

How to Guide Creditors Payment

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How to Process a Creditors Payment

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

GENESIS :	Main Menu												
		. 🦊											
	4	\$ <u>0</u>	- 🕰			M	A		\times		X	S ù	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33	0	User: JOANA	Ver	sion : 9.32.31	Period :	202011 Dat	abase : GEN	ESIS-SIMULATIO	N			

3. Click on **Transactions**

💯 GENE : Creditors						
🕍 Transactions 🗧	۶ Master Files 🛛 🚨	Enquiries 🕍 I	Utilities 🔀	Exit		
i	2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			355		
Company SIM	UL BLUE	BOTTLE LIQUOR SIM	ULATION	Branch	SIMUL	

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

en gen	GENESIS : Creditors		
	Transactions 🍄 Ma	Files 🛕 Enquiries 📈 Utilities 🔀 Exit	
2	Invoices		1
48	Debit Notes		
ų,	Journal Processing	BLUE BOTTLE LIQUOR SIMULATION Branch SIMUL	
4	Payments & Reversals		
	Allocations		
	Claims		
	Authorisations		

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

	GENESIS : Creditors		
	Transactions ABC Maste	r Files 🞑 Enquiries 🕍 Utilities 🔀 Exit	
2	Invoices		
42	Debit Notes		
na	Journal Processing	BLUE BOTTLE LIQUOR SIMULATION Branch SIMUL	
-	Payments & Reversals	🕎 Payments 🔶	
	Allocations	🚓 Payment Reversals	
	Claims	Bulk Batch Payments	
	Authorisations		
	Journal Processing Payments & Reversals Allocations Claims Authorisations	BLUE BOTTLE LIQUOR SIMULATION Branch SIMUL Image: Simulation of the sympetry of the sym	

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

Creditor : Payme	nts			
Account No.				
	Torra 8. Alla ashiana			
ayment Details	Terms & Anocations]	📲 Options 💠
Payment Date	2020/11/17	Posting Date 2020/11	L/17	F10 Post Payment
Pay Method	BANK TRANSFER	/		Esc Exit
Reference		_		
Details	Creditors Payment			
Amount	0.00			
Discount	0.00			F5 Allocations
Nett Payment	0.00			^{FS} Un-Allocated
Source Branch	SIMUL - BBL SIMULATION		~	
Bank Account	ABSA - ABSA		~	
Account Balance	0.00	Allocated Total	0.00	
		Allocated Discount	0.00	

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.

🐮 Select a C	- 🗆 ×				
Account No.	Creditor Name	Telephone	Fax No.	Contact Person	
A006	AA BADENHORST FAMILY WINES	021 782 6436			📲 Options 🛛 🛠
A008	ACCOLADE WINES	021 882 8177			
AFR001	AFRICA CASH & CARRY (PTY)LTD	011837722	0118376600	DEFAULT	Select Creditor
ALT001	ALTERNATIVE BEVERAGE	0861 744 447		Bottle logic	Esc Exit
A005	ALVIS DRIFT	086 1744 447		Wine Call Centre	
A009	AMAJI BEVERAGE COMPANY	082 414 1505			
A007	AMANO CIGARS	0800 244 277			Search 🛛 🖈
APP001	APPELATION				
A003	ARABELLA WINES	023 615 2256		Lizaan Conradie	Account No.
AVO001	AVONDALE TERRA EST VITA	0823833697		Johan Basson	F3 Creditor Name
8014	BABYLONSTOREN PTY LTD	021 863 1804	0866068244	elsabe lategan	Restore Grid
B005	BACKSBERG	021 875 5141	021 875 5144		
BTD001	BATTLEFIELD DISTILLERS (PTY) LTD				
BAV001	BAVARIA	011 842 3000		DEFAULT	
BSU001	BEAM SUNTORY SA	021 801 6181		geobani bobo	
B011	BELGSA TRADING	071 606 5038		Natalie	
BEV002	BEVERAGE EMPORIUM	031 705 1445		info@teamliquor.co.za	
BEV001	BEVERAGE PEOPLE	021 438 6900	0866581022	sam	
BEV003	BEVTEC				
BSCDC	Big Save Distribution Centre (Pty) Ltd	012 8039189	086 571 2484		
BSGMS	Big Save Distribution Centre (Pty) Ltd	012 8039189	086 571 2484		
BSLWL	Big Save Liquor Waltloo (Pty) Ltd	012 803 7062	012 803 2277		
BSCMP	Big Save Mabopane (Pty) Ltd	012 701 1661			
BSCWL	Big Save Waltloo (Pty) Ltd	012 803 6212	012 803 2277		
BIZO01	BIZOE WINES	0218433307	0866538186	Rikus	
3009	BLAAUWKLIPPEN VINEYARDS	0861 744 447	021 870 1139	Jeneale	
GEN001	Select a Creditor				

