

GENESIS

How to Guide How to Select a Region

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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	S 🔞 <u>C</u> ancel	ок
CMN999 G	ENESIS Main Module	Version : 10.33.51

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

GENESIS :	Main Menu	-											
		8			Print of Colu		1				X	Mar	
2020/11/05	10:43:33	Creditors	User: JOANA	Ver	sion : 9.32.31	Period :	202011	Database : GEN	ESIS-SIMULATIO	Return	FIX	Setup	

4. Click on Master Files.

👸 GENESIS : Debt	tors Module						
Kan Stransactions	Master Files	救 Utilities	🔀 Exit				
G		≵ ↓ /# 📰			F1 00	•	
Company	SIMUL	BLUE BO	OTTLE LIQUOR SIN	MULATION	Branch	SIMUL	

5. Click on **Other Masters** then **Regions** from the drop-down menu.

👸 GENESIS - Debtors N	Modu	le						
Kansactions	ABC	Master Files 🛛 🤣 Utiliti	es	🔀 Exit				
G 🔅	8=	Debtors Master	1		0 3 5	cə 🕢 📢	G	
Company	>	Other Masters	• 20	Customer Groups		Branch	STMUI	
company	s,	Recurring Invoices	Ē	Category 1		brunch	GARGE	
	23	Archive Debtors	1	Category 2				
	23	Online Customer Master	4	Areas				
				Regions				
			1	Routes				
			8	CRM Managers				
					_			

6. Once opened you will be prompted to the below image. Here we can amend a region detail. Double click on the region to open the settings.

Degion Co				
Region Co	Description	Area	Province	
EC	Eastern Cape			Options 💈
FS	Freestate			
G	Gauteng			ESC Exit
KZN	Kwazulu Natal			
L	Limpopo			
MP	Mpumulanga			
NC	Northern Cape			
NW	North West			
WC	Western Cape			

🐯 Debtors : I	Region Master Maintenance	_ 🗆 X
Region Code Description Area Province	FS Freestate	Options Fill Save Esc Exit
[Time Stamp]		
Date	User Code	
Time	Machine ID	
DEB204A	Debtors : Region Master Maintenance	.::

7. Enter in the relevant information to amend the region then **press F10** or **click** on **save**.

8. Once saved go to Master Files then Debtor Master.

🖏 GENESIS - Debtors N	Nodu	ıle				
K Transactions	ABC	Master Files	🔀 Exit			
C 🕄 🖨	8	Debtors Master		co 📀 🚺	=	
Company		Other Masters	LIQUOR SIMULATION	Branch	SIMUL	
	∃,	Recurring Invoices				
	23	Archive Debtors				
	23	Online Customer Master				
			-			

9. Select your Debtor and open.

😵 Debtors I	Master Maintenance						
Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Accou	Group Coc CR	
ABBY	Abigaile van Coller			0762388111	Í		• 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 Fxit
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			E4 Conoric Name
URS001	URSULA	01265403000					Generic Ivallie
							F6 Group F7 EMail Addy F8 Area F9 Region F8 CRM Manager F1 CRM Arc. No.
4						•	

10. Once opened **press Ctrl** or **click** on **update**.

🐮 Debtor Master Mainter	nance				
Account No. ALEX Trade Name giant b	Debtor Name a	ex test			Coptions *
Main Data	Terms and Balances 🛛 🕎 Indicato	rs ^{Ctril} Note Pad ^{Ctril}	Other Informatio	in	Esc Exit
Account Details	🕎 Address & Contacts				
		Caccount Limits]			📲 🔯 Utilities 🛛 🛠
Account Type	OI - Open Item 💌	Credit Limit	10 000.00		E5 Utility Menu
Communication Mthd	E - e-Mail 💌	Temporary Limit 🔶	20 000.00	Valid To 2021/09/08	
Interest	N - NO 💌	Cheque Limit	0.00		30
Debtor Type	D - Debtor	PDC's Outstanding	0.00		Functions *
Sales Type	A - Account Sales Only	Balance Owing	3 111.00		Previous Debtor
Inter-Company Account	N - NO	Payment Method		-	🕎 Next Debtor
		Limit Check S - S	Stop	•	
Account Status	O - Open 💌	Account Grading			
Reason for Status		Pre-Auth Mandatory		•	
Account Group Type	N - Normal Account				
		[Customer Relations]			
		CRM Manager 🔿		-	
		CRM Account No.			
				,	<u> </u>
DEB101 🔞 🕕	Press [Ctrl+Enter] to Update this [ebtor			

