

How to Guide How to Take-on balances

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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 | | | | | | | |
| GENES | S <u>S</u> <u>C</u> ancel | 🥝 ОК | | | | | | |
| CMN999 GENESIS Main Module Version : 10.33.51 | | | | | | | | |

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

| GENESIS : | Main Menu | - | | | | | | | | | | | |
|------------|---------------|-----------|-------------|------------|-----------------|----------|----------|-----------------------|-----------------|-------------------|-----|-------|--|
| Til Module | Stock Control | Creditors | Debtors | Purchasing | Point of Sale | Reports | Cash Off | ice General Ledger | System Utilites | Empties Return | FIX | Setup | |
| 2020/11/05 | 10:43:33 | 0 | User: JOANA | Ve | rsion : 9.32.31 | Period : | 202011 | Database : GEN | ESIS-SIMULATIO | DN | | | |

4. Click on Master Files.

| 뚷 GENESIS : Debt | ors Module | | | | | | |
|------------------|--------------|----------------|-----------------|---------|--------|------------|--|
| Kansactions | Master Files | 🚸 Utilities | 🔀 Exit | | | | |
| <u></u> | a 🖻 🖷 | 2 ↓ A ■ | | BBB | co 🕡 🚺 | \bigcirc | |
| Company | SIMUL | BLUE BO | TTLE LIQUOR SIM | ULATION | Branch | SIMUL | |

5. Click on Utilities – Balance Utilities – Take-on Balance

| 👸 GENESIS - Debt | tors Module | | | | | | | | |
|------------------|--------------|---------------------------|----------------------------|---|-----|-------------------|------|-------|--|
| Kansactions | Master Files | 1 | Utilities 🛛 🛛 Exit | | | | | | |
| C | a 🖻 🖬 🔁 🏚 | | Balance Utilities | • | 50% | Take-on Balances | | | |
| Company | SIMUL | | Debtors Deals | + | | Balance Aging Fix | anch | SIMUL | |
| | | ~ | Department Pricing Utility | | | | | _ | |
| | | | Marketing Module | | | | | | |
| | | 9 ⁷⁹ 9 1.05 | Process Recurring Invoices | | | | | | |
| | | | | | _ | | | | |
| | | | | | | | | | |

 Once opened you will be prompted to the below image. Here you can enter the Account details and Take-on period with the take on Balance that you are applying. Once completed you can Press F10 or click on Post Balance.

| 🐮 Debtors : Balance Take-on | | | |
|---------------------------------------|---------------------|-----------|--|
| Account ALEX Take-on Period 202109 | alex test | 021/09/30 | Options \$ F10 Post Balance Ess Exit |
| Single Account Take-On | | | 🍸 Utilities 🔹 |
| | [Take-on Balance A | Ageinge | E Rulk Take On |
| Current | 1 000.00 | | |
| 30 Days | 0.00 | | |
| 60 Days | 0.00 | | |
| 90 Days | 0.00 | | |
| 120 Days | 0.00 | | |
| 150 Days | 0.00 | | |
| 180 Days | 0.00 | | |
| Over 180 Days | 0.00 | | |
| Total Owing | 0.00 | | |
| DEB520 Debtors : Bala | nce Take-On Utility | | : |

7. If you **click** on **F5** or **Bulk Take-on** it will take you to the below image. Here you can **import** bulk Accounts all at once using a **CSV file**.

| 🖉 Debtors : Balance Take-on | |
|--|-----------|
| Account | Dptions * |
| Take-on Period 202109 2021/09/01 - 2021/09/30 | Esc Exit |
| The CSV File columns must be : Column [A] : Account No. Columns [B to I] : Curr, 30,60,90,120,150,180,Over180 | |
| Bulk Take-On | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| < | |
| Select CSV File F9 to Import | |
| Error Legend Indicates Accoun Not Found Take-On Already Exists | |
| DEB520 Debtors : Balance Take-On Utility | .:: |