



How to Guide Creditors Payment with Discount

MRJ Consultants

37 Weavind Ave, Eldoraigne, Centurion, 0157

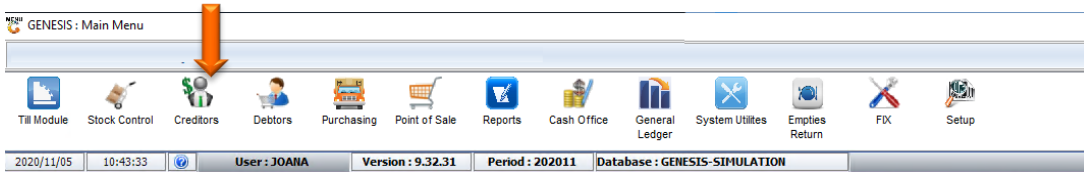
Tel: (012) 654 0300

Mail: helpdesk@mrj.co.za

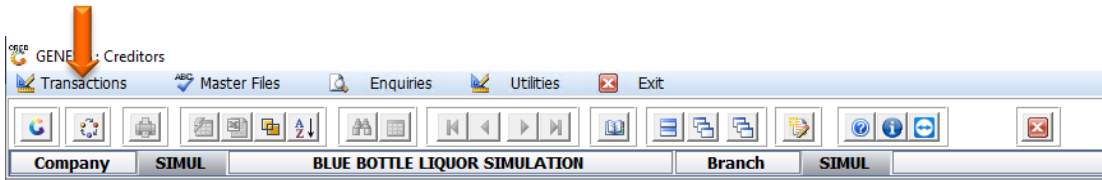


How to Process a Creditors Payment with Discount

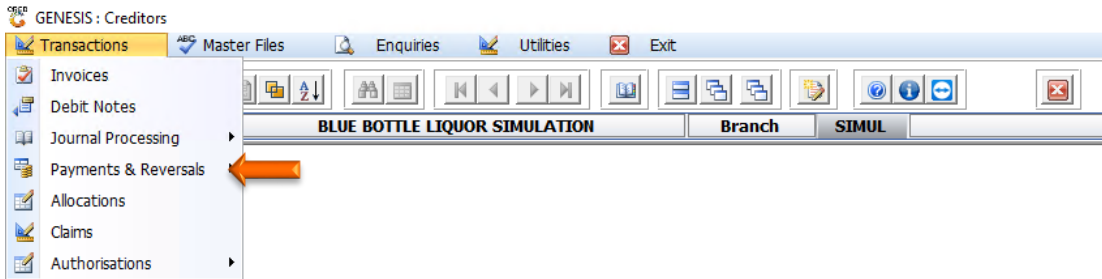
1. Log into Genesis Menu
2. Open **Creditors** from the main menu



