

How to Guide: Send Bulk Statements.

Sept 2019



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How to send bulk statements.

1. Log into 'Genesis Menu'.



2. Click on 'Reports'.



3. Go to 'Debtors' > 'Transactions' > 'Statements (E-Mail)'.

🖏 GENESIS : Reports	Ļ	
Kernel Stock Control Screditors	🧏 Debtors 🔄 🕎 Point of Sale 👋 Purchasing 👋 Syst	em <u>A</u> udits 🛛 <u>E</u> xit
	Master Reports	
	🔟 Transactions 🚛 🕨 🗔 Statements (E-Mail) 🚛 🧱	
Company MRJ MRJ CONSULTA	🚝 Age Analysis 🕨 🧰 Document Summary	RJ MRJ CONSULTANTS
	Sales Reports	
	Post Dated Cheques Payments	
	🗱 Quotations & Orders 🔸 💷 Journals	
	Price Changes So No Movement/Txans	
	GP Exceptions	
	Audit Reports	

4. On this screen you need to select the 'From Period' and the 'To Period'.

- You can choose to attached all Documents, Invoice and Credit notes for the same period or select a From and To date. (All documents within that date will be sent with the statement).

- You can avoid sending statements if the account balance is in a negative or have a zero balance. If you want to do this you need to tick on the tick boxes.
- Under mailing options, you can type in a message, see example below on the screenshot.
- Then we recommend that you tick the tick box that says 'Use Email Client (E.g. Outlook)' and 'Send SMS'.

(This option will generate the pdfs and attach it to your email and send the mail. Send SMS will send your Customer an SMS with his account balance.)

C Debtor Transaction	Statements (eMail Utility)	
	Debtor Transaction Statements. The Debtor Statements will be created as PDF files. These files and their respective stateshmeric will be created to your	🚯 Options 🙁
	local Genesis Folder under the "\PDF" sub-Folder	FIII Print/Preview
	Source Branch MRJ - MRJ CONSULTANTS	Esc Exit
	From Period 201909 2019/09/01 - 2019/09/30	
	To Period 201910 2019/10/01 - 2019/10/31	
	┌ 🕅 [Attachment Documents to Mail : Select Date Range]	F2 Extract Debtors
	From Date 2019/10/01 Eg To Date 2019/10/31 Eg	
	✓ Ignore Negative Balances ✓ Ignore Zero Balances	
	[Mailing Options]	
	Please find attached your statement of account from MRJ Consultants.	
	Please feel free to call us should you have any queries relating to details on the statement.	
	MRJ COnsultants	
	✓ Use Email Client (E.g. Outlook) ✓ Send SMS	
	Pause for Review During Statement Generation C - After Every 10 Statements	
DEB305 Debtor	Transaction Statements (eMail Utility)	.::

-'Do not send emails' will only generate the pdfs under this location of you Pc.

Name	Date modified	Туре	Size				
BUB001_STMT_201909-20191031.PDF	2019/10/31 10:06	Adobe Acrobat D	32 KB				

- 5. To get to this location. Right click on 'Genesis Menu'.
- Select 'Open file location.'

	Open							
	Move to OneDrive							
	Open file location							
•	Run as administrator							
	Troubleshoot compatibility							
	Pin to Start							
2	Edit with Notepad++							
÷	Scan with Windows Defender							
	Add to archive							
	Add to "genMENU.rar"							
	Compress and email							
	Compress to "genMENU.rar" and email							
	Pin to taskbar							
	Restore previous versions							
	Send to >							
	Cut							
	Сору							
	Create shortcut							
	Delete							
	Rename							
	Properties							
MsMa - Sh	anager GENESIS CaptureJPG ortcut MENU							

