

How to Guide How to View Archived Debtors

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module						
Select Company BLUE	BOTTLE LIQUOR SIMULATION	•				
	User Code Password					
GENESIS	😵 <u>C</u> ancel	🧭 ОК				
CMN999 GENESIS Main Module Version : 10.33.51						

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

GENESIS :	Main Menu	-											
Til Madula	Stack Control	Section	Dahtara			Reports	Cash Offic	Conord	Evotor Utilitaa	Emotion	X) Satur	
2020/11/05	10:43:33	Creditors	User : JOANA	Vers	ion : 9.32.31	Period :	202011 D	atabase : GEN	ESIS-SIMULATIO	Return	FIX	Selup	

4. Click on Master Files.

👸 GENESIS : Debt	ors Module						
Kansactions	Master Files	🍫 Utilities	🔀 Exit				
<u></u>		â↓ 🏦 🗉			ee 🕢 🕕	•	
Company	SIMUL	BLUE BO	TTLE LIQUOR SIMUL	ATION	Branch	SIMUL	

5. Click on Archive Debtors.

👺 GENESIS - Debtors Module										
Kansactions	ABC	Master Files	🔹 Utilities	\mathbf{X}	Exit					
G 🕄	8=	Debtors Master					ee 🕜 🚺			
Company		Other Masters	•	LIQUO	OR SIMULATION		Branch	SIMUL		
	E,	Recurring Invoid	es							
	23	Archive Debtors								
	23	Online Custome	r Master							

6. Once opened you will be prompted to the below image. This is where your archived debtors are situated. To view a specific debtor, **click on View** or **press enter**.

🐮 ARCHIV	'ED Debtors					_ 🗆 🗙
Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Account G	
ALEX	alex test	123430709			A	⊂
						View Kit
						-
						Search ×
						Account No.
						F4 Generic Name
						F5 Cellphone
						EMail Addy
						F8 Area
						CRM Manager
						EII CRM Acc.No
		1				
DEB150	ARCHIVED : Debtors Master					.::

7. Here you can view the Debtor Details that was archived.

😵 Debtor Master Mainter	nance									
Account No. ALEX Trade Name giant b	Debto	or Name alex	test			Options *				
	ARCHIVED DEBTOR									
Main Data	Terms and Balances	Indicators	Note Pad	Cther Informatio	n					
Account Details	🖞 Address & Contacts					Utilities ×				
	or. o		[Account Limits]			F5 Utility Menu				
Account Type	OI - Open Item		Credit Limit	10 000.00						
Communication Mthd	E - e-Mail	-	Temporary Limit 🔿	20 000.00	Valid To 2021/09/08					
Interest	N - NO	-	Cheque Limit	0.00		Functions ×				
Debtor Type	D - Debtor	-	PDC's Outstanding	0.00		Previous Debtor				
Sales Type	A - Account Sales Only	-	Balance Owing	0.00		Vext Debtor				
Inter-Company Account	N - NO		Payment Method							
			Limit Check	S - Stop	-					
Account Status	X - ARCHIVE	-	Account Grading		•					
Reason for Status			Pre-Auth Mandatory		-					
Account Group Type	N - Normal Account	•								
		<u> </u>	[Customer Relations]—							
			CRM Manager 🔿		-					
			CRM Account No.							
DEB101 🕜 🧿	Press [Ctrl+Enter] to U	pdate this De	btor							