



GENESIS

How to Guide How to Create a new Creditor

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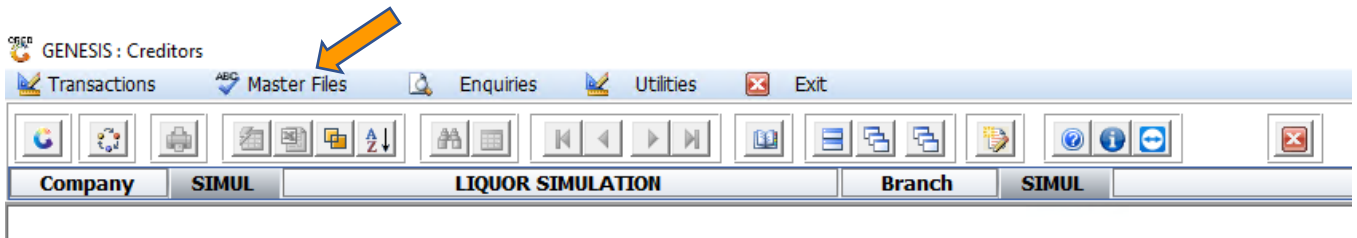
1. Open Genesis Menu



