

## How to Guide Debtors Payment in the Back Office

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## How to Process Debtor Payments in the Back Office

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



## 3. Select Transaction

🐮 GENES : Debt	ors Module				
Kansactions	Master Files	🚸 Utilities	🔀 Exit		
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Company	SIMUL		-		Branch

- 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

🖉 Debtors : Payments						
Account	Name				Options 🛠	
Payment Dat 2020/10/23	ransfer to Bank	ABSA - ABSA	Allocated	0.00	Post Payment	
Payment Amount 0.00	Reference		Balance to Alloc.	0.00	ESC Evit	
P	Posting Date	2020/10/23	CRM Acc.No			
Customers Details Balance Allocatio  Address  Address  Contact Details  Contact Details  Account Details  Contact Person  Account Status Comment	Cons Doci	current         0.00           30 Days         0.00           60 Days         0.00           90 Days         0.00           120 Days         0.00           150 Days         0.00           150 Days         0.00           150 Days         0.00           150 Days         0.00           160 Days         0.00           160 Days         0.00           0WING         0.00           P.D.Cs         0.00           Credit Limit         0.00           Limit Action	-[Banking Details]-Bank Name Branch Name Branch Code Code Code Code Code Code Code Code	0.00	Functions File Alloc.Line Suto-Allocate On-Allocate Alloc.Line Suto-Allocate Post.Dated Cheq.	

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

Account SAL001 Payment Date 020/10/23 Payment Amount 0.00	Debtors Name SALIEM TE Transfer to Bank ABSA - ABSA Reference 2020/10/2	ST ACCOUNT	Allocated Baance to Alloc. CRM Acc.No	0.00	Options
Customers Details  Customers Details  Customers Details  Contact Details  Contact Details  Contact Details  Contact Person  Qweqweqwe  Account Details  Contact Type  OI - OPEN ITEM  Account Status  O - OPEN  Comment	ations Document Alloca  [Balances]  Current 30 Days 60 Days 90 Days 120 Days 120 Days 150 Days 150 Days 150 Days 180 Days Over 180 Days TOTAL OWING P.D.Cs  [Limits] Credit Limit Exceed Limit Action S	-300.00 -300.00 0.00 0.00 0.00 0.00 0.00 -300.00 -300.00 0.00 -300.00 0.00 0.00 -300.00 0.00	Banking Details ] Bank Name ranch Name ranch Code Account No ame on Acc heque Limit /AT Number qweqwe	0.00	Image: Constraint of the second se

- 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.

📒 Debtors : Payments									
Account Payment Dat Payment Amount	SAL001 2020/10/23 3 150.0	<ul> <li>Debtors</li> <li>Transfer</li> <li>Ref</li> <li>Posting</li> </ul>	Name SALIER to Bank FNB - Ri erence g Date 2020/	M TEST ACCOL MB 2771 PREV WAI 10/23	JNT LTLOO 4 💌 Balar C	Allocated Ice to Alloc.	0.00 150.00	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
🕎 Customers Details	🔢 Balance /	Allocations	📳 Document	Allocations (Ope	n Item)				
Transaction Type	Doc.No.	Doc.Date	Amount	Balance	Allocate Amt	Discount	Dr/Cr Tx1	CTp Alloc.Line	
			0.00	0.00	0.00	0.00		F9 Un-Allocated	
<	Account Dayma							Post.Dated Cheq.	
DEB030 Debtors	: Account Payme	ents							::

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



And that concludes the User Guide 🤒

