



# GENESIS

## How to Guide How to Create debtor deals batch utility

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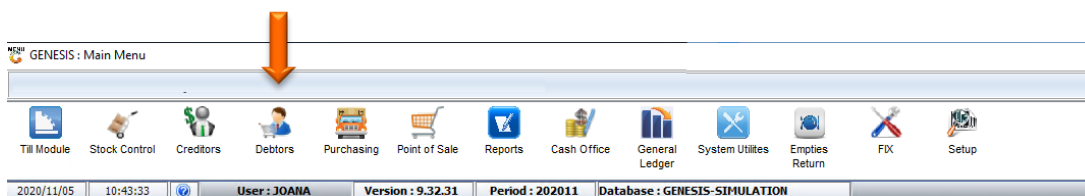
1. **Open** Genesis Menu.



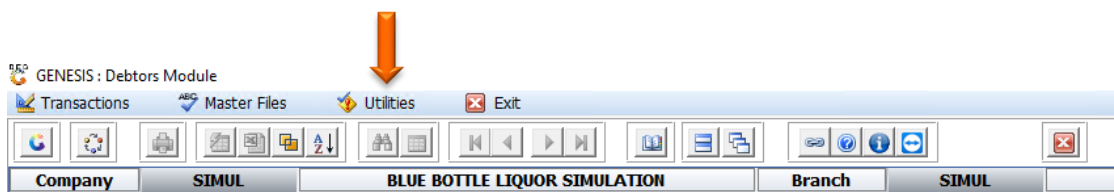
2. Type **User code** and **Password**.

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'.

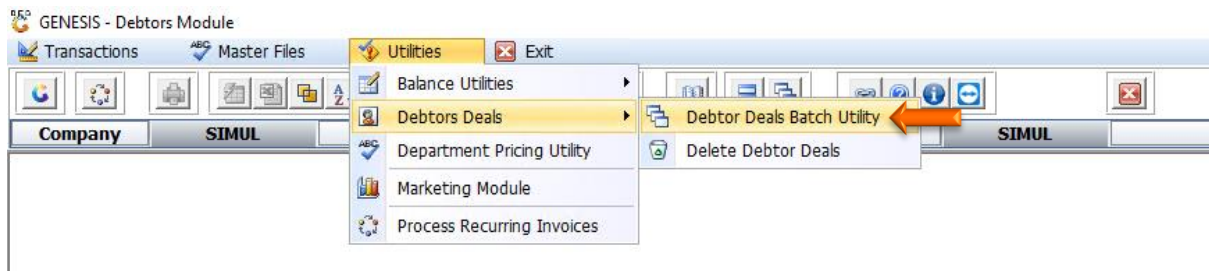
3. Open **Debtors** from the Main menu.



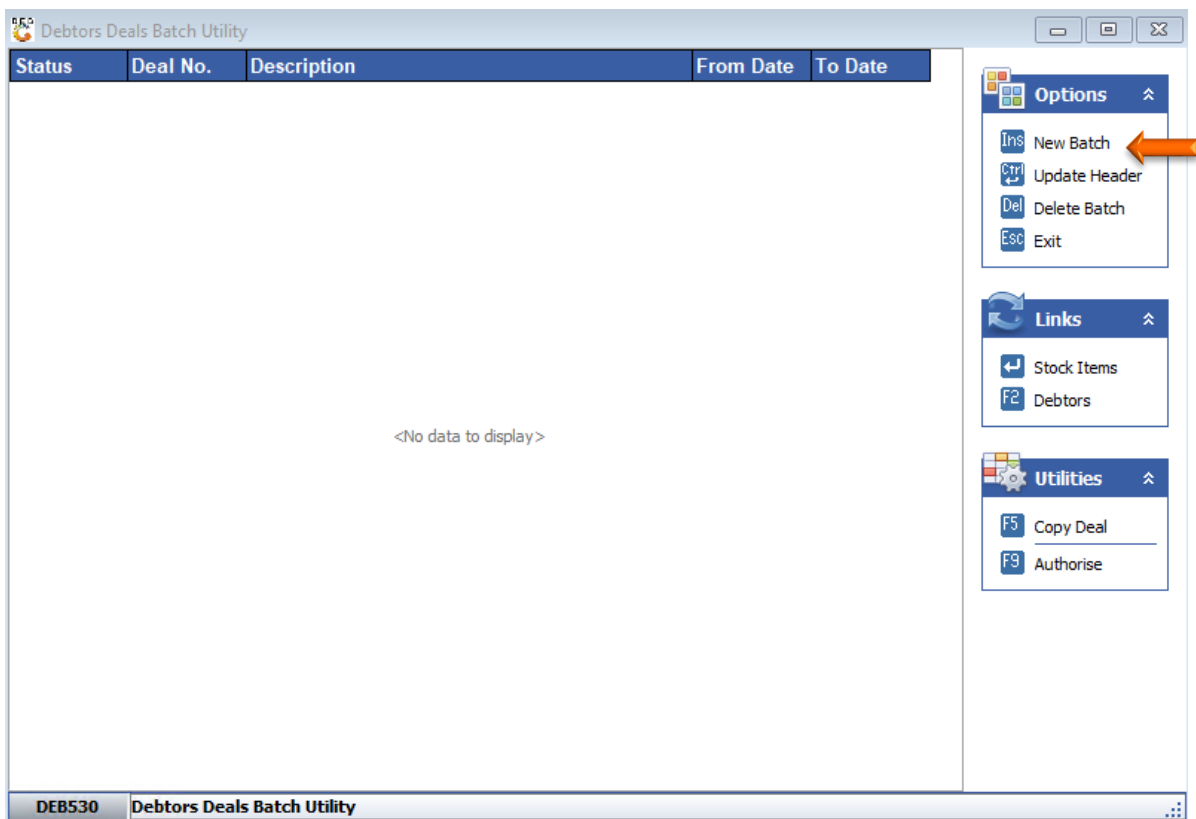
4. Click on **Utilities**.



