="text" value="0.00"/>
<input type="text"/>	Contact <input type="text" value="123456789"/>	Cost Ind. <input type="text" value="0.00"/>
<input type="text"/>	Telephone <input type="text"/>	Profit <input type="text" value="0.00"/>
<input type="text"/>	Fax No. <input type="text"/>	GP % <input type="text" value="0.00 %"/>
	V.A.T No. <input type="text"/>	Rebates <input type="text" value="0.00"/>
		Net GP% <input type="text" value="0.00 %"/>

Options
ESC Exit

DEB114A 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