



GENESIS

How to Guide How to View Archived Debtors

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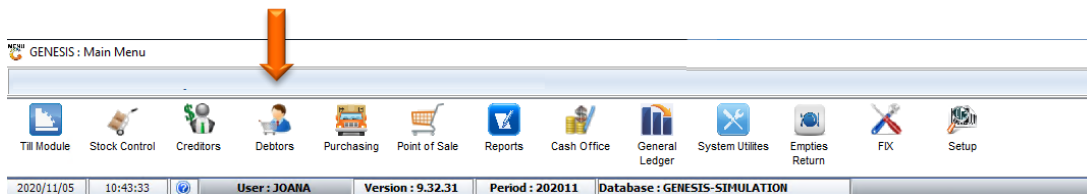
1. **Open** Genesis Menu.



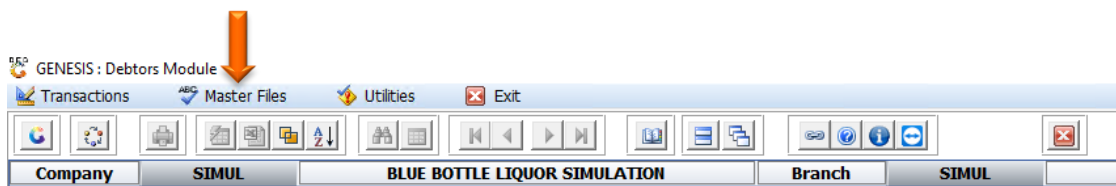
2. Type **User code** and **Password**.

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'.

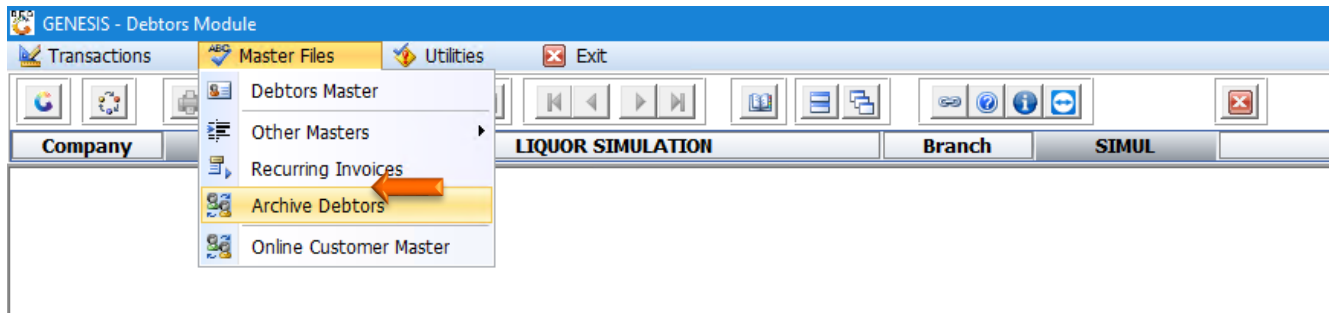
3. Open **Debtors** from the Main menu.