6. Then go to the Pdf Folder.

• >	MRJ-WS-URSULA > AppData > Local	> GENESIS		
] Na	ime ^	Date modified	Туре	Size
	Help	2019/10/20 09:26	File folder	
	LOGS	2019/09/14 16:09	File folder	
	PDF	2019/10/31 10:06	File folder	
	SQL	2019/08/01 09:45	File folder	
	TEMP	2018/12/04 15:21	File folder	
č	genBUD.exe	2019/01/09 00:51	Application	36 418 KB
Č	genCOF.exe	2019/10/21 11:24	Application	38 903 KB
ő	genCRD.exe	2019/10/09 13:14	Application	40 881 KB
8	genDEB.exe	2019/10/17 11:08	Application	41 348 KB
Č	genEOD.exe	2019/07/19 21:24	Application	29 457 KB
Ğ	genFIX.exe	2019/10/23 13:45	Application	38 225 KB
Ğ	genFLT.exe	2019/07/19 21:25	Application	34 893 KB
8	genGLG.exe	2019/07/19 21:26	Application	37 674 KB
950		2010/10/21/15 20	a (1971) (1971)	17 070 1/0

- 7. Now you need to select your debtors before you can send.
 - Click on **'Extract Debtors'** or Press F2.

Debtor Transaction Statements. The Debtor Statements will be created as PDF files. These Files and their respective attachments will be saved to your local Genesis Folder under the "\PDF" sub-Folder
Source Branch MRJ - MRJ CONSULTANTS
From Period 201909 2019/09/01 - 2019/09/30
To Period 2019/10 2019/10/01 - 2019/10/31 ✓ [Attachment Documents to Mail : Select Date Range] F2 Extract Debtors
From Date 2019/10/01 E7 To Date 2019/10/31 E7
✓ Ignore Negative Balances ✓ Ignore Zero Balances
[Mailing Options] Please find attached your statement of account from MRJ Consultants.
Please feel free to call us should you have any queries relating to details on the statement.
MRJ COnsultants
✓ Use Email Client (E.g. Outlook) ✓ Send SMS □ Do not send emails

8. Click on **'Extract ALL Debtors'**, this will Extract all your Debtors.

C Debtor Statements : Extracted Debtor Accounts								×
Send	Account No.	Debtors Name	Balance	No.of Txans	Contact Person	Emi	Options	۲
L							FIII Save Update Messag Fiii Exit	e
							Extract Utilities Extract ALL Deb Selection Criteri Clear ALL Account	etors a ints
							 Grid Functions F2 Select Line F3 De-Select Line F4 Select ALL Lines F5 De-Select ALL L F6 Invert Line Sele 	(ines ction
							Enquiries Ifield View Statement	(
< DEB3	05A	Debtors Transactio	n Statement			> Total No.of Lines: 1	- Lines Selected : 1	.:

