

## GENESIS

## How to Guide How to Delete a debtor

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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 |           |  |  |  |  |  |  |  |
| GENESI  | S 🔞 <u>C</u> ancel | <b>ок</b> |  |  |  |  |  |  |  |
| CMN999 GENESIS Main Module Version : 10.33.51 |                    |           |  |  |  |  |  |  |  |

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

| GENESIS :  | Main Menu | -         | Ļ           |      |                |          |          |        |                |        |     |            |  |
|------------|-----------|-----------|-------------|------|----------------|----------|----------|--------|----------------|--------|-----|------------|--|
|            |           | 8         |             |      | Print of Colu  |          | <b>N</b> |        | ×              |        | X   | )<br>Satur |  |
| 2020/11/05 | 10:43:33  | Creditors | User: JOANA | Vers | sion : 9.32.31 | Period : | 202011   | Ledger | ESIS-SIMULATIO | Return | PIX | Setup      |  |

4. Click on Master Files

| 👸 GENESIS : Debt | ors Module   |             |                  |       |        |            |  |
|------------------|--------------|-------------|------------------|-------|--------|------------|--|
| Kansactions      | Master Files | 🚸 Utilities | 🔀 Exit           |       |        |            |  |
| <b>G</b>         |              | â↓ A III    |                  |       | ee 🔞 🚯 | $\bigcirc$ |  |
| Company          | SIMUL        | BLUE BOT    | TLE LIQUOR SIMUL | ATION | Branch | SIMUL      |  |

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.

| 🐮 Debtors N | Aaster Maintenance         |             |         |            |           |                     |  |   |
|-------------|----------------------------|-------------|---------|------------|-----------|---------------------|--|---|
| Account     | Debtors Name               | Tel.#1      | Tel. #2 | Cell Phone | CRM Accou | Group Coc Cl        | · _                                      |   |
| ABBY        | Abigaile van Coller        | Í           | ĺ       | 0762388111 | Í         | Í                   |  | Options *   |
| WEB001      | BLUE BOTTLE ONLINE STORE   | 0           |         |            |           |                     |  |   |
| CASH        | CASH ACCOUNT               | 1           | 1       |            |           |                     | In                                       | Add Item  |
| EMPTY001    | EMPTIES RETURNS YARD       | 011639887   |         |            |           |                     |  | View / Update   |
| ERN001      | ERNY TEST DEBTOR           | 12          | <hr/>   |            |           |                     | Es                                       | Exit  |
| NAT001      | NATS BLUE BOTTLE LIQUOR    | 0114121192  |         | 0736254869 |           |                     |  |   |
| PGM001      | PG MOUTON                  | 0790457498  |         |            |           |                     |  |   |
| PNP001      | PICK N PAY HEILKONPARK     | 0116935374  |         |            |           |                     |  | Search ×  |
| HEX002      | PIETER LOTTER              | 0829250300  |         |            |           |                     |  |   |
| RJ001       | RIAAN TEST                 | 0849991111  |         |            |           | URSULA              | F2                                       | Account No.   |
| SAL001      | SALIEM TEST ACCOUNT        | 0126540300  |         | 0829999999 |           |                     | F3                                       | Deb.Name  |
| URS001      | URSULA                     | 01265403000 |         |            |           |                     | F4                                       | Generic Name  |
|             |                            |             |         |            |           |                     | F5<br>F6<br>F7<br>F8<br>F9<br>F10<br>F11 | Cellphone<br>Group<br>EMail Addy<br>Area<br>Region<br>CRM Manager<br>CRM Acc.No |
| ↓<br>DEB100 | Debtors Master Maintenance |             |         |            | 3         | ►<br>Right-Click on | ←<br>Grid for Po                         | p-Up Menu _:  |

