



## How to Guide Debtors Payment in the Back Office

---

*MRJ Consultants*

*37 Weavind Ave, Eldoraigne, Centurion, 0157*

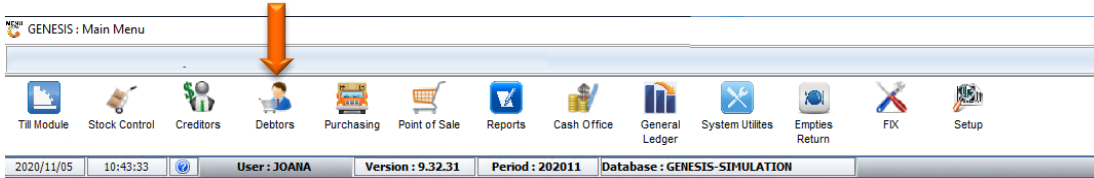
*Tel: (012) 654 0300*

*Mail: [helpdesk@mrj.co.za](mailto:helpdesk@mrj.co.za)*

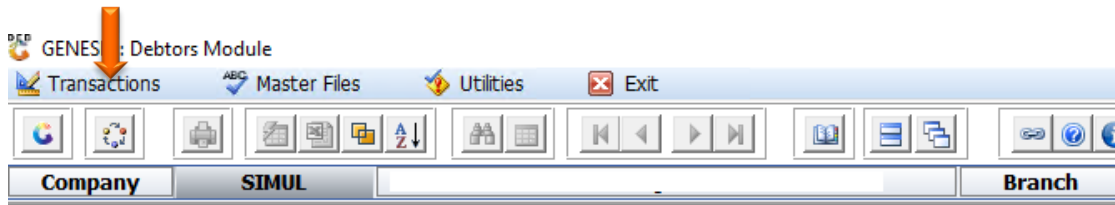


# How to Process Debtor Payments in the Back Office

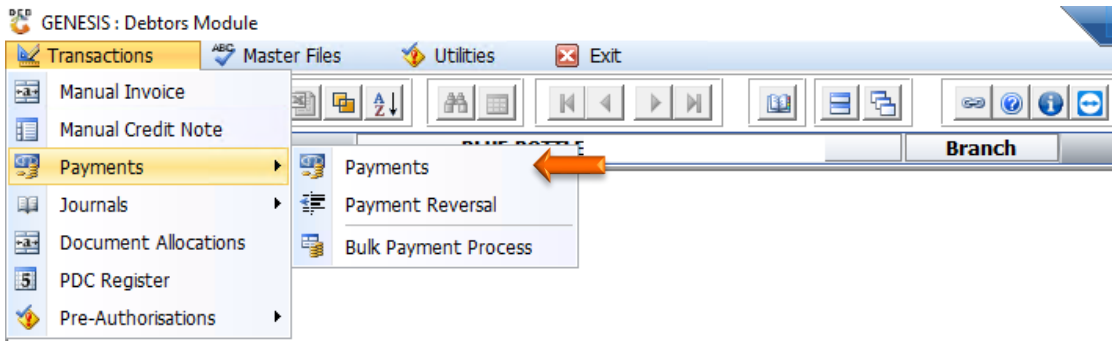
1. Log into Genesis Menu
2. Open **Debtors** from the main menu