9. If you don't want to send a statement to all of them, then you can click on **'De-Select ALL Lines'** or Press F3.

👸 Deb	otor Statements	: Extracted Debtor Accounts					
Send	Account No.	Debtors Name	Balance	No.of Txans	Contact Person	1^	
	360001	360 FRAMELESS GLASS	0.00	3	360 FRAMELESS GLASS	c	🚯 Options 🛛 🛞
	ACC001	Advance Cash n Carry	0.00	5	Advance Cash n Carry	;	FIII Save
 Image: A set of the set of the	ACC001	Advance Cash n Carry	0.00	5	Zainoo	1	
V	ACE001	ACE HARDWARE	0.00	5	ACE HARDWARE	ż	Update Message
~	AER002	AEROCORE (PTY) LTD	324.30	3	AEROCORE (PTY) LTD	ż	Exit
~	AMI003	AMIGOS LIMPOPO	550.00	3	AMIGOS LIMPOPO	1	
~	ANA001	A NAUDE ACCOUNTANTS CC	254.44	9	A NAUDE ACCOUNTANTS CC	è	Textract Utilities 🙁
~	AND001	Andries Magapa	0.00	1	Andries Magapa	i	T Extract ALL Debtors
~	ANM001	Animo Consultants 0.00 5 Animo Consultants		ĩ	Selection Criteria		
V	ARB001	SANGIRO FRESH CHICKEN (PTY) LTD	RO FRESH CHICKEN (PTY) LTD -2 035.50 1 Cornel		¢	Close All Accounts	
V	ARB001	SANGIRO FRESH CHICKEN (PTY) LTD -2 035.50 1 SANGIRO FRESH CHICKEN (PTY) LTD ASH Cash & Carry 718.75 3 ASH Cash & Carry		ê	3 Clear ALL ACCOUNTS		
~	ASH001			1	Grid Functions		
~	BAK001	BAKERS OVEN	281.75	5	BAKERS OVEN	Ł	
~	BBL001	THE BLUE BOTTLE GROUP (BEADICA 276 CC)	23 772.39	18	Bruno	Ł	F2 Select Line
V	BBL001	THE BLUE BOTTLE GROUP (BEADICA 276 CC)	23 772.39	18	THE BLUE BOTTLE GROUP (BEADICA 276	ĩ	F3 De-Select Line
V	BFI001	BABA FAREED IMPORT & EXPORT	0.00	4	BABA FAREED IMPORT & EXPORT	i	5 Select ALL Lines
~	BKS001	BURGER KING SASOL CIRCLE	761.70	3	BURGER KING SASOL CIRCLE	Ł	E De-Select ALL Lines
~	BPE001	BP Eersterust	0.00	4	BP Eersterust	¢	F6 Invert Line Selection
~	BRT001	Build Rite Trading Pty Ltd	0.00	9	Build Rite Trading Pty Ltd	r	
~	BRT001	Build Rite Trading Pty Ltd	0.00	9	Muhammed	r	Enquiries (*)
~	BSCDC	Big Save Distribution Centre (Pty) Ltd	193 422.28	54	Big Save Distribution Centre (Pty) Ltd	i	-
~	BSCEM	BIG SAVE HYPER MARBLE HALL	155 384.55	1	BIG SAVE HYPER MARBLE HALL	¢	F9 View Statement
	RSCEV	Rin Save Evator	26 206 28	າາ	Rin Save Evator	, ×	
C DEB3	305A	Debtors Transactio	n Statement		🍈 Total No.of I	> lines:	160 - Lines Selected : 160 .::

You can now select only the debtors you want to send a statement too.
 After you have done your selection you must click on **'Save'** or Press F10.