11. Once you have selected the update you will see the below.

😵 Debtor Master Mainte	nance				
Account No. ALEX Trade Name giant b	Debtor Name ale	ex test			Options *
		(277)	(CTTD)		Esc Exit
Main Data	Terms and Balances Indicato	ns 4 Note Pad	0ther Informatio	n	
Account Details	Address & Contacts				
Account Turpe	OI - Open Item	[Account Limits]			
Account Type	or - open mem ↓	Credit Limit	10 000.00		1
Communication Mthd	E - e-Mail 👻	Temporary Limit 🔿	20 000.00	Valid To 2021/09/08	
Interest	N - NO 🔻	Cheque Limit	0.00		
Debtor Type	D - Debtor 💌	PDC's Outstanding	0.00		
Sales Type	A - Account Sales Only	Balance Owing	3 111.00		
Inter-Company Account	N - NO 🔻	Payment Method		-	
		Limit Check	S - Stop	-	
Account Status	O - Open 💌	Account Grading		•	
Reason for Status		Pre-Auth Mandatory		-	
Account Group Type	N - Normal Account				
		[Customer Relations]-			
		CRM Manager 🔿		-	
		CRM Account No.			
DEB101		Debtors Master		*	** UPDATE MODE ***

12. Go to **Indicators** then **Debtor Grouping**. Under Region you will see there is the Region. **Select** the desired Region and **Press F10** or **click** on **save**.

😳 Debtor Master Maintenance		- - x
Account No. ALEX Debtor Name alex test Trade Name giant biceps	Options	*
Indicators Indicat	Esc Exit	
[Grouping] Debtor Group ALX001 - ALEX TEST Category 1 FOOD - BULK FOOD Category 2 BAKERY - FLOUR Area 0171 - 37 WEAVIND Region EC - Eastern Cape Route FS - Freestate G- Gauteng C KXN - Kwazulu Natal L L - Limpopo MP - Mpumulanga NC - Northern Cape NW		
DEB101 🛞 Debtors Master 🔆 *** U	IPDATE MODE ***	.:

