



# GENESIS

## How to Guide How to Delete a debtor

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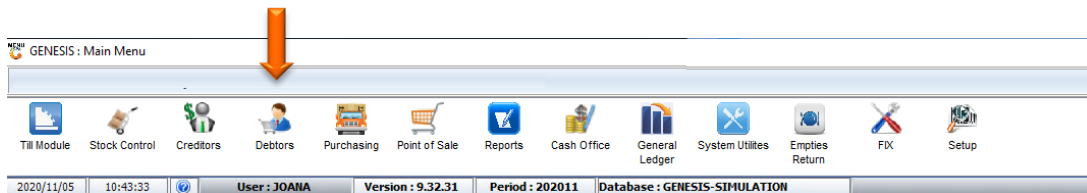
1. **Open** Genesis Menu.



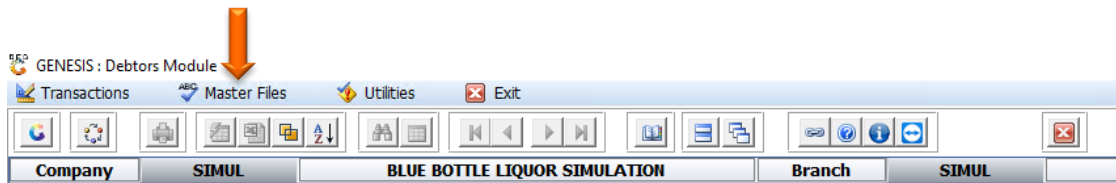
2. Type **User code** and **Password**.

The screenshot shows 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'.

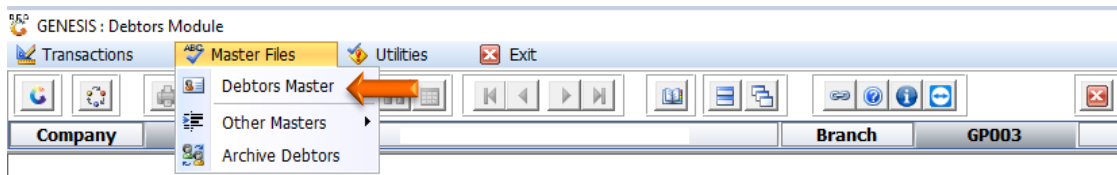
3. Open **Debtors** from the Main menu



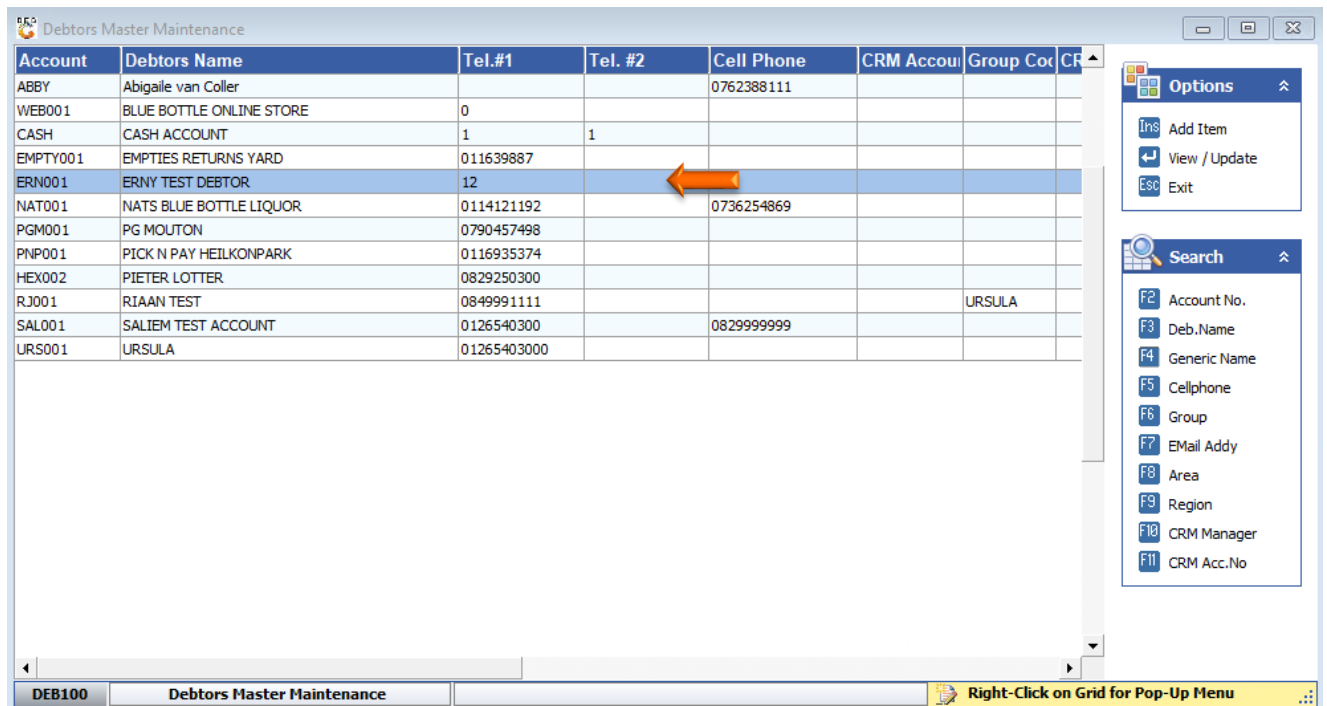
4. Click on **Master Files**



5. Click on **Debtors Master** from the drop-down menu.



6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.