👸 Deb	tor Statements	: Extracted Debtor Accounts						_ •	×
Send	Account No.	Debtors Name	Balance	No.of Txans	Contact Person	1.^			
	360001	360 FRAMELESS GLASS	0.00	3	360 FRAMELESS GLASS	¢.	AD Opt	7 Ô	2
	ACC001	Advance Cash n Carry	0.00	5	Advance Cash n Carry	4	FIO Sa	/e	
	ACC001	Advance Cash n Carry	0.00	5	Zainoo	4		data Masaa	
	ACE001	ACE HARDWARE	0.00	5	ACE HARDWARE	è		late Message	
	AER002	AEROCORE (PTY) LTD	324.30	3	AEROCORE (PTY) LTD	i	Esci Exi	t	
	AMI003	AMIGOS LIMPOPO	550.00	3	AMIGOS LIMPOPO	t			< 1
	ANA001	A NAUDE ACCOUNTANTS CC	254.44	9	A NAUDE ACCOUNTANTS CC	ĩ	T Extra	ct Utilities 🛞	4
	AND001	Andries Magapa	0.00	1	Andries Magapa	ĩ	🝸 Ext	ract ALL Debtors	
	ANM001	Animo Consultants	0.00	5	Animo Consultants	i	🕎 Sel	ection Criteria	
	ARB001	SANGIRO FRESH CHICKEN (PTY) LTD	-2 035.50	1	Cornel	¢	Ce Ce	ar ALL Accounts	
	ARB001	SANGIRO FRESH CHICKEN (PTY) LTD	-2 035.50	1	SANGIRO FRESH CHICKEN (PTY) LTD	ż			
	ASH001	ASH Cash & Carry	718.75	3	ASH Cash & Carry	λ	🚈 Grid F	unctions 🔅	5
	BAK001	BAKERS OVEN	281.75	5	BAKERS OVEN	Ł		<u> </u>	
	BBL001	THE BLUE BOTTLE GROUP (BEADICA 276 CC)	23 772.39	18	Bruno	Ł	F2 Sel	ect Line	
	BBL001	THE BLUE BOTTLE GROUP (BEADICA 276 CC)	23 772.39	18	THE BLUE BOTTLE GROUP (BEADICA 276	è	F3 De	Select Line	
	BFI001	BABA FAREED IMPORT & EXPORT	0.00	4	BABA FAREED IMPORT & EXPORT	i -	F4 Sel	ect ALL Lines	
	BKS001	BURGER KING SASOL CIRCLE	761.70	3	BURGER KING SASOL CIRCLE	Ł	F5 De	Select ALL Lines	
	BPE001	BP Eersterust	0.00	4	BP Eersterust	¢	F6 Inv	ert Line Selection	1
	BRT001	Build Rite Trading Pty Ltd	0.00	9	Build Rite Trading Pty Ltd	r -			
	BRT001	Build Rite Trading Pty Ltd	0.00	9	Muhammed	r -	🔍 Enqui	ries 🔅	5
	BSCDC	Big Save Distribution Centre (Pty) Ltd	193 422.28	54	Big Save Distribution Centre (Pty) Ltd	ž			
	BSCEM	BIG SAVE HYPER MARBLE HALL	155 384.55	1	BIG SAVE HYPER MARBLE HALL	¢	F9 Vie	w Statement	
	RCCEV	Rin Save Evator	26 206 28	22	Rin Save Evator	, ×			
DEBS	805A	Debtors Transactio	n Statement		🎸 Total No.of	Lines:	160 - Line	s Selected : 0	

11. After the previous step, you will be back on this screen and you can click on **'Print/Preview'** or press F10. Your statements will be sent.

C Debtor Transaction	Statements (eMail Utility)	
	Debtor Transaction Statements. The Debtor Statements will be created as PDF files. These Files and their respective attachments will be saved to your local Genesis Folder under the "\PDF" sub-Folder	Options S Print/Preview
	Source Branch MRJ - MRJ CONSULTANTS	Exit
	From Period 2019/09 2019/09/30 To Period 2019/10 2019/10/01 - 2019/10/31	Functions
	✓ [Attachment Documents to Mail : Select Date Range]	Extract Debtors
	From Date 2019/10/01 57 To Date 2019/10/31 57	
	✓ Ignore Negative Balances ✓ Ignore Zero Balances	
	Mailing Options J Please find attached your statement of account from MRJ Consultants.	
	Please feel free to call us should you have any queries relating to details on the statement.	
	MRJ COnsultants	
	✓ Use Email Client (E.g. Outlook) ✓ Send SMS ■ Do not send emails	
	Pause for Review During Statement Generation C - After Every 10 Statements	
DEB305 Debtor	Transaction Statements (eMail Utility)	.::

In order for this to work, you need to make sure there is a contact loaded on the debtor with a valid Email address and Cellphone number

I. To do this, you have to go to **'Debtors'**.



II. Then go to 'Master Files' > 'Debtor Master'.

ľ	nouu	IC .			
	ABC .	<u>M</u> aster Files	🍲 <u>।</u>	<u>J</u> tilities	🔀 <u>E</u> xit
	8=	Debtors Master			
	×.	Other Masters	•		
	23	Archive Debtors		MICCO	NSULTANTS

