



How to Guide Creditors Payment

MRJ Consultants

37 Weavind Ave, Eldoraigne, Centurion, 0157

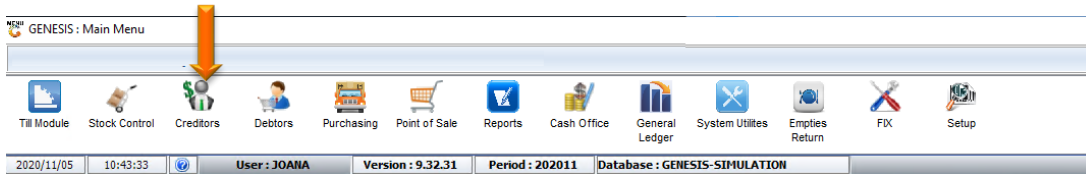
Tel: (012) 654 0300

Mail: helpdesk@mrj.co.za

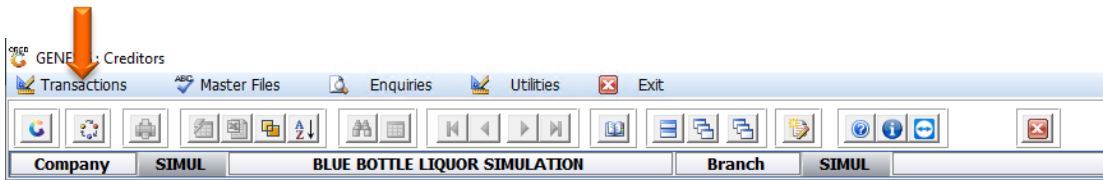


How to Process a Creditors Payment

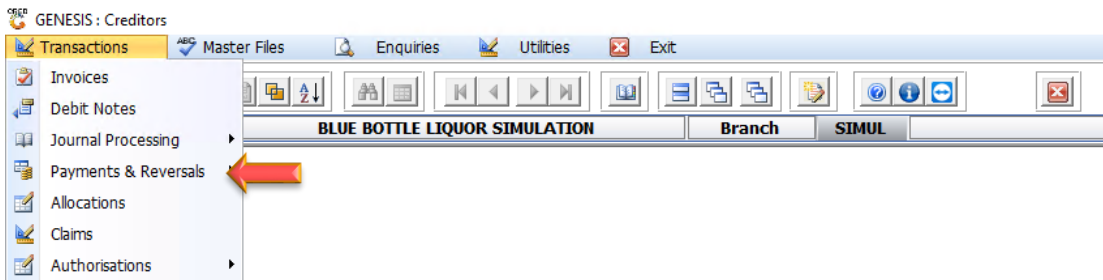
1. Log into Genesis Menu
2. Open **Creditors** from the main menu



