



GENESIS

How to Guide How to Print Voucher Invoice

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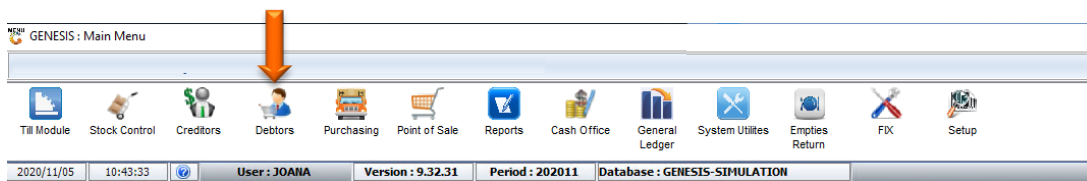
1. **Open** Genesis Menu.



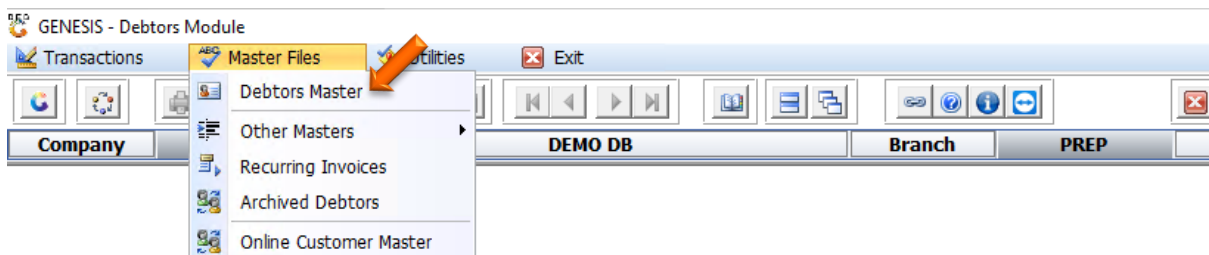
2. Type **User code** and **Password**.

A screenshot of the "GENESIS Main Module" login window. At the top, there is a "Select Company" dropdown menu with "BLUE BOTTLE LIQUOR SIMULATION" selected. Below this is the Genesis logo and the word "GENESIS" in a large font. To the right of the logo 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 of the window, there is a status bar with "CMN999", "GENESIS Main Module", and "Version : 10.33.51".

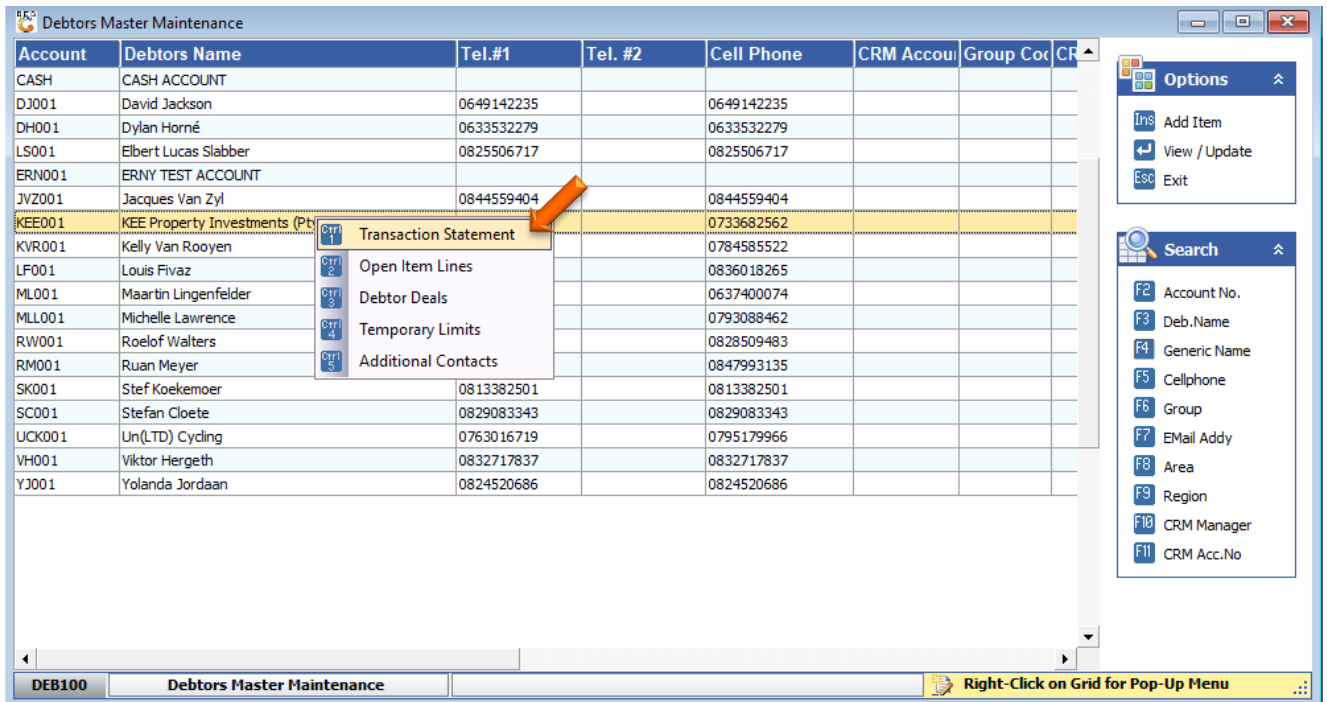
3. Open **Debtors** from the Main menu.