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

Account No. 40)3			
ayment Details 🔪	Terms & Allocations			
				- B Options 3
Payment Date	2020/11/17	Posting Date 2020/1	1/17	Post Payment
Pay Method	BANK TRANSFER V			Esc Exit
Reference				
Details	Creditors Payment			
Amount	0.00			Functions a
Discount	0.00			F5 Allocations
Nett Payment	0.00			F9 Un-Allocated
Source Branch	SIMUL - BBL SIMULATION		~	
Bank Account	ABSA - ABSA		~	
Account Balance	0.00	Allocated Total	0.00	
		Allocated Discount	0.00	

- 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.

Creditor : Payments	- • •
Account No. A003 ARABELLA WINES	
Payment Details Terms & Allocations Payment Date 2020/11/19 Posting Date 2020/11/19	Options Fill Post Payment
Pay Method BANK TRANSFER Reference	Esc Exit Functions * F5 Allocations F9 Un-Allocated
Account Balance 467.66 Allocated Total 0.00 Allocated Discount 0.00	
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**

🖑 Credito	or Allocati	ons							-		×
Acc	ount No.	A003	ARABELLA WINES			Transaction Date	2020/11/19				
Transact	tion Type	CRDPMT	CREDITORS ACCOUNT	IT PAYMENTS		Document No.					
Amoun	t (Incl.)	500.0	00	V.A.T Amount	0.00	Settlement Discount	0 %				
Balance to	Allocate	0.	<mark>00</mark>	Oebit	Credit						
Date	Doc.No	TxTp	Details	Doc.Amount	Debit	Credit Balance	Allocate	Discount			
2020/11/05	1050041	4 CRDINV	INVOICE (GRV)- A003	3 1 517.66	0.00 1	517.66 717.66	500.00	0.00		Option	ns 🎗
									F10 Esc	Save Alle Exit	ocs.
									2	Functi.	*
									F9	Allocate Auto-Alle	Line oc
<								>			
-			00 Credit Disco	unt 0.00		Nett All	ocated	500.00			
Credit	Allocation	1 500									

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

🐮 Creditor	r Allocati	ons									-		×
Acco	ount No.	A003		ARABELLA WINES			т	ransaction Date	2020/11/19				
Transacti	on Type	CRDPMT		CREDITORS ACCOUNT PA	YMENTS			Document No.					
Amount	(Incl.)		500.00		V.A.T Amount	0.0) Settl	ement Discount	0.00 %				
Balance to	Allocate		0.00		Oebit	Credit							
Date	Doc.No		ТхТр	Details	Doc.Amount	Debit	Credit	Balance	Allocate	Discount			
2020/11/05	105004	14	CRDINV	INVOICE (GRV)- A003	1 517.66	0.00	1 517.66	717.66	500.00	0.00		Option	* *
											F10 Esc	Save Allo Exit	es.
											%	Functi Allocate L	. × ine
											19	Auto-Allo	:
۲.										>	•		
Credit A	llocatio	n 📃	500.00	Credit Discount	0.00			Nett Allo	cated	500.00			
Dabit A	llocatio	n	0.00	Debit Discount	0.00			Nett Disc	count	0.00			

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

쁓 Creditor : Payme	nts			
Account No. A00)3 🕡 ARA	ABELLA WINES		
Payment Details	Terms & Allocations			Options *
Payment Date	2020/11/19	Posting Date 2	020/11/19	FI0 Post Payment
Pay Method	BANK TRANSFER	~		Esc Exit
Reference	ABC1231			
Details	Creditors Payment			Functions *
Amount	500.00			
Discount	0.00			F5 Allocations
Nett Payment	500.00			F9 Un-Allocated
Source Branch	SIMUL - BBL SIMULATIO	N	~	
Bank Account	ABSA - ABSA		~	
Account Balance	467.66	Allocated Total	500.00	
		Allocated Discount	0.00	
CRD030 Credi	tors Payments			 :::

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

😳 System Prompt	- 🗆 X
	Creditor Payments
?	Post Payment?
	No Yes 🤙

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



And that concludes the User Guide 🤒