7. Once the debtor has opened go to the right-hand side and click on Utility Menu.

Debtor Master Maintenance

Account No. ERN001 Debtor Name ERNY TEST DEBTOR  
Trade Name \*Optional

Main Data Terms and Balances Indicators Note Pad Other Information

Account Details Address & Contacts

Account Type OI - Open Item  
Communication Mthd E - e-Mail  
Interest N - NO  
Debtor Type D - Debtor  
Sales Type A - Account Sales Only  
Inter-Company Account N - NO

Account Status O - Open  
Reason for Status  
Account Group Type N - Normal Account

[ Account Limits ]  
Credit Limit 10 000.00  
Temporary Limit 25 000.00 Valid To 2021/02/15  
Cheque Limit 0.00  
PDC's Outstanding 0.00  
Balance Owing -9 430.79  
Payment Method  
Limit Check S - Stop  
Account Grading  
Pre-Auth Mandatory

[ Customer Relations ]  
CRM Manager  
CRM Account No.

Options  
Update  
Exit

Utilities  
Utility Menu

Functions  
Previous Debtor  
Next Debtor

DEB101 Press [Ctrl+Enter] to Update this Debtor

8. Click on Utilities then Delete Debtor.

Debtor Master Maintenance

Account No. ALEX Debtor Name alex test  
Trade Name giant biceps

Main Data Terms and Balances Indicators Note Pad Other Information

Account Details Address & Contacts

Account Type OI - Open Item  
Communication Mthd E - e-Mail  
Interest N - NO  
Debtor Type D - Debtor  
Sales Type A - Account Sales Only  
Inter-Company Account N - NO

Account Status O - Open  
Reason for Status  
Account Group Type N - Normal Account

[ Account Limits ]  
Credit Limit 0.00  
Temporary Limit 0.00 Valid To  
Cheque Limit 0.00  
PDC's Outstanding 0.00  
Balance Owing 0.00  
Payment Method  
Limit Check S - Stop  
Account Grading  
Pre-Auth Mandatory

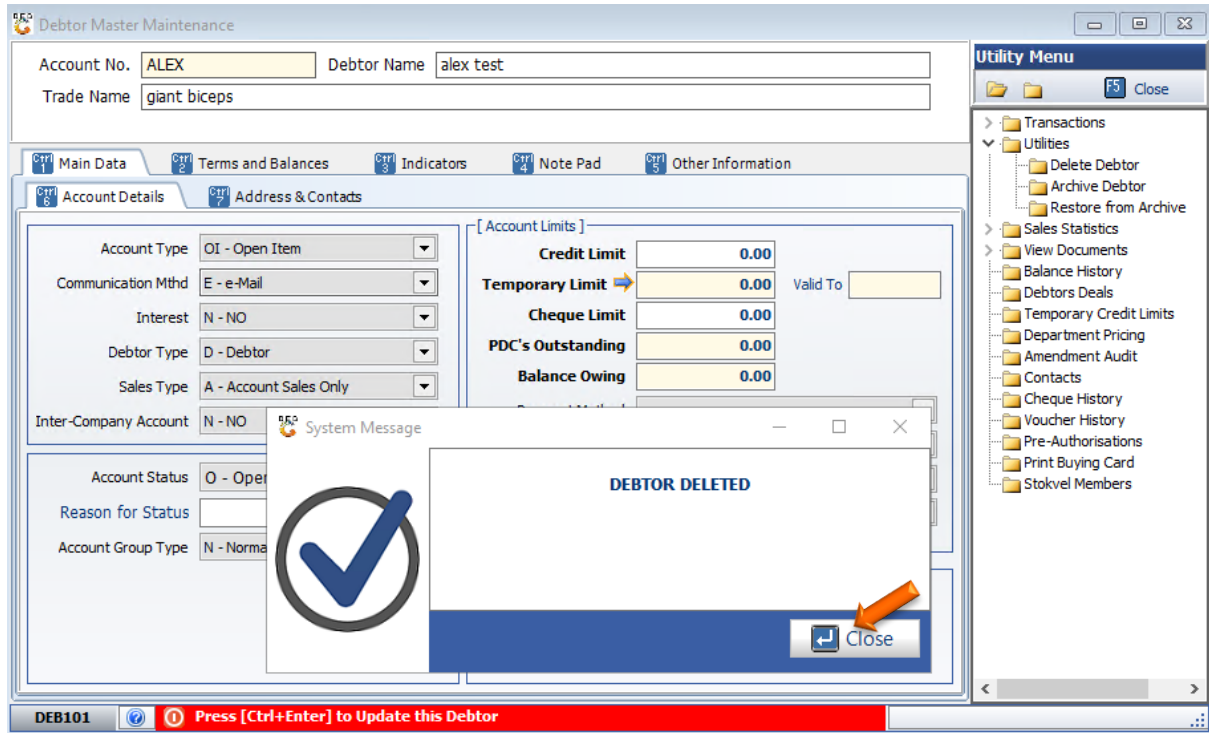
[ Customer Relations ]  
CRM Manager  
CRM Account No.

Utility Menu  
Close

- Transactions
- Utilities
  - Delete Debtor
  - Archive Debtor
  - Restore from Archive
- Sales Statistics
- View Documents
- Balance History
- Debtors Deals
- Temporary Credit Limits
- Department Pricing
- Amendment Audit
- Contacts
- Cheque History
- Voucher History
- Pre-Authorisations
- Print Buying Card
- Stokvel Members

DEB101 Press [Ctrl+Enter] to Update this Debtor

9. Your debtor will only be deleted with a 0 Balance if there is any discrepancy you will need to amend to get it to 0.



There you go, you have successfully deleted a debtor.