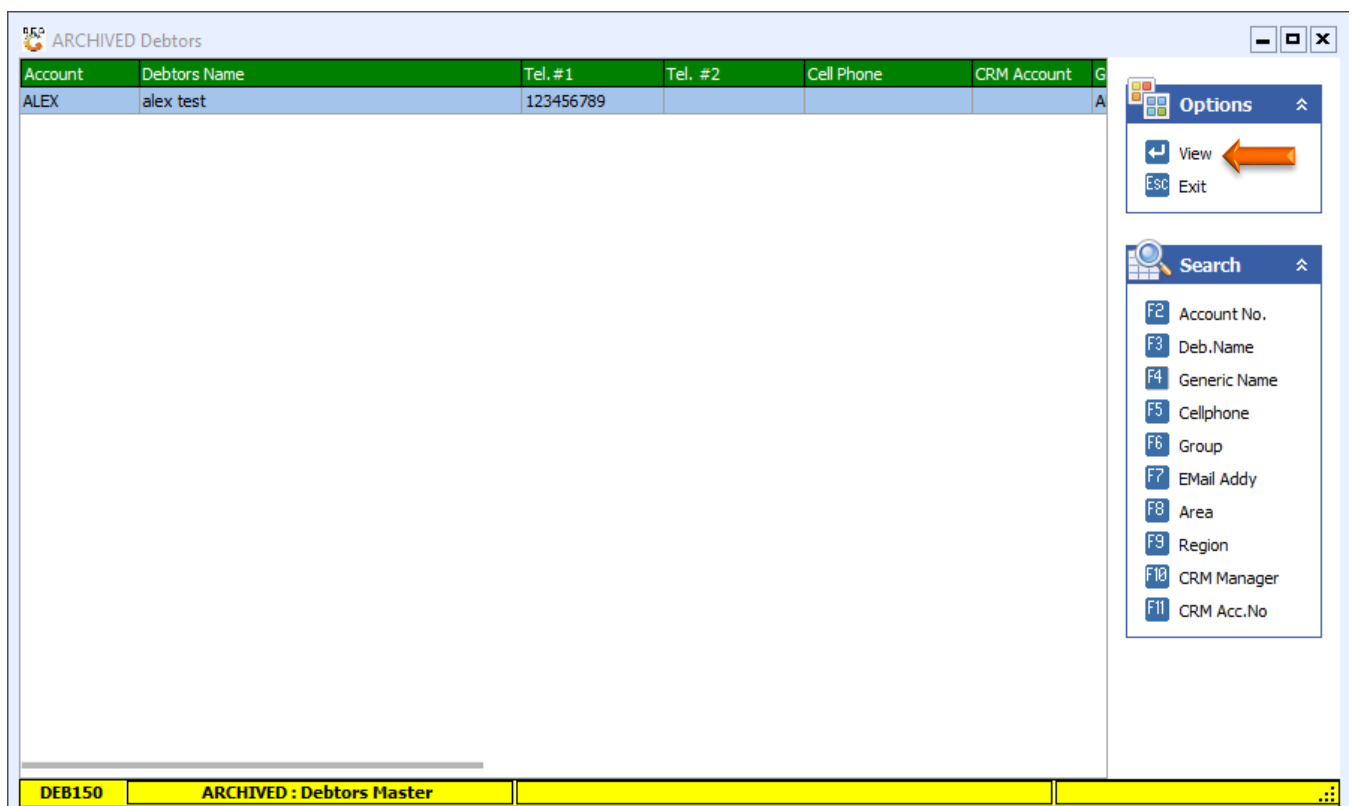
4. Click on **Master Files**.



5. Click on **Archive Debtors**.



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**.



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

Debtor Master Maintenance

Account No. Debtor Name
Trade Name

ARCHIVED DEBTOR

Ctrl 1 Main Data Ctrl 2 Terms and Balances Ctrl 3 Indicators Ctrl 4 Note Pad Ctrl 5 Other Information

Ctrl 6 Account Details Ctrl 7 Address & Contacts

Account Type	OI - Open Item
Communication Mthd	E - e-Mail
Interest	N - NO
Debtor Type	D - Debtor
Sales Type	A - Account Sales Only
Inter-Company Account	N - NO

Account Status	X - ARCHIVE
Reason for Status	<input type="text"/>
Account Group Type	N - Normal Account

[Account Limits]

Credit Limit	<input type="text" value="10 000.00"/>
Temporary Limit	<input type="text" value="20 000.00"/> Valid To <input type="text" value="2021/09/08"/>
Cheque Limit	<input type="text" value="0.00"/>
PDC's Outstanding	<input type="text" value="0.00"/>
Balance Owing	<input type="text" value="0.00"/>

Payment Method

Limit Check

Account Grading

Pre-Auth Mandatory

[Customer Relations]

CRM Manager

CRM Account No.

DEB101 Press [Ctrl+Enter] to Update this Debtor

Options
Esc Exit

Utilities
F5 Utility Menu

Functions
Ctrl ↑ Previous Debtor
Ctrl ↓ Next Debtor