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

| 😵 Debtor Master Mainter                | nance                               |                       |                     |                     |  |
|--|-------------------------------------|-----------------------|---------------------|---------------------|--|
| Account No. ERN00<br>Trade Name *Optic | 1 Debtor Name Ef                    | RNY TEST DEBTOR       |                     |                     | Options *  |
| Main Data                              | Terms and Balances                  | ors 👫 Note Pad        | ିଆ Other Informatio | n                   | Esc Exit   |
| Account Details                        | Cirra Address & Contacts            |                       |                     |                     |  |
|  |                                     | Account Limits ]      |                     |                     | Sector Se |
| Account Type                           | OI - Open Item 👻                    | Credit Limit          | 10 000.00           |                     | 5 Utility Menu   |
| Communication Mthd                     | E - e-Mail 💌                        | Temporary Limit 🔿     | 25 000.00           | Valid To 2021/02/15 |  |
| Interest                               | N - NO 💌                            | Cheque Limit          | 0.00                |                     | <b>3</b> 2   |
| Debtor Type                            | D - Debtor                          | PDC's Outstanding     | 0.00                |                     | Functions *  |
| Sales Type                             | A - Account Sales Only              | Balance Owing         | -9 430.79           |                     | Previous Debtor  |
| Inter-Company Account                  | N - NO                              | Payment Method        |                     | -                   | Vext Debtor  |
|  |                                     | Limit Check           | S - Stop            | -                   |  |
| Account Status                         | O - Open 💌                          | Account Grading       |                     | -                   |  |
| Reason for Status                      |                                     | Pre-Auth Mandatory    |                     | -                   |  |
| Account Group Type                     | N - Normal Account                  |                       |                     |                     |  |
|  |                                     | [Customer Relations]- |                     |                     |  |
|  |                                     | CRM Manager 📫         |                     | •                   |  |
|  |                                     | CRM Account No.       |                     |                     |  |
|  |                                     |                       |                     |                     |  |
|  |                                     |                       |                     |                     | J  |
| DEB101                                 | Press [Ctrl+Enter] to Update this D | ebtor                 |                     |                     |  |

8. Click on Utilities then Delete Debtor.

| Account No. ALEX  | Debtor Name  | alex test   | Utility Menu   |
|---|--|---|--|
| Trade Name giant b  | iceps  |   | Close  |
| Main Data<br>Account Details<br>Account Type<br>Communication Mthd<br>Interest<br>Debtor Type | Terms and Balances Indica<br>Address & Contads<br>OI - Open Item<br>E - e-Mail<br>N - NO<br>D - Debtor | tors Note Pad Other Information  Account Limits ]  Credit Limit 0.00  Temporary Limit 0.00  Cheque Limit 0.00  PDC's Outstanding 0.00 | <ul> <li>Transactions</li> <li>Utilities</li> <li>Delete Debtor</li> <li>Archive Debtor</li> <li>Sales Statistics</li> <li>Wiew Documents</li> <li>Balance History</li> <li>Debtors Deals</li> <li>Temporary Credit Limits</li> <li>Department Pricing</li> <li>Amendment Audit</li> </ul> |
| Sales Type  | A - Account Sales Only   N - NO  | Balance Owing     0.00       Payment Method   | Contacts     Cheque History     Could history     Pre-Authorisations   |
| Account Status<br>Reason for Status   | O - Open 💌   | Account Grading Pre-Auth Mandatory  | Stokvel Members  |
| Account Group Type  | N - Normal Account   | CRM Account No.   |  |

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.

| 😵 Debtor Master Mainte  | enance  |             |   |          |                                      |  |  |  |  |
|---|---|-------------|---|----------|--------------------------------------|--|--|--|--|
| Account No. ALEX  | Account No. ALEX Debtor Name alex test Trade Name giant biceps  |             |   |          |                                      |  |  |  |  |
| Main Data<br>Main Data<br>Mccount Details<br>Account Type<br>Communication Mthd<br>Interest<br>Debtor Type<br>Sales Type<br>Inter-Company Account | Terms and Balances       Indicato         Address & Contads       Indicato         OI - Open Item           E - e-Mail           N - NO           D - Debtor           A - Account Sales Only           N - NO           System Message | rs Wote Pad | Other Information           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00 | valid To |                                      |  |  |  |  |
| Account Status<br>Reason for Status<br>Account Group Type   | 0 - Oper  | DEB         | TOR DELETED   | Close    | Print Buying Card<br>Stokvel Members |  |  |  |  |
| DEB101 0  | Press [Ctrl+Enter] to Update this D   | ebtor       |   | Close    | <b>、</b>                             |  |  |  |  |

There you go, you have successfully deleted a debtor.