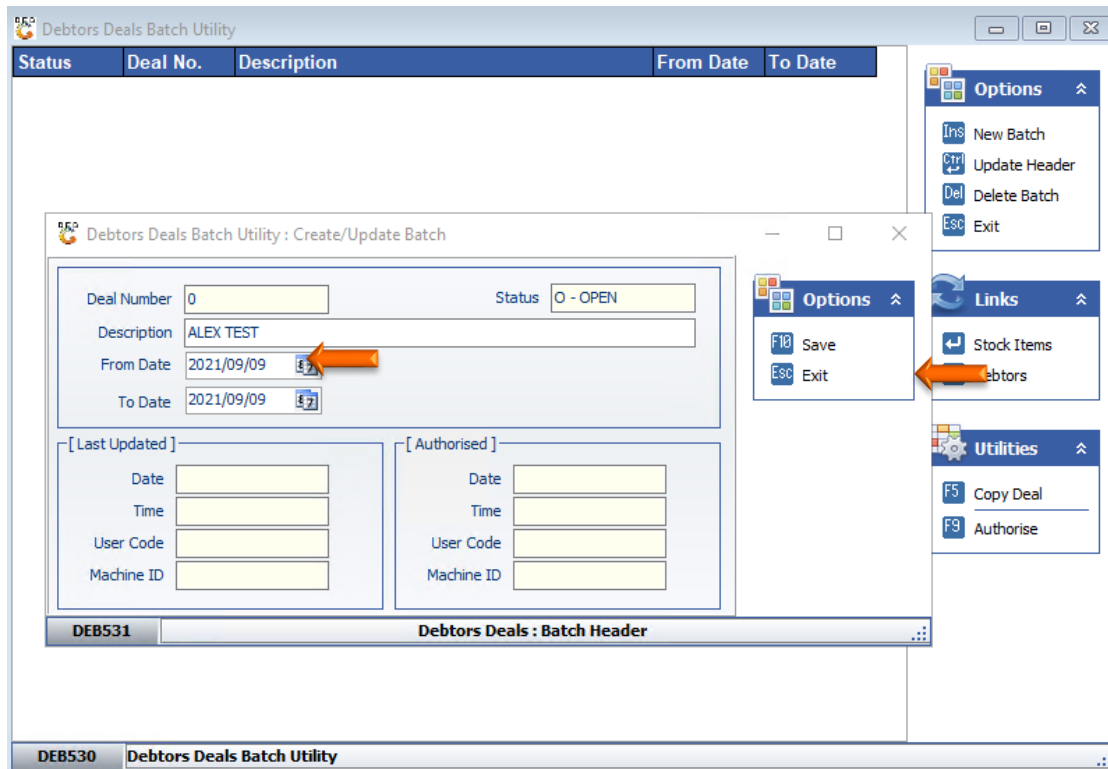
5. Click on **Utilities – Debtor Deals – Debtor Deals Batch Utility**



6. Once opened you will see the below image. Click on **New Batch** or press **INS** on the keyboard to **create a new batch**.



- Once opened you will see the following. Here you can enter in the description then **press F10** or **click on Save** to continue.



- Press enter or click on close.