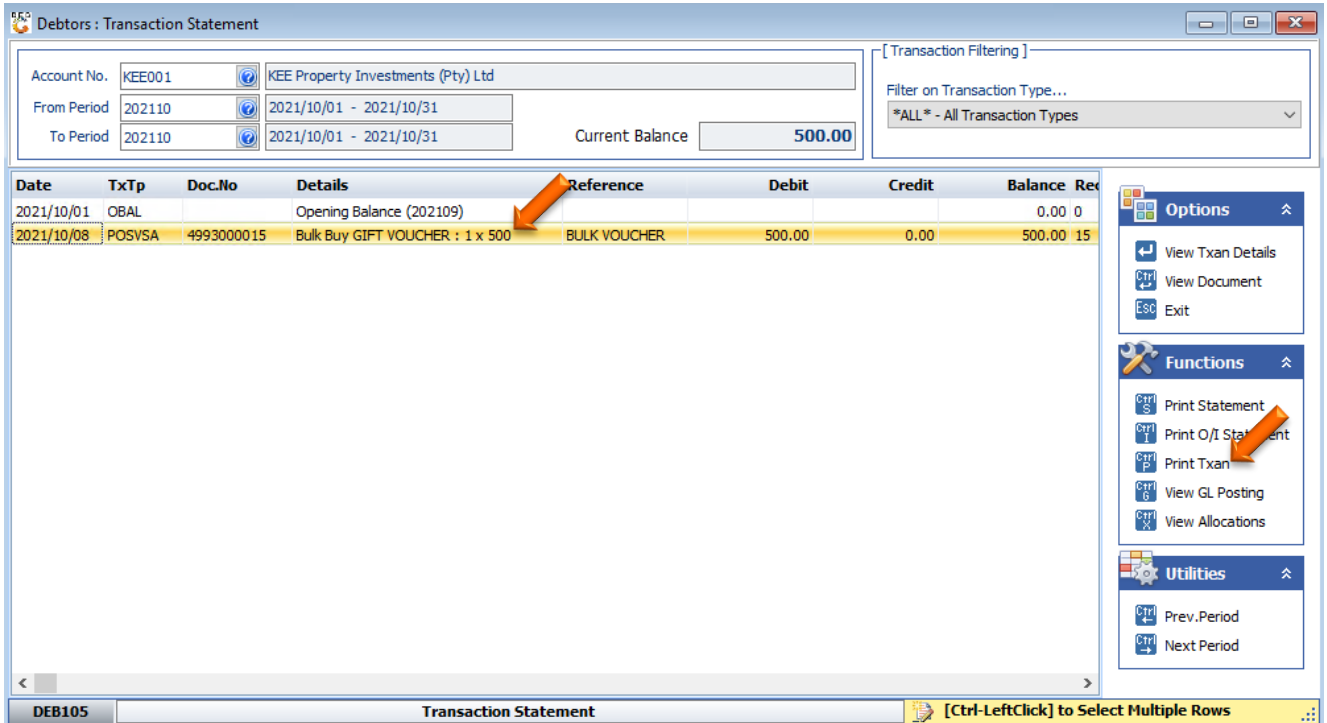
4. Go to Master Files then Debtor Master



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.



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

Debtors : Transaction Statement

Account No. KEE001 KEE Property Investments (Pty) Ltd

From Period 202110 2021/10/01 - 2021/10/31

To Period 202110 2021/10/01 - 2021/10/31

Current Balance 500.00

Transaction Filtering

Filter on Transaction Type... *ALL* - All Transaction Types

Date	TxTp	Doc.No	Details	Reference	Debit	Credit	Balance	Rec
2021/10/01	OBAL		Current Balance (202110)				0.00	0
2021/10/08	POSVSA	4993000015	System Prompt				500.00	15

Options

- View Txan Details
- View Document
- Exit

Functions

- Print Statement
- Print O/I Statement
- Print Txan
- View GL Posting
- View Allocations

Utilities

- Prev.Period
- Next Period

DEB105 Transaction Statement [Ctrl-LeftClick] to Select Multiple Rows

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



GET CYCLING (PTY) LTD

SHOP 40 WATERFRONT 104 MAIN ROAD Telephone 0283124000
 HERMANUS Fax Number
 WESTERN CAPE Comp. Reg. No. 2021/616486/07
 7200 VAT Number

TAX INVOICE		RE-PRINT	
KEE Property Investments (Pty) Ltd		Document No.	4993000015
		Document Date	2021/10/08
		Account No.	KEE001
		Client Reference	VOUCHER SALES
		Salesrep	
Email Address administrator@keeprop.co.za		Cust.VAT. No.	4030277224
Telephone 0733682562	Fax Number	Page	1 of 1

Stock Code	Description	Units	Qty	Price	VAT	Total
12051	Voucher	1	1	500.00	0.00	500.00

