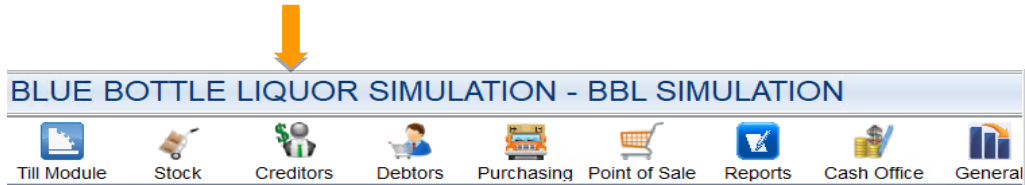# How to Guide:
# Creditors Payment.

*Aug 2020*



*MRJ Consultants*
*37 Weavind Ave, Eldoraigne, Centurion, 0157*
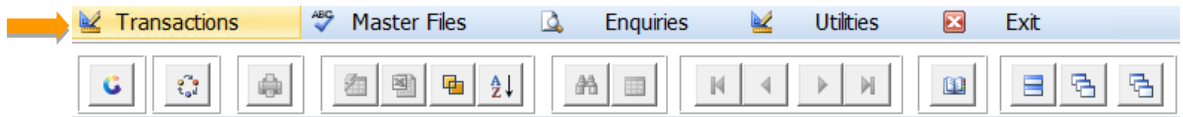*Tel: (012) 654 0300*
*Mail: helpdesk@mrj.co.za*

# How to do a Creditors Payment.

This document is to Guide you through the process on how to do Creditors Payments.
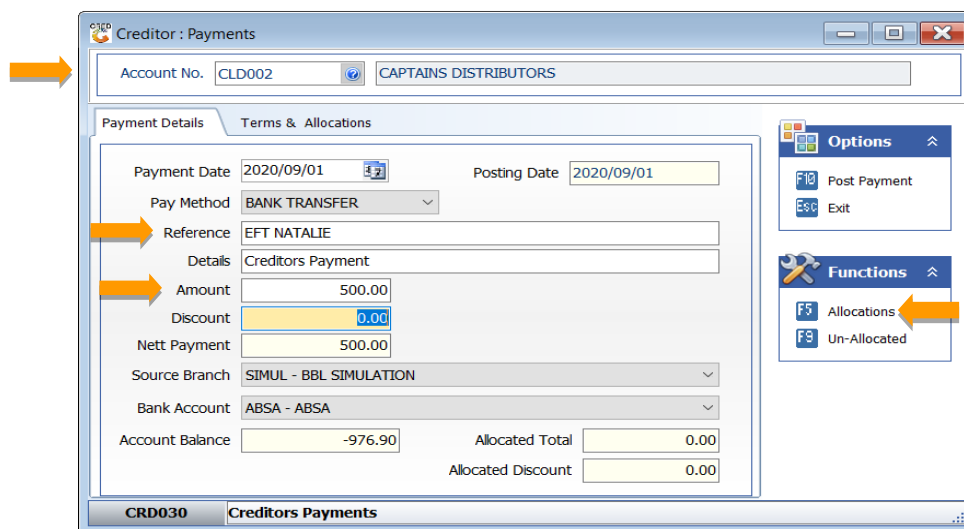
1. Go to **'Genesis: Creditors'**.



2. Click on **'Transactions'**.



3. Go to '**Payments & Reversals**' and then click on '**Payments**'.



4. Add **'Account No'**, '**Reference**' and **'Amount'** and click Enter. Go to '**Allocations**'.

5. Click on Invoice and enter **'Amount'** in Allocate Colum. Go to **'Save Allocations'/F10**.
   *(You can also select Auto-Alloc, it will allocate the payment to the oldest outstanding amount.)*



6. Click **'Yes'** to Save Allocation Values.



7. Click on **'Post Payment'/ F10** to Post your payment to Creditors.

8. Click '**Close**' to return to Creditors Payment.



*That concludes the User Guide.*