How to Guide
How to Balance Age Debtors

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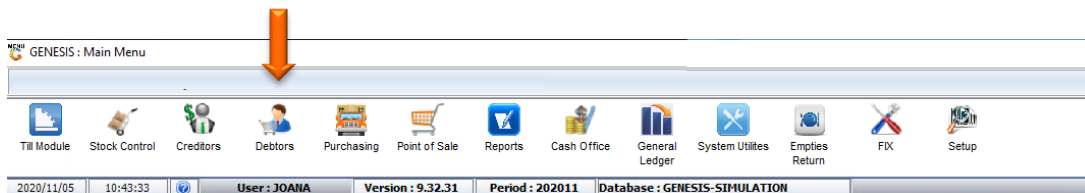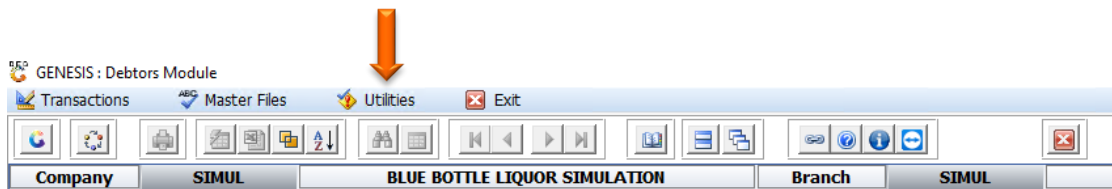
1. **Open** Genesis Menu.

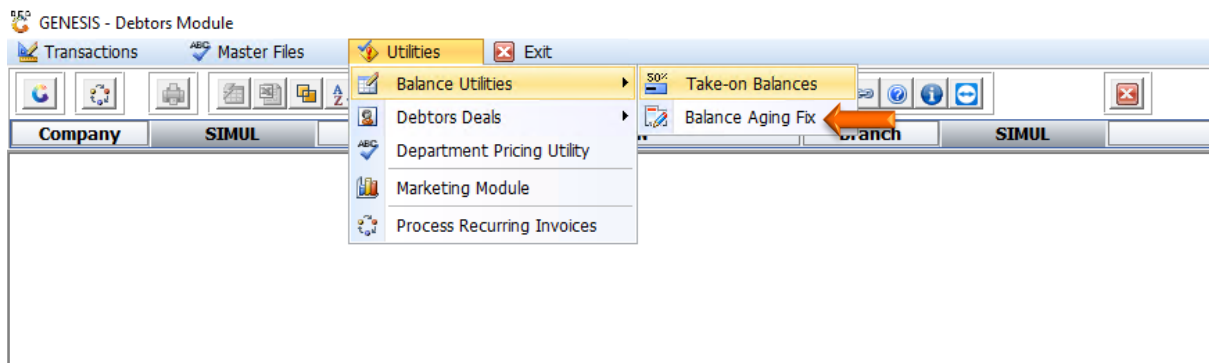2. Type **User code** and **Password.**
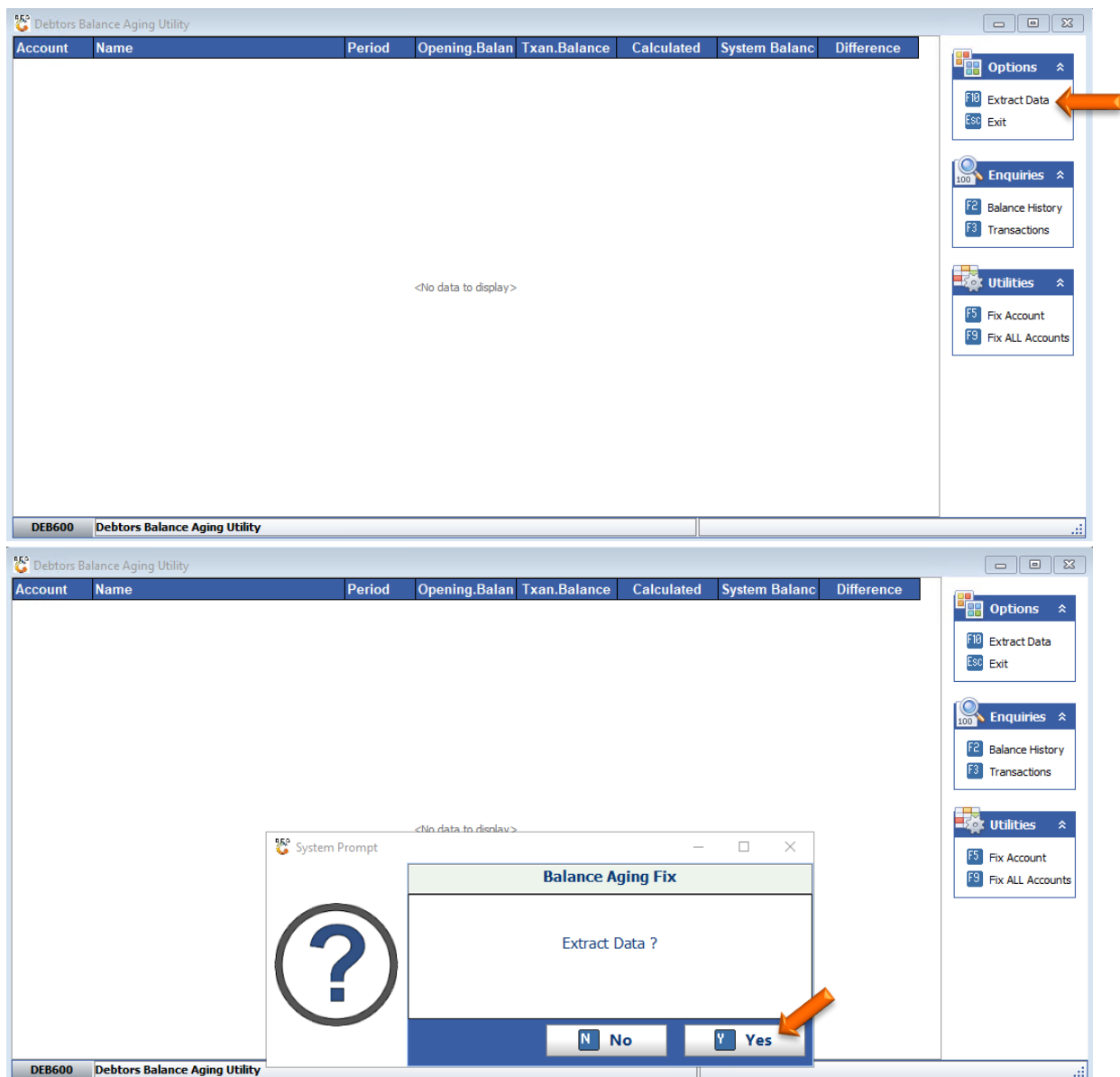

3. Open **Debtors** from the Main menu.

4. Click on **Master Files.**

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

6. Once opened you 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**.

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