

## How to Guide How to Print Voucher Invoice

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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												
			-										
	<b>\$</b>	8	-		Ţ		ŝ/		$\times$		X	<b>S</b> u	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Of	ice General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33	0	User: JOANA	Ver	sion : 9.32.31	Period :	202011	Database : GE	NESIS-SIMULATIO	ON			

4. Go to Master Files then Debtor Master



😂 Debtors N	🖞 Debtors Master Maintenance									
Account	Debtors Name		Tel.#1	Tel. #2	Cell Phone	CRM Accou	Group Coc C	R 🔺 👝		
CASH	CASH ACCOUNT		ĺ	Í		Í	Í		Options 🛠	
DJ001	David Jackson	David Jackson			0649142235					
DH001	Dylan Horné		0633532279		0633532279			In	Add Item	
LS001	Elbert Lucas Slabber		0825506717		0825506717			•	View / Update	
ERN001	ERNY TEST ACCOUNT							Es	Exit	
JVZ001	Jacques Van Zyl		0844559404	/	0844559404				-	
KEE001	KEE Property Investments (Pt	Transaction S	tatement		0733682562					
KVR001	Kelly Van Rooyen	inditadection a	totement		0784585522				Search 🕆	
LF001	Louis Fivaz	Open Item Li	nes		0836018265			_		
ML001	Maartin Lingenfelder	Debtor Deals			0637400074			_	Account No.	
MLL001	Michelle Lawrence	Temporany Li	mite		0793088462			F	Deb.Name	
RW001	Roelof Walters	remporary ci			0828509483			E E	Generic Name	
RM001	Ruan Meyer	Additional Co	ontacts		0847993135			_	Cellebore	
SK001	Stef Koekemoer		0813382501		0813382501			_	Celiphone	
SC001	Stefan Cloete		0829083343		0829083343				Group	
UCK001	Un(LTD) Cycling		0763016719		0795179966			E F	EMail Addy	
VH001	Viktor Hergeth		0832717837		0832717837			F8	Area	
YJ001	Yolanda Jordaan		0824520686		0824520686			_ 68	Perion	
									Region	
									CRM Manager	
								F1	CRM Acc.No	
								-		
4							•	•		
DEB100	Debtors Master Mainter	nance					<b>Right-Click on</b>	Grid for Po	p-Up Menu	

5. Select the debtor that has the voucher linked to right click on it and select

6. Once prompted to the following screen Select the Voucher line then click on Print Txan or press Ctrl-P on your keyboard.

😵 Debtors	: Transactio	n Statement								- • ×
								[Transactio	on Filtering ]	
Account N	lo. KEE001		KEE Property Investments (Pty) Lt	d				Filter on Tr	ansaction Type	
From Peri	od 202110		2021/10/01 - 2021/10/31					*ALL* - Al	I Transaction Types	~
To Peri	od 202110		2021/10/01 - 2021/10/31		Current Balance	5	00.00			
Date	TyTn	Doc No	Details		Reference	Debi		Credit	Balance Rec	
2021/10/01	OBAL	Docato	Opening Balance (202109)		hererenee	DCDI		create	0.00 0	Dotions 🛠
2021/10/08	POSVSA	4993000015	5 Bulk Buy GIFT VOUCHER : 1 x	500	BULK VOUCHER	500.00		0.00	500.00 15	
										View Txan Details
										🔛 View Document
										Esc Exit
										JD.
										<b>X</b> Functions *
										🔛 Print Statement 🔥
										Print O/I Statent
										Print Txan
										View GL Posting
										Wiew Allocations
										X VIEW Allocations
										Utilities 🛠
										Prev.Period
										Next Period
<									>	
DEB105			Transact	ion State	ement			] 👔	Ctrl-LeftClick] to Sele	ct Multiple Rows

🐮 Debtors : Ti	ransaction St	tatement						
Account No. From Period To Period	KEE001 202110 202110	© Ki © 21 © 21	EE Property Investments (Pty) Lt 021/10/01 - 2021/10/31 021/10/01 - 2021/10/31	d Current Balance	500.00	Filter on Tr *ALL* - Al	n Filtering ] ansaction Type I Transaction Types	~
Date 1 2021/10/01 0	T <b>xTp D</b> DBAL	oc.No	Details	Reference	Debit	Credit	Balance Rec	Options *
2021/10/08 P	POSVSA 49	993000015	🧧 🖏 System Prompt	Docum	ent Re-Print		× 500.00 15	View Txan Details
			$\bigcirc$	Print Document :	Posvsa] - 499300	00015 ?		Exit  Functions  Funct
					No	Y Yes		Print Txan View GL Posting View Allocations
								Utilities *
<	1					Max	>	Next Period
DEB105			Transac	tion Statement		[0	trl-LeftClick] to Sel	lect Multiple Rows

7. You will be prompted to select yes or no, Select Yes

8. Your Tax Invoice will be opened, you can now print or mail from here.

GET C	YCLING	GYCLES Get Cycling	GET CYC SHOP 40 WATE HERMANUS WESTERN CAP 7200	E LIN	<b>G (F</b> Int 10	PTY) LTE 04 MAIN ROAI	Telephone Fax Number Comp. Reg. No. VAT Number	0283124 2021/61	4000 6486/07
	ΤΑΧ		E				RE-	PRIN	Г
KEE Prop	erty Investme	ents (Pty) Ltd				Document No	o. 499300001	5	
						Document Dat	e 2021/10/08		
						Account No	KEE001		
					Client Reference VOUCHER SA			LES	
						Salesre	р		
EMail Addr	ess administrator	@keeprop.co.za				Cust.VAT. No	. 4030277224		
Telephone	0733682562	Fax Number				Pag	e 1 of 1		
Stock Code		Description	Uni	ts	Qty	Price	١	/AT	Total
12051	Voucher		1		1	500.00		0.00	500.00