3. Select **Transaction**



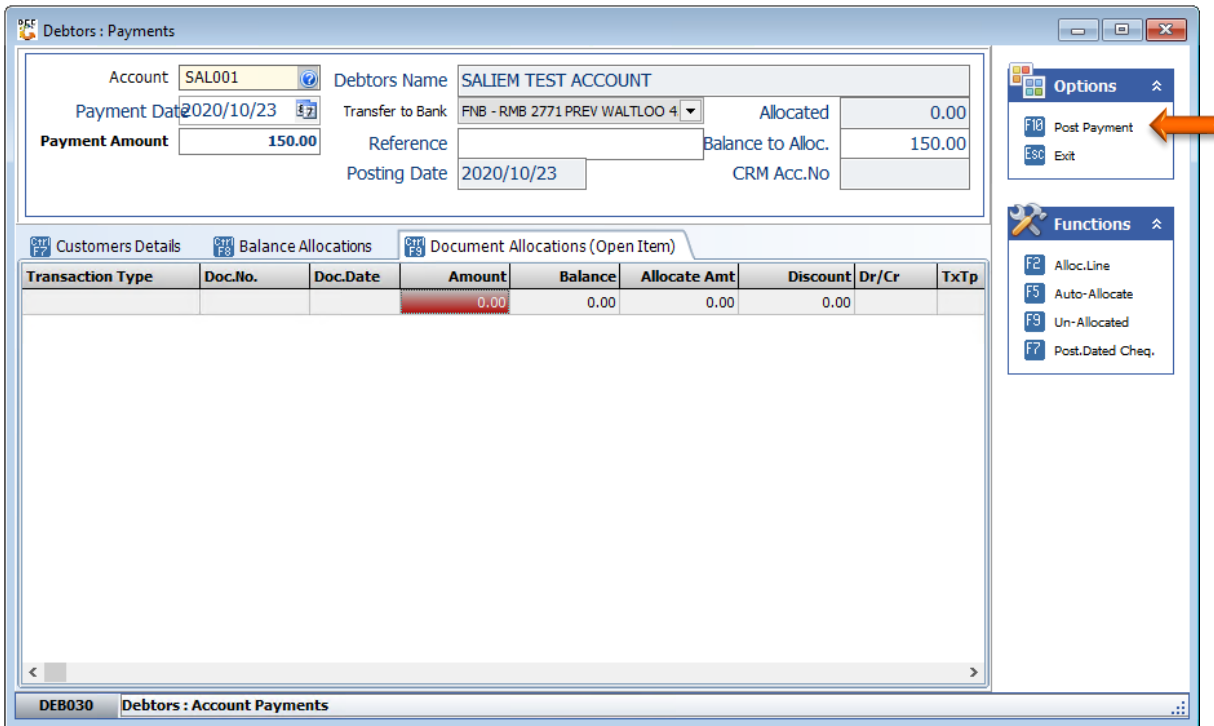
4. Select **Payments** from the drop-down menu.
5. Select **Payments** again from the side menu.



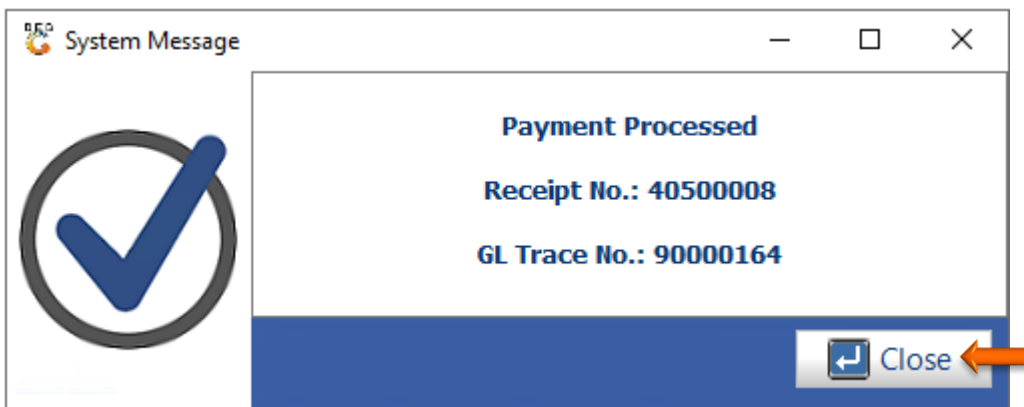
6. Capture Debtor Account number or select? to open a list of all debtors from where you may select the debtor
7. Press **Enter** on your keyboard

8. Capture the payment details and ensure that you press **Enter** on your keyboard after each field have been completed

1. You can allocate the payment to a specific invoice for the debtor by selecting the line on the grid. Press **F2** on your keyboard or select **Allocate Line** from the right-hand side Function menu or select any other option available.
2. Once completed, press **F10** on your keyboard or click on **Post Payment** under the Options menu.



3. Press **Enter** on your keyboard or select **Close** on the System Message box.



And that concludes the User Guide 😊