



GENESIS

How to Guide How to Balance Age Debtors

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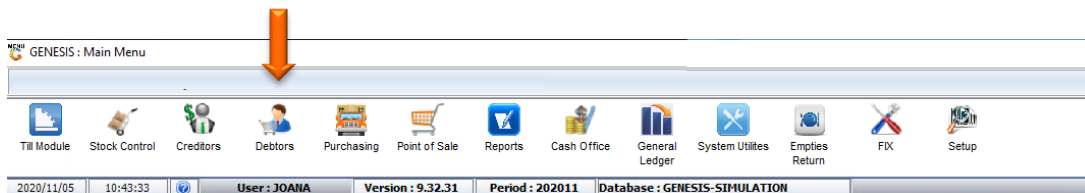
1. **Open** Genesis Menu.



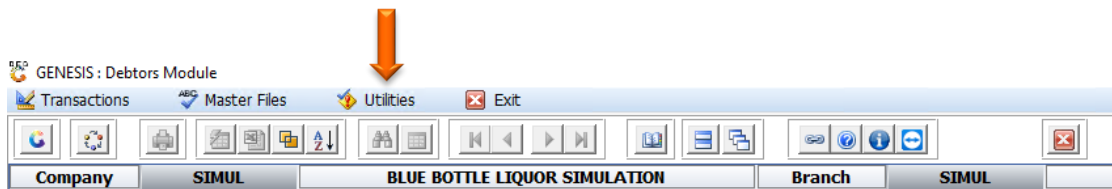
2. Type **User code** and **Password**.

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".

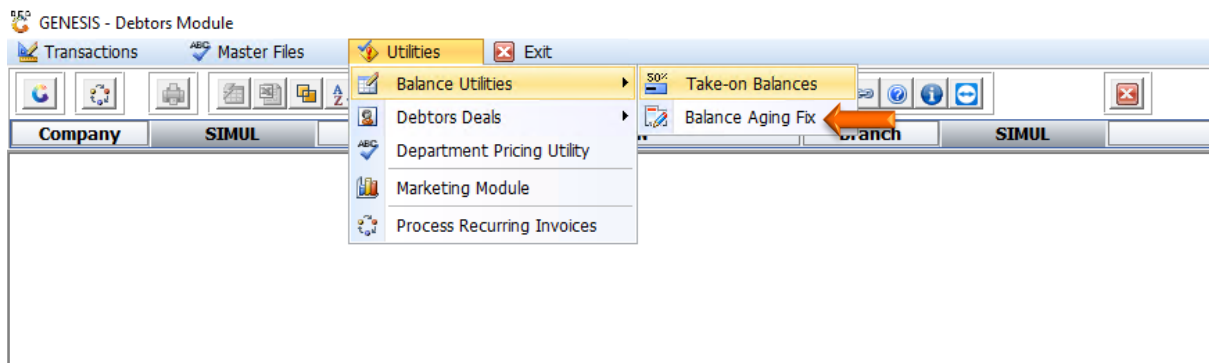
3. Open **Debtors** from the Main menu.



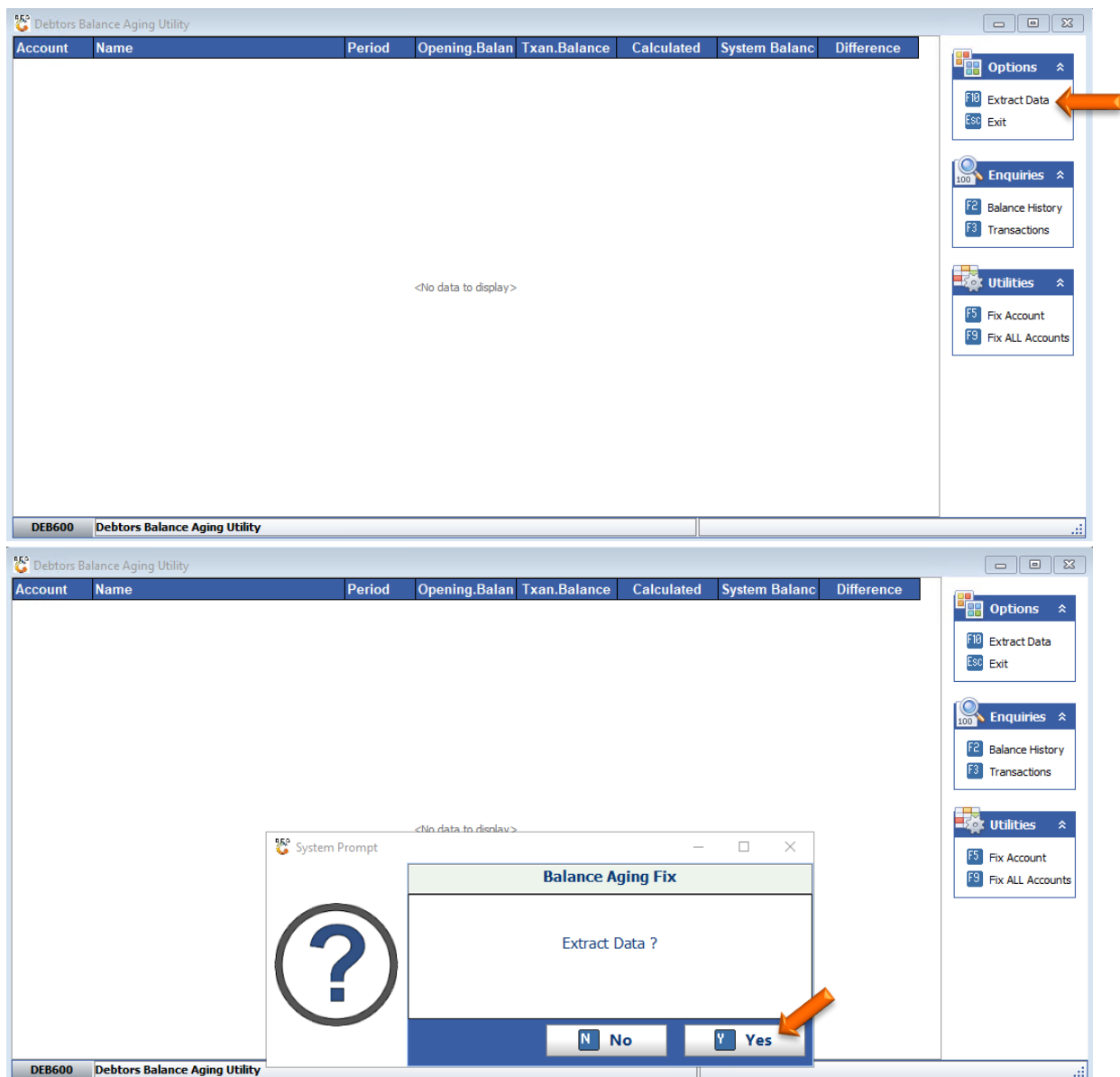
4. Click on **Master Files**.



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



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



- 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**.

The screenshots illustrate the steps to fix a debtor account in the 'Debtors Balance Aging Utility' software. The main window displays a table of accounts with their respective balances. The 'Fix Account' utility is used to correct specific entries, and the process is confirmed by a system message.

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
RJ001	RIAAAN TEST	202107	-47 052.22	-60.00	-47 112.22	-47 052.22	60.00
URS001	URSULA	202109	34.50	0.00	34.50	0.00	0.00

System Prompt: Balance Aging Fix
Fix Account : URS001 ?
URSULA
[N] No [Y] Yes

System Message
Account : URS001 Fixed
Close

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

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DEB600 Debtors Balance Aging Utility