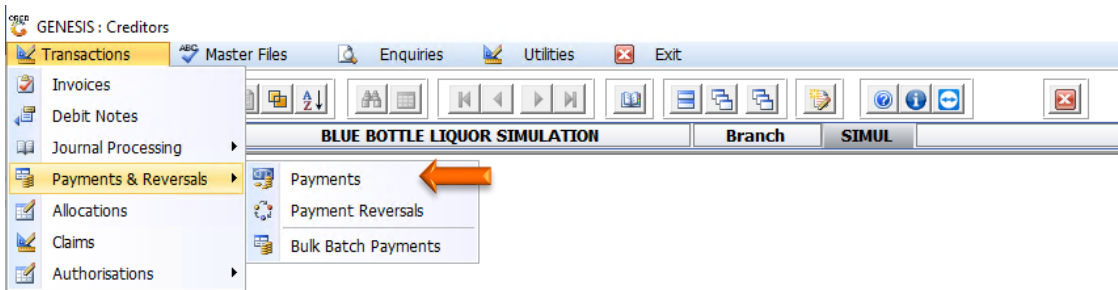
3. Click on **Transactions**



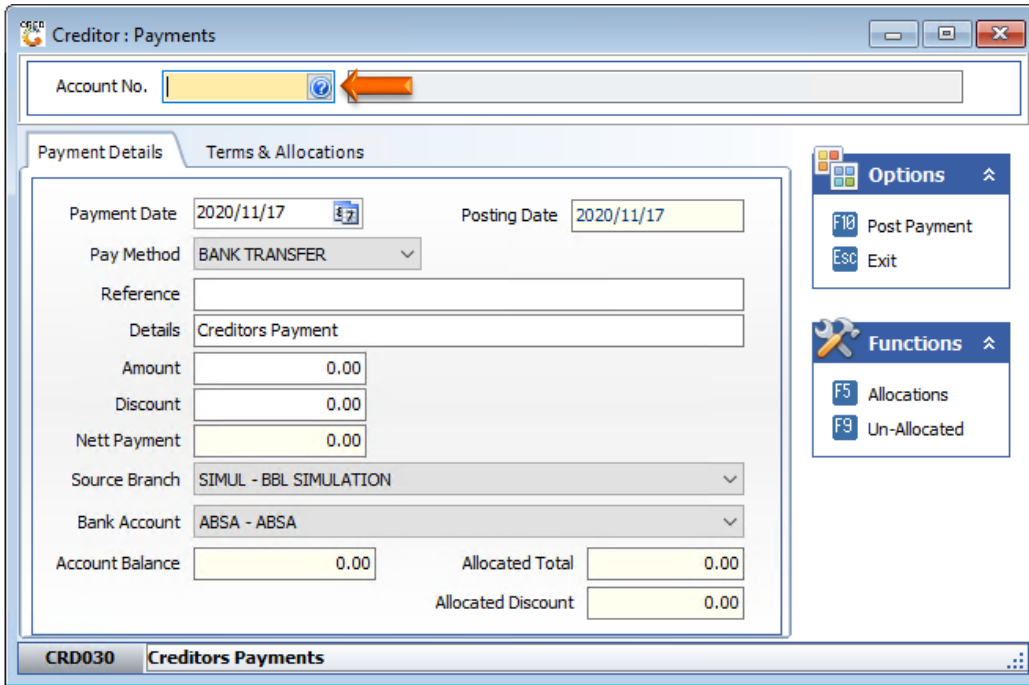
4. Select **Payments & Reversals** from the Drop-Down box



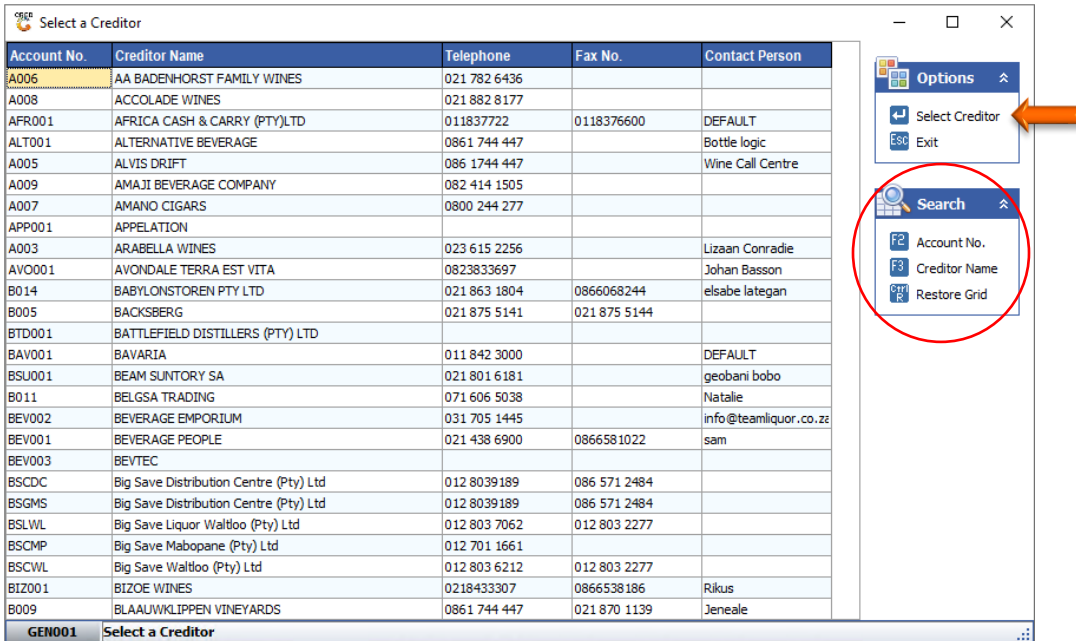
5. Select **Payments** from the side menu



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



7. 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.

The screenshot shows the 'Creditor : Payments' window. The 'Account No.' field contains 'A003'. The 'Payment Details' tab is active, showing the following fields: 'Payment Date' (2020/11/17), 'Posting Date' (2020/11/17), 'Pay Method' (BANK TRANSFER), 'Reference' (empty), 'Details' (Creditors Payment), 'Amount' (0.00), 'Discount' (0.00), 'Nett Payment' (0.00), 'Source Branch' (SIMUL - BBL SIMULATION), and 'Bank Account' (ABSA - ABSA). At the bottom, 'Account Balance' (0.00), 'Allocated Total' (0.00), and 'Allocated Discount' (0.00) are displayed. On the right, there are 'Options' (F10 Post Payment, Esc Exit) and 'Functions' (F5 Allocations, F9 Un-Allocated) menus.

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.

The screenshot shows the 'Creditor : Payments' window with updated details. The 'Account No.' field contains 'A003' and 'ARABELLA WINES'. The 'Payment Date' is now 2020/11/19, and the 'Posting Date' is 2020/11/19. The 'Pay Method' is still BANK TRANSFER. The 'Amount' is 500.00, 'Discount' is 0.00, and 'Nett Payment' is 500.00. The 'Source Branch' is SIMUL - BBL SIMULATION and the 'Bank Account' is ABSA - ABSA. At the bottom, 'Account Balance' is 467.66, 'Allocated Total' is 0.00, and 'Allocated Discount' is 0.00. A red circle highlights the main form area. On the right, the 'Functions' menu has an orange arrow pointing to the 'F5 Allocations' option.

11. Select Invoice you want to allocate the payment to from the grid.

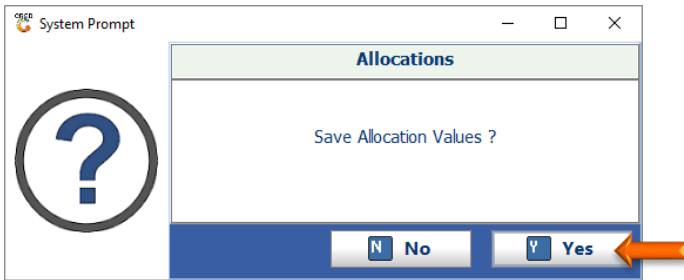
12. Enter the amount to be allocated to the invoice in the **Allocate** field and press **Enter**

The screenshot shows the 'Creditor Allocations' window. At the top, there are fields for Account No. (A003), ARABELLA WINES, Transaction Date (2020/11/19), Transaction Type (CRDPMT), CREDITORS ACCOUNT PAYMENTS, Document No., Amount (Incl.) (500.00), V.A.T Amount (0.00), Settlement Discount (0.00%), and Balance to Allocate (0.00). Below these fields is a table with columns: Date, Doc.No, TxTp, Details, Doc.Amount, Debit, Credit, Balance, Allocate, and Discount. The first row is selected and highlighted in red, with the 'Allocate' field containing 500.00. An orange arrow points to this field. To the right of the table is an 'Options' menu with 'Save Allocs.' and 'Exit' buttons, and a 'Function' menu with 'Allocate Line' and 'Auto-Alloc' buttons. At the bottom, there are summary fields for Credit Allocation (500.00), Debit Allocation (0.00), Credit Discount (0.00), Debit Discount (0.00), Nett Allocated (500.00), and Nett Discount (0.00).

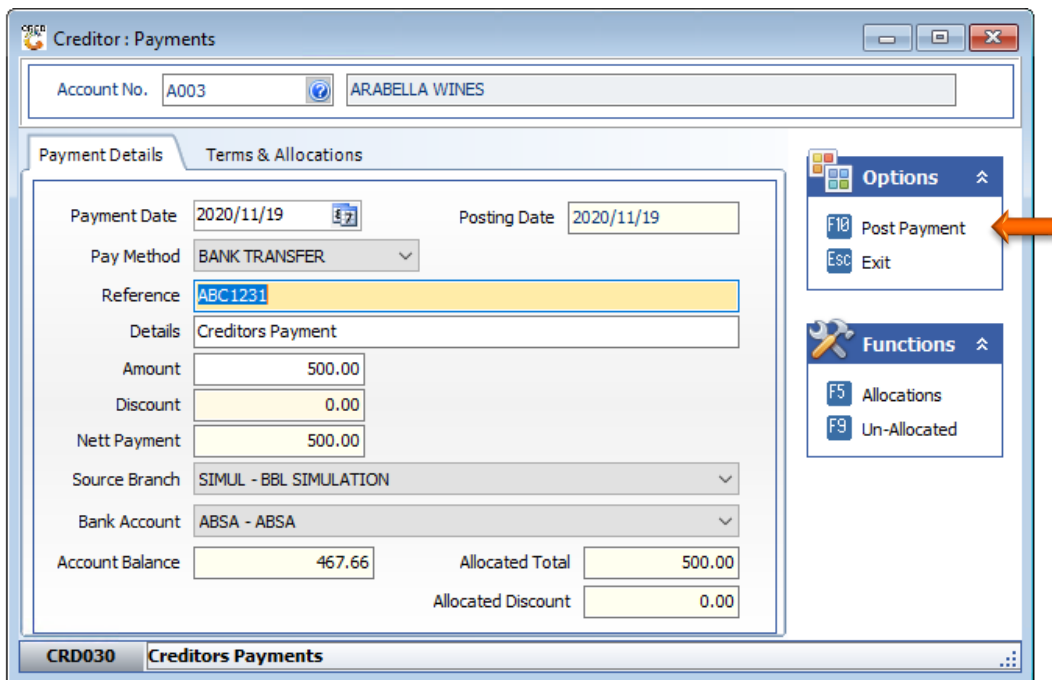
13. Press **F10** on your keyboard or click on **Save Allocs.** Under the Option Menu.

The screenshot shows the 'Creditor Allocations' window with the 'Options' menu open. The 'Save Allocs.' button is highlighted with an orange arrow. The rest of the window is identical to the previous screenshot, showing the same data and fields.

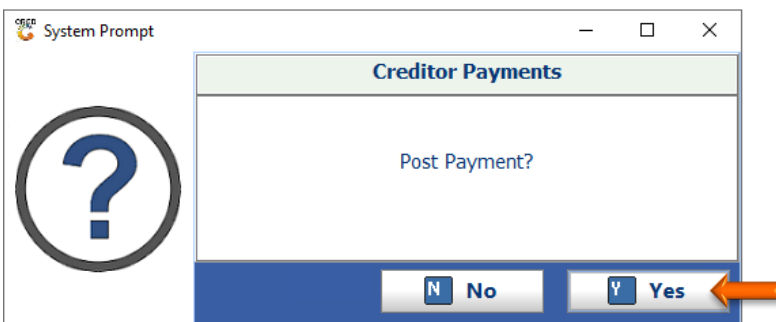
14. Press **Y** on your keyboard or click on the **Yes** button.



15. Press **F10** on your keyboard or click on **Post Payment** under the Options menu



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



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



And that concludes the User Guide 😊