

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

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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												
Til Module	Stock Control	Creditors	Debtors	Purchasi	ng Point of Sale	Reports	Cash Of	fice Gene Ledg	al System Utilites	Empties Return	K FIX	Setup	
2020/11/05	10:43:33	0	User: JOANA		Version : 9.32.31	Period :	202011	Database :	ENESIS-SIMULATI	NC	1000		

4. Click on **Utilities.** 

🐮 GENESIS : Debt	ors Module	ļ					
Kansactions	Master Files	救 Utilities	🔀 Exit				
<u></u>		<b>2↓</b> A ■			ee 🕜 🚺	C	
Company	SIMUL	BLUE BC	OTTLE LIQUOR SIMU	LATION	Branch	SIMUL	

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

Z Transactions	🍣 Master Files	1	Utilities 🔣 Exit					
6			Balance Utilities	•	11		0 0	
			Debtors Deals	•	G	Debtor Deals Batch Utility 🔙	CTLAU	
company	SIMUL	ABC	Department Pricing Utility		0	Delete Debtor Deals	SIMUL	
			Marketing Module					
		200	Process Recurring Invoices					

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

Status Deal No. Description From Date To Date     Image: Status Image: Status Image: Status     Image: Status Image: Status	🗳 Debtors De	als Batch Utility						
	Status	Deal No.	Description	<no data="" display="" to=""></no>	Fr	rom Date	To Date	Options       *         Image: New Batch       Image: Delete Batch         Image: Delete Batch       Exit         Image: Delete Batch       Image: Delete Batch         Image: Delete Ba

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

😵 Debtors Deals Batch Utility	
Status       Deal No.       Description       From Date       To Date         Image: Status       Debtors Deals Batch Utility : Create/Update Batch       -	Copy Deal Copy
DEB530 Debtors Deals Batch Utility	

8. **Press enter** or **click** on **close**.

Debtors Deals Bate	h Utility			
atus Deal I	No. Description	Fror	n Date To Date	Options     *       Ins     New Batch       Update Header     Update Header       Image: Delete Batch     Delete Batch
😂 Debtors Dea	ls Batch Utility : Create/Upda	ite Batch	×	Esc Exit
Deal Number	0	Status O - OPEN	Options *	CLinks ×
Description From Date	ALEX TEST		F10 Save	Stock Items
To Date	2021/09/09		ESC Exit	Debtors
[Last Updated]	- 😵 System Message		- 🗆 X	🔯 Utilities 🛠
Date Time User Code Machine ID		Batch Create Deal Number : 409	d 00004	F3 Copy Deal F3 Authorise
DED331			Close	
DEB530 Debto	rs Deals Batch Utility			