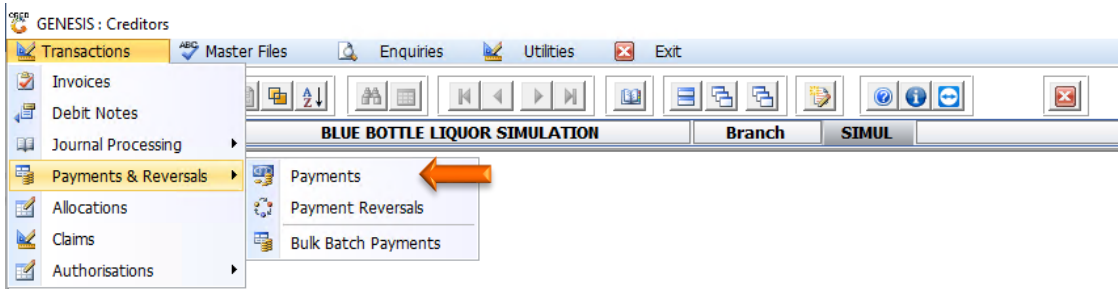
3. Click on **Transactions**



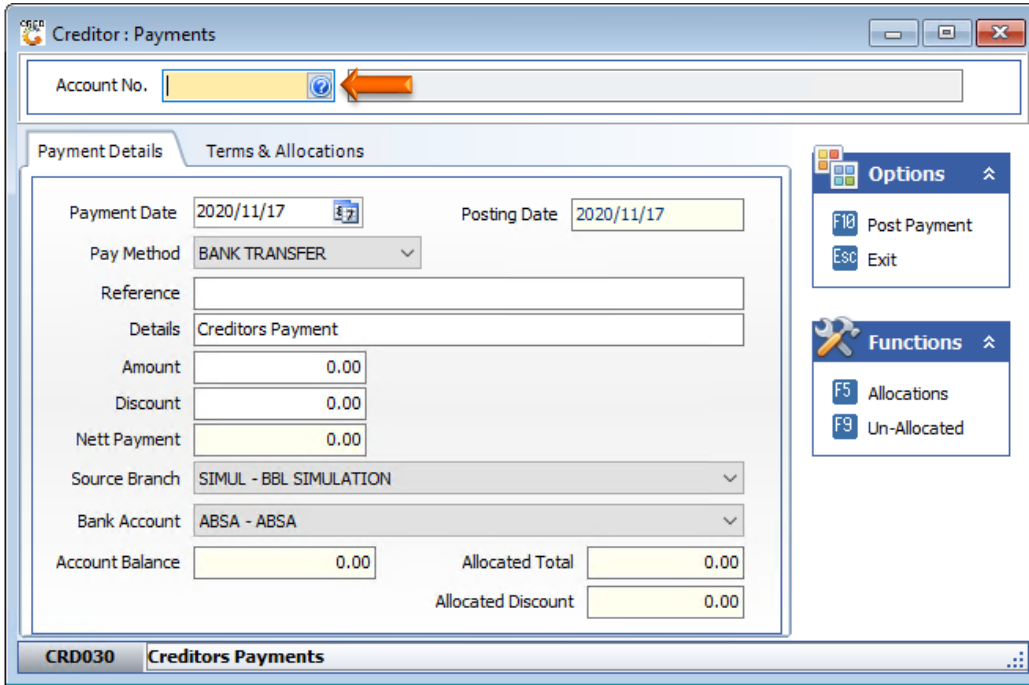
4. Select **Payments & Reversals** from the Drop-Down box



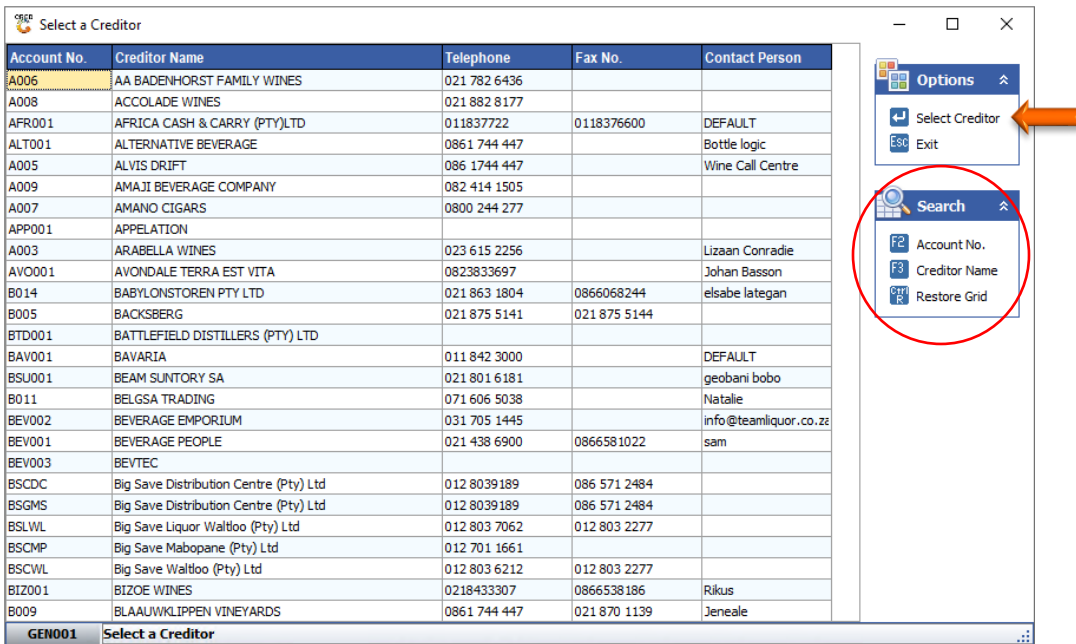
5. Select **Payments** from the side menu



- Click on the ? button next to the **Account No.** field.