III. Select a **Debtor** and double click.

Count No. AMOO	nance	Debtor Name	A MOOSA & CO			C C	22 E
Main Data	Terms and Balances	🛐 Indicator	rs 🚰 Note Pad	😗 Other Informa	ation	Update Exit	
Account Details	🕎 Address & Contacts	;				🚈 Utilities	۲
Account Type	OI - Open Item	_	Credit Limit	0.00		F5 Utility Menu	
Communication Mthd	E - e-Mail		Temporary Limit	0.00	Valid To		
Interest Debtor Type	N - NO	▼ ▼	PDC Outstanding	0.00			٢
Sales Type	A - Account Sales Only		Balance Owing	0.00		Previous Debtor	
Inter-Company Account	N - NO	-	Payment Method	BANK TRANSFER			
			Account Grading	5-5top	•		
Account Status	O - Open		Pre-Auth Mandatory	Y - Pre-Auth Required	for Acc.Sales/Returns 💌		
Account Group Type	N - Normal Account	-	[Customer Relations]-				
			CRM Manager 📫		-		
			CRM Account No.				
DEB101 @ 0	Press [Ctrl+Enter] to Up	date this Debto	r				

IV. Click on **'Utility Menu'** and then on **'Contacts'**.

Account No.	AMO001	Debtor Nan	A MOOSA & CO			Utility Menu	
Trade Name	*Ontional	I				🗁 🗀 🛛 🖪	Close
Thate Marrie	optional					> · im Transactions	
Y Main Data	Terms and Balance	es 🛐 Indicat	ors 🛱 Note Pad	🕎 Other Informa	ation	Utilities	ts
8 Account Deta	lis Address & C	ontacts	1			Balance History	1
Account	t Type OI - Open Item	•	Credit Limit	0.00		Debtors Deals	dit Limits
Communication	Mthd E - e-Mail	•	Temporary Limit 🔿	0.00	Valid To	Department Pri	icing
In	terest N - NO		Cheque Limit	0.00		Amendment Au	dit
Debtor	Type D - Debtor		PDC Outstanding	0.00		Cheque History	,
Salas	Type D Debtor	Only -	Balance Owing	0.00		Voucher History	y ions
Sales	A - Account sales	Uniy -	Payment Method	BANK TRANSFER	•	Print Buying Ca	ard
Inter-Company Ac	count N - NO			S - Stop		Stokvel Member	rs
			Account Grading				
Account S	Status O - Open	▼	Dra Auth Mandatanu	V. Dro Auth Deguined	far Ass Calas/Daturns		
Reason for S	itatus		Pre-Autri Manuatory	T - Pre-Autri Required	Tor Acc.sales/Returns		
Account Group	Type N - Normal Account	nt 🔻	[Customer Relations]				
			CRM Manager 🔿		-		
			CRM Account No.				
				<u> </u>			

V. Now you can **'Add'** or **'Update'** a contact.

Ebebtors : Contacts									
Acc	Account No. AMO001 Debtors Name A MOOSA & CO								
Prty 1	Title MAIN	Name A MOOSA & CO	Surname	Designation MAIN ACCOUNT	SMS OTP	SMS Txans	SMS Ads I	🚯 Options	۲
								Add Jupdate Del Delete Esc Exit	+
								Search F2 Name F3 Cellphone	۲
▲ DEB	119			Debtors : Contacts	Maintenance		Þ		

- 12. Fill in the contact information and make sure the Email address and Cellphone number are correct.
- 13. If you want this person to receive statements and SMS's, you need to tick the tick boxes that says **'Email statements'** and **'SMS Txan Notifications'**.

630			_					
C Debtors : Contacts Maintenance		_		×				
Account No. AMO001 A MOOSA & CO	Options		۲					
Priority Seq. 1 Title First Name A MOOSA & CO	MAIN	FM Sa ES ES	ave dt					
Surname Designation MAIN ACCOUNT Department								
Birth Date Fax Fax								
Telephone #2 0123708000 Cellphone Email Address amoosanco@gmail.com								
Website								
[Residential Contact Details] [Communication Options] Telephone #1 0123708000 EMail One-Time-PIN [SMS One-Time-PIN							
Telephone #2	SMS Txan Notifications							
Date 2019/07/17								
Time 17:04:10 Machine ID MRJSQLSVR								
User Code SYSTEM								
DEB119A Debtors Contacts Maintenance								

That concludes the User Guide.