🗳 Debtor Master Maintenance	— — X
Account No. ALEX Debtor Name alex test	
Trade Name giant biceps	
	ESC Exit
Main Data 👹 Terms and Balances 👹 Indicators Var Pad 👹 Other Information	
Indicators & Pricing Rules UBbor Grouping	
[Grouping]	
Debtor Group P ALX001 - ALEX TEST	
Category 2 PARENT - FLOUR	
Perion R EC. E	
Boute Debtors Master Maintenance	
Sales Rep D	
Save Debtor Data ?	
DEB101 🔞 Debtors Master 🕉 *** U	IPDATE MODE *** ,;;
🐮 Debtor Master Maintenance	- - ×
Count No. ALEX Debtor Name alex test	
Count No. ALEX Debtor Name alex test Trade Name giant biceps	Options *
Count No. ALEX Debtor Name alex test Trade Name giant biceps	Options * Save Save System
Count No. ALEX Debtor Name alex test Trade Name giant biceps Image: State of the	Options Save Esit
Count No. ALEX Debtor Name alex test Trade Name giant biceps Main Data Terms and Balances Indicators Note Pad Other Information Indicators & Pricing Rules Debtor Grouping Indicators Indicators	Options Save Save Sit
Image: Second	Options Save Esi Exit
Count No. ALEX Debtor Name alex test Trade Name giant biceps Main Data Terms and Balances Note Pad Other Information Indicators & Pricing Rules Debtor Grouping Indicators & Pricing Rules Debtor Grouping Indicators Group ALX001 - ALEX TEST Image: Compare the price of th	Options Save Esi Exit
Image: Second	Options Save Exit
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Cobbor Master Maintenance Account No. ALEX Debtor Name alex test Trade Name giant biceps Main Data Terms and Balances Indicators Note Pad Other Information Indicators & Pricing Rules Debtor Grouping Indicators & Pricing Rules Debtor Grouping [Grouping] Debtor Group Implement ALX001 - ALEX TEST Implement Category 1 FOOD - BULK FOOD Implement Category 2 BAKERY - FLOUR Implement Area 0171 - 37 WEAVIND Implement Depring Implement Implement	Options Save Est Exit
Cobbor Master Maintenance Account No. ALEX Debtor Name alex test Trade Name giant biceps Main Data Terms and Balances Indicators Note Pad Other Information Indicators & Pricing Rules Debtor Grouping Indicators & Pricing Rules Debtor Grouping [Grouping] Debtor Group ALX001 - ALEX TEST Image: Category 1 Photo - BULK FOOD Image: Category 2 Photo - BULK FOOD Category 2 Photor - BULK FOOD Image: Category 2 Photor - BULK FOOD Image: Category 2 Photor - BULK FOOD Image: Category 2 Photor - BULK FOOD Region EC - Easter System Message Image: Category 2 Photor - BULK Food Image: Category 2 Photor - BULK Food	Options Save Estit
Cobbor Master Maintenance Account No. ALEX Trade Name giant biceps Indicators & Pricing Rules Indicators & Pricing Rules Indicators & Pricing Rules Debtor Grouping [Grouping] Debtor Group PALX001 - ALEX TEST Category 1 POOD - BULK FOOD Category 2 BAKERY - FLOUR Area 0171 - 37 WEAVIND Region EC - Easter Route Sales Ren	Options Save Si Exit
Cobbor Master Maintenance Account No. ALEX Trade Name giant biceps Main Data Terms and Balances Indicators Main Data Indicators & Pricing Rules Debtor Grouping [Grouping] Debtor Group ALX001 - ALEX TEST Category 1 FOOD - BULK FOOD Category 2 BAKERY - FLOUR Area 0171 - 37 WEAVIND Region EC - Easter Sales Rep Update Successful	Options Save Exit
Cobbor Master Maintenance Account No. ALEX Trade Name giant biceps Main Data Terms and Balances Main Data Terms and Balances Indicators & Pricing Rules Debtor Grouping Category 1 FOOD - BULK FOOD Category 2 BAKERY - FLOUR Area 0171 - 37 WEAVIND Region EC - Easter Sales Rep Update Successful	Options Save Exit
Cobbor Master Maintenance Account No. ALEX Trade Name giant biceps Indicators & Pricing Rules Indicators & Pricing Rules Indicators & Pricing Rules Debtor Grouping Category 1 POOD -BULK FOOD Category 2 BAKERY - FLOUR Area 0171 - 37 WEAVIND Region EC - Easter Sales Rep Update Successful	Options Save Si Exit
Cobbor Master Maintenance Account No. Trade Name giant biceps Indicators I	Options Save Exit
Debtor Master Maintenance Account No. ALEX Debtor Name alex test Trade Name giant biceps Indicators & Pricing Rules Indicators Indicators & Pricing Rules Debtor Grouping [Grouping] Debtor Group ALX001 - ALEX TEST Category 1 FOOD - BULK FOOD Category 2 BAKERY - FLOUR Area 0171 - 37 WEAVIND Image: Region EC - Easter Sales Rep Update Successful Update Successful	Options Save SS Exit
Cobbot Master Maintenance Account No. ALEX Debtor Name Trade Name giant biceps Image: Second S	Copy Options *

There you go, your Region is now listed.