- Select the Creditor on the grid and press **Enter** on your keyboard or click on **Select Creditor** under the Options menu. You can also use the functions under the Search menu to locate for the Creditor.



8. Press **Enter** on your keyboard.

Account No. 4003

Payment Date 2020/11/17 Posting Date 2020/11/17

Pay Method BANK TRANSFER

Reference

Details Creditors Payment

Amount 0.00

Discount 0.00

Nett Payment 0.00

Source Branch SIMUL - BBL SIMULATION

Bank Account ABSA - ABSA

Account Balance 0.00 Allocated Total 0.00

Allocated Discount 0.00

Options

- Post Payment (F10)
- Exit (Esc)

Functions

- Allocations (F5)
- Un-Allocated (F9)

CRD030 Creditors Payments

9. Capture the payment details e.g. **Payment Date, Pay Method, Reference etc.** Ensure that you press **Enter** on your keyboard throughout all the fields.

10. Once complete, press **F5** on your keyboard or click on **Allocations** under the Function menu.

9966 Creditor : Payments

Account No. A003 ARABELLA WINES

Payment Details Terms & Allocations

Payment Date 2020/11/17 Posting Date 2020/11/17

Pay Method BANK TRANSFER

Reference ABC1234

Details Creditors Payment

Amount 800.00

Discount 100.00

Nett Payment 700.00

Source Branch SIMUL - BBL SIMULATION

Bank Account ABSA - ABSA

Account Balance 1 167.66 Allocated Total 0.00

Allocated Discount 0.00

Options

- F10 Post Payment
- Esc Exit

Functions

- F5 Allocations
- F9 Un-Allocated

CRD030 Creditors Payments

11. Select Invoice you want to allocate the payment to from the grid.
12. Enter the amount to be allocated to the invoice in the **Allocate** field and press **Enter**

9966 Creditor Allocations

Account No. A003 ARABELLA WINES Transaction Date 2020/11/16

Transaction Type CRDPMT CREDITORS ACCOUNT PAYMENTS Document No.

Amount (Incl.) 800.00 V.A.T Amount 0.00 Settlement Discount 1.00 %

Balance to Allocate 0.00 Debit Credit

Date	Doc.No	TxTp	Details	Doc.Amount	Debit	Credit	Balance	Allocate	Discount
2020/11/05	10500414	CRDINV	INVOICE (GRV) - A003	1 517.66	0.00	1 517.66	1 517.66	800.00	0.00

Options

- F10 Save Allocs.
- Esc Exit

Function...

- F2 Allocate Line
- F9 Auto-Alloc

Credit Allocation 800.00 Credit Discount 0.00 Nett Allocated 800.00

Debit Allocation 0.00 Debit Discount 0.00 Nett Discount 0.00

CRD099 Creditors : Document Allocation

13. Enter the discount amount to be allocated in the **Discount** field

CRD099 Creditor Allocations

Account No. ARABELLA WINES
Transaction Date
Transaction Type CREDITORS ACCOUNT PAYMENTS
Document No.
Amount (Incl.) V.A.T Amount Settlement Discount
Balance to Allocate Debit Credit

Date	Doc.No	TxTp	Details	Doc.Amount	Debit	Credit	Balance	Allocate	Discount
2020/11/05	10500414	CRDINV	INVOICE (GRV)- A003	1 517.66	0.00	1 517.66	1 517.66	800.00	100.00

Options
Save Allocs.
Exit

Functionality
Allocate Line
Auto-Alloc

Credit Allocation	<input type="text" value="800.00"/>	Credit Discount	<input type="text" value="100.00"/>	Nett Allocated	<input type="text" value="800.00"/>
Debit Allocation	<input type="text" value="0.00"/>	Debit Discount	<input type="text" value="0.00"/>	Nett Discount	<input type="text" value="100.00"/>

CRD099 Creditors : Document Allocation

14. Press **F10** on your keyboard or click on **Save Allocs.** Under the Option Menu.

Account No. A003 ARABELLA WINES Transaction Date 2020/11/16
Transaction Type CRDPMT CREDITORS ACCOUNT PAYMENTS Document No.
Amount (Incl.) 800.00 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
2020/11/05	10500414	CRDINV	INVOICE (GRV)- A003	1 517.66	0.00	1 517.66	1 517.66	800.00	100.00

Credit Allocation 800.00 Credit Discount 100.00 Nett Allocated 800.00
Debit Allocation 0.00 Debit Discount 0.00 Nett Discount 100.00

CRD099 Creditors : Document Allocation

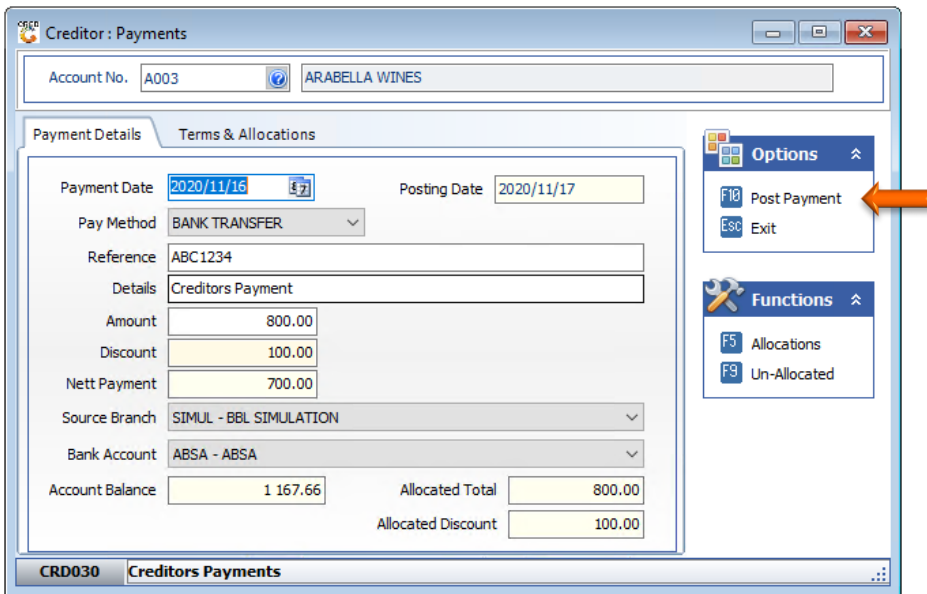
15. Press **Y** on your keyboard or click on the **Yes** button.

System Prompt

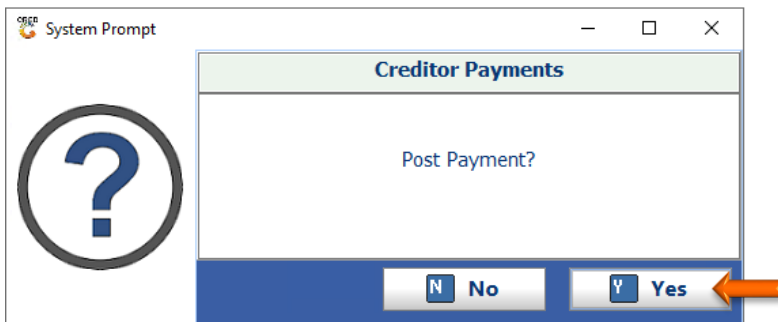
Allocations

Save Allocation Values ?

16. Press **Enter** on your keyboard through all the fields to ensure amount updated
17. Press **F10** on your keyboard or click on **Post Payment** under the Options menu



18. Press **Y** on your keyboard or click on the **Yes** button.



19. Press **Enter** on your keyboard or click on the **Close** button



And that concludes the User Guide 😊