

How to Guide How to Balance Age 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	
GENES	S 🔞 <u>C</u> ancel	🕜 ОК
CMN999	GENESIS Main Module	Version : 10.33.51

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

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

4. Click on Master Files.

🖏 GENESIS : Debt	ors Module	ļ					
Kansactions	Master Files	救 Utilities	🔀 Exit				
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Company	SIMUL	BLUE BO	TTLE LIQUOR SIMU	LATION	Branch	SIMUL	

5. Click on Utilities – Balance Utilities – Balance Aging Fix

🖏 GENESIS - Debt	tors Module									
Kansactions	Master Files	1	Utilities	🔀 Exit						
	a 🖲 🖬 🔁 🔶		Balance Ut	ilities	•	20 ×	Take-on Balances	• • • •		
Company	SIMUL	ABC.	Debtors De	eals	•	12	Balance Aging Fix	anch	SIMUL	
		~	Departmer	nt Pricing Utility						
			Marketing	Module						
		2 ⁷⁰ 0	Process Re	curring Invoice	5					

6. Once opened you ill see the below image, here you can **press F10** or **click** on **Extract data.** Once completed you can press Yes



7. Once opened you will see all the debtors' balances. To fix a specific account select the account you want to fix and **press F5** or **click** on **Fix Account**.

Debtors B	alance Aging Utility							
ccount	Name	Period	Opening.Balan	Txan.Balance	Calculated Sy	stem Balanc	Difference	
T001	NATS BLUE BOTTLE LIQUOR	202108	2 709.79	-100.00	2 609.79	2 709.79	100.00	• Options *
S001	URSULA	202107	-47 032.22	0.00	34.50	0.00	0.00	🔟 Extract Data
								Esc Exit
								Enquiries *
								Balance History
								- Vtilities *
								Fix Account
								🔨 Fix ALL Accounts 🏑
DEB600	Debtors Balance Aging Utility							.::
Debtors B	alance Aging Utility							
ccount	Name	Period	Opening.Balan	Txan.Balance	Calculated Sy	ystem <u>Balanc</u>	Difference	
AT001	NATS BLUE BOTTLE LIQUOR	202108	2 709.79	-100.00	2 609.79	2 709.79	100.00	📲 Options 🛠
001	RIAAN TEST	202107	-47 052.22	-60.00	-47 112.22	-47 052.22	60.00	FID Extract Data
(5001	URSULA	202109	34.50	0.00	34.50	0.00	0.00	Est Exit
								too Enquines ×
								E Balance History
								Transactions
								💐 Utilities 🛛 🛠
		🖏 System Prompt			_			ES Su townst
		Γ		Balance A	aina Fix			Ex ALL Account
		_			99			
				Fix Account :	URS001 ?			
				LIDCU				
				UKSU	ilA			
				N N	lo Y	Yes 🥌		
DEB600	Debtors Balance Aging Utility							
9 m	Antonio Antoni Della							
Deptors l	Name	Dested	Opening Data	Tyon Belever	Coloulated	Sustom Relation	Difforence	
ACCOUNT ATO01	NATS BLUE BOTTLE LIQUOR	202108	2 709 7	-100.00	2 609.79	2 709. 79	100,00	Options 💲
3001	RIAAN TEST	202107	-47 052.22	2 -60.00	-47 112.22	-47 052.22	60.00	50
RS001	URSULA	202109	34.50	0.00	34.50	0.00	0.00	Extract Data
								LSC Exit
								📷 Enquiries 🛠
								Balance History
								F3 Transactions
								- Apple of all lies ×
		💱 System Message			- [1 X		Fix Account
								Fix ALL Accounts
				Account : UR	S001 Fixed			
					Ð	Close 두		
DEB600	Debtors Balance Aging Utility							

8. If you want to fix All, click on F9 or Click on Fix ALL Accounts.

Account	Name	Period	Opening.Balan	Txan.Balance	Calculated	System Balanc	Difference	
NAT001	NATS BLUE BOTTLE LIQUOR	202108	2 709.79	-100.00	2 609.79	2 709.79	100.00	📲 🔠 Options 🛛 🛠
RJ001	RIAAN TEST	202107	-47 052.22	-60.00	-47 112.22	-47 052.22	60.00	(73)
URS001	URSULA	202109	34.50	0.00	34.50	0.00	0.00	Extract Data
								Exit Image: Second system Image: Second system
DEB600	Debtors Balance Aging Utility							: