



How to Guide: Creditors Payment.

Aug 2020

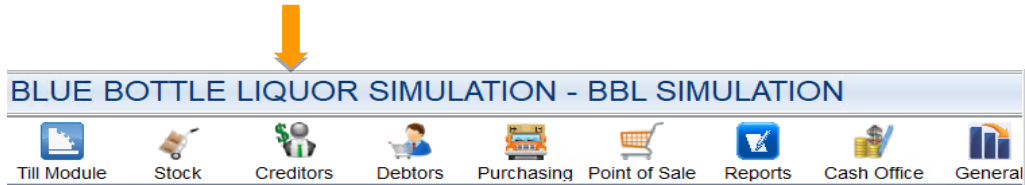


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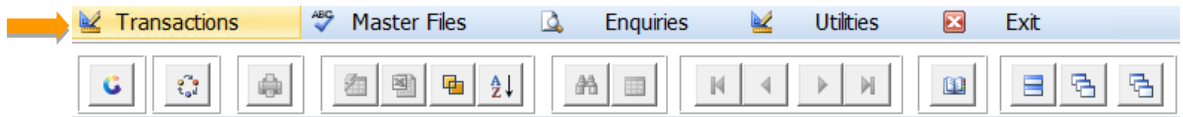
How to do a Creditors Payment.

This document is to Guide you through the process on how to do Creditors Payments.

1. Go to **'Genesis: Creditors'**.



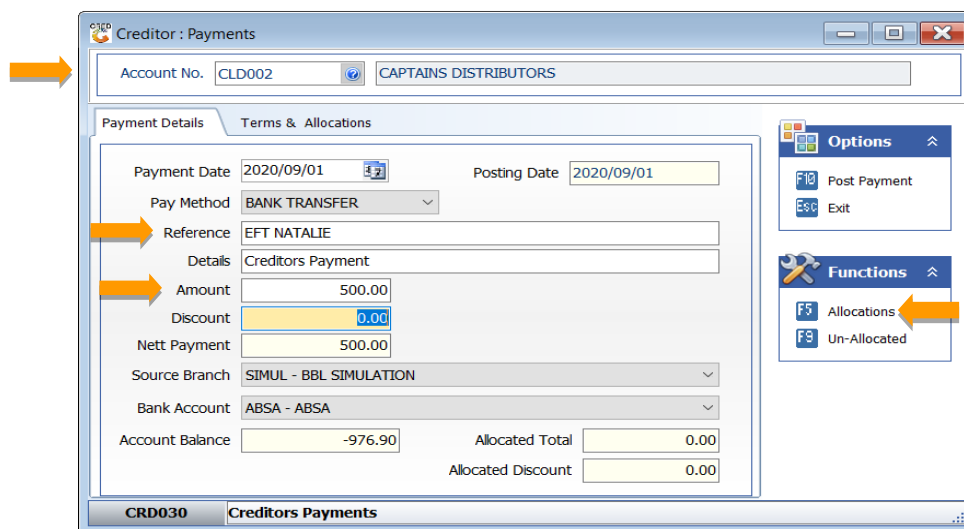
2. Click on **'Transactions'**.



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



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



- 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.)

Creditor Allocations

Account No. CLD002 CAPTAINS DISTRIBUTORS Transaction Date 2020/09/01
 Transaction Type CRDPMT CREDITORS ACCOUNT PAYMENTS Document No.
 Amount (Incl.) 500.00 V.A.T Amount 0.00 Settlement Discount 0.00 %
 Balance to Allocate 0.00 Debit Credit

Date	Doc.No	TxTp	Details	Doc.Amount	Debit	Credit	Balance	Allocate	Discount
2019/08/19	10500069	CRDINV	INVOICE (GRV)- CLD002	5 344.19	0.00	5 344.19	796.55	0.00	0.00
2019/09/13	10500141	CRDINV	INVOICE (GRV)- CLD002	7 428.49	0.00	7 428.49	0.00	0.00	0.00
2019/10/10	10500172	CRDINV	INVOICE (GRV)- CLD002	37 374.58	0.00	37 374.58	6.56	0.00	0.00
2020/05/22	10500364	CRDINV	INVOICE (GRV)- CLD002	824.27	0.00	824.27	824.27	0.00	0.00
2020/05/22	10500367	CRDINV	INVOICE (GRV)- CLD002	1 379.37	0.00	1 379.37	1 379.37	0.00	0.00
2020/05/22	10500371	CRDINV	INVOICE (GRV)- CLD002	2 701.97	0.00	2 701.97	2 701.97	500.00	0.00
2020/05/22	10500368	CRDINV	INVOICE (GRV)- CLD002	18 580.93	0.00	18 580.93	18 580.93	0.00	0.00
2020/08/05	10600009	CRDDBN	CREDIT NOTE (RTD)-	488.45	488.45	0.00	488.45	0.00	0.00
2020/08/06	10600010	CRDDBN	CREDIT NOTE (RTD)-	488.45	488.45	0.00	488.45	0.00	0.00

Credit Allocation 500.00 Credit Discount 0.00 Nett Allocated 500.00
 Debit Allocation 0.00 Debit Discount 0.00 Nett Discount 0.00

CRD099 Creditors : Document Allocation

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

System Prompt

Allocations

Save Allocation Values ?

No Yes

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

Creditor : Payments

Account No. CLD002 CAPTAINS DISTRIBUTORS

Payment Details Terms & Allocations

Payment Date 2020/09/01 Posting Date 2020/09/01
 Pay Method BANK TRANSFER
 Reference EFT NATALIE
 Details Creditors Payment
 Amount 500.00
 Discount 0.00
 Nett Payment 500.00
 Source Branch SIMUL - BBL SIMULATION
 Bank Account ABSA - ABSA
 Account Balance -976.90 Allocated Total 500.00
 Allocated Discount 0.00

Options
 F10 Post Payment
 Esc Exit

Functions
 F3 Allocations
 F8 Un-Allocated

CRD030 Creditors Payments

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



That concludes the User Guide.