



GENESIS

How to Guide How to Set-up a Recurring Invoice

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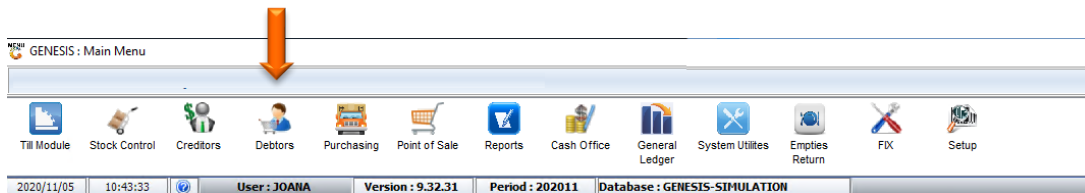
1. **Open** Genesis Menu.



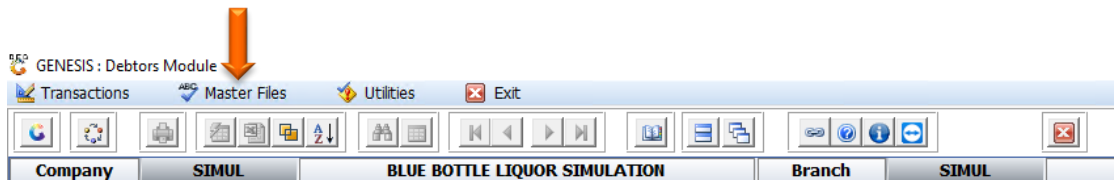
2. Type **User code** and **Password**.

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'.

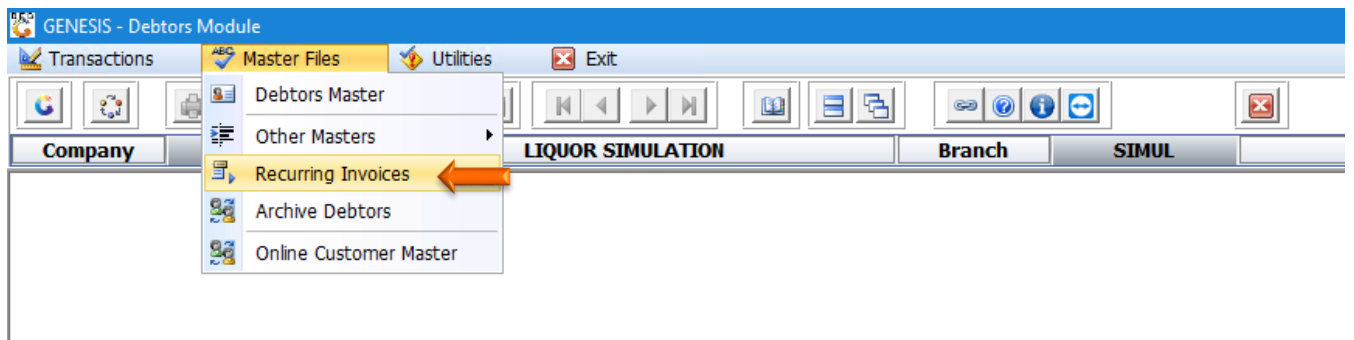
3. Open **Debtors** from the Main menu.



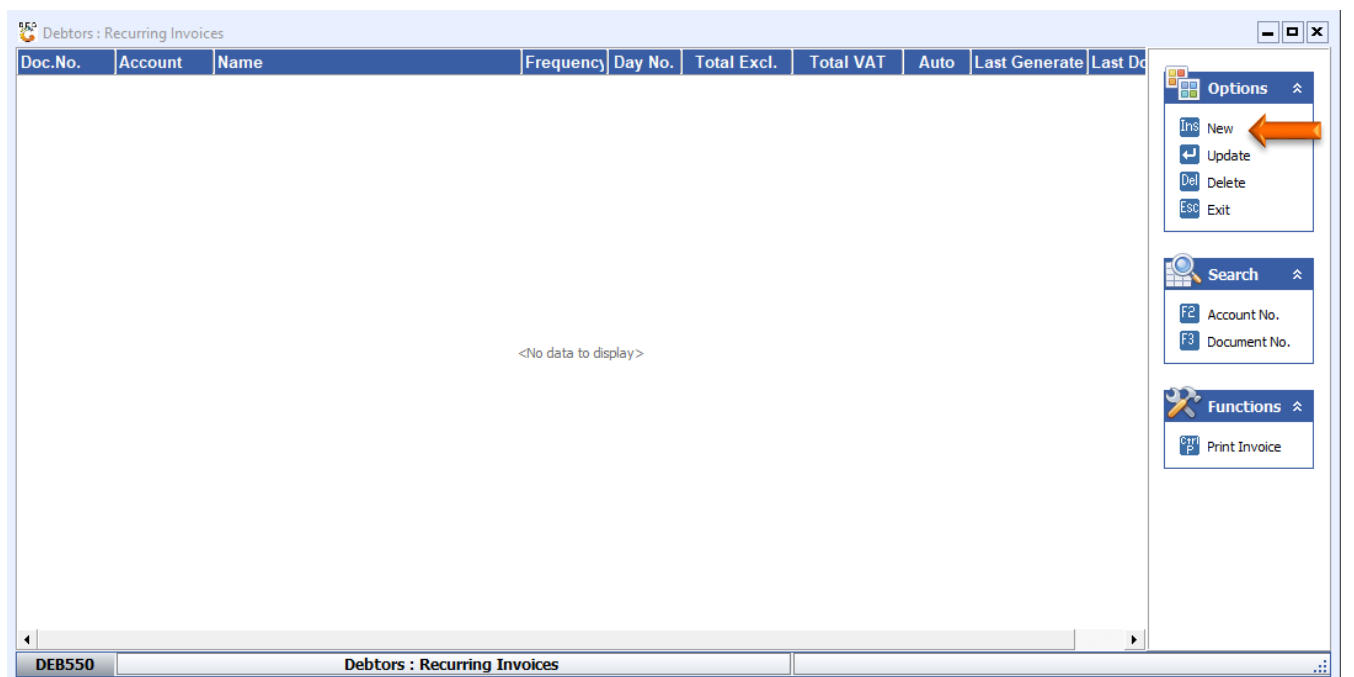
4. Click on **Master Files**.



5. Click on **Recurring Invoices**



6. Once opened you will be prompted to the below image. Here we will add a new Recurring invoice. **Click on new or press Ins.**



- Click on the Question mark (?) if you do not know the Account number. **Select** the desired **debtor**. **Hit enter** or click on **Select Debtor**.

Debtors: Recurring Invoices Maintenance

Account: [?] Document No.:

Document Status: O - Open Frequency: D - Daily Last Gen. TxTp.:

VAT Indicator: VAT Indicator Day No. 0 Last Gen. Doc No.:

Total Excl. 0.00

Select a Debtor

Status	Account	Debtors Name	Telephone	Cell Phone	CRM Account
Open	ABBY	Abigaille van Coller		0762388111	
X	ALEX	alex test	123456789		
Open	WEB001	BLUE BOTTLE ONLINE STORE	0		
Open	CASH	CASH ACCOUNT	1		
Open	EMPTY001	EMPTYES RETURNS YARD	011639887		
Open	ERN001	ERNY TEST DEBTOR	12		
Open	NAT001	NATS BLUE BOTTLE LIQUOR	0114121192	0736254869	
Open	PGM001	PG MOUTON	0790457498		
Open	PNP001	PICK N PAY HEILKONPARK	0116935374		
Open	HEX002	PIETER LOTTER	0829250300		
Open	RJ001	RIAAN TEST	0849991111		
Open	SAL001	SALIEM TEST ACCOUNT	0126540300	0829999999	
Open	URS001	URSULA	01265403000		

Options: Save, Exit

Search: Account No., Debtors Name, *Name Generic, CRM Acc.No, Show All, Restore Grid

GEN002 Select a Debtor

- Once opened **hit enter** to select the next line which auto populates the debtor information in the empty lines.

Debtors: Recurring Invoices Maintenance

Account: ALEX alex test Document No.:

Document Status: O - Open Frequency: D - Daily Last Gen. TxTp.:

VAT Indicator: I - Inclusive Day No. 0 Last Gen. Doc No.:

Total Excl. 0.00 Last Day of the Month

Total V. A. T. 0.00 Auto-Generate

Total Ind. 0.00

Last Gen. Date:

Last Gen. Time:

Line No	Stock Code	Link Code	Description #1	Quantity	Price	Line Total	Line VAT
<No data to display>							

Options: Save, Exit

Press [Ctrl+] To Add Group Title Line

Press [Ctrl+L] To Change Line Number

DEB551 Debtors: Recurring Invoices Maintenance

9. A. Under Document status there is open and closed select the desired option you want.
- B. Under VAT Indicator you can select Inclusive, Exclusive or No Vat, Select the desired option you want.
- C. Under Frequency you there is Daily, Weekly, Monthly, Quarterly, and annually. The duration depends on the specific frequency you choose.
- D. The Day no is the day on which the invoice will be submitted the gate is set by yourself.

Account: ALEX alex test

Document No.:

Document Status: O - Open

VAT Indicator: I - Inclusive

Frequency: D - Daily

Day No.: 0

Last Day of the Month

Auto-Generate

Last Gen. TxTp.:

Last Gen. Doc No.:

Last Gen. Date:

Last Gen. Time:

Line No	Stock Code	Link Code	Description #1	Quantity	Price	Line Total	Line VAT
<No data to display>							

Options:

- Save (F10)
- Exit (ESC)

Press [Ctrl+T] To Add Group Title Line

Press [Ctrl+L] To Change Line Number

DEB551 Debtors: Recurring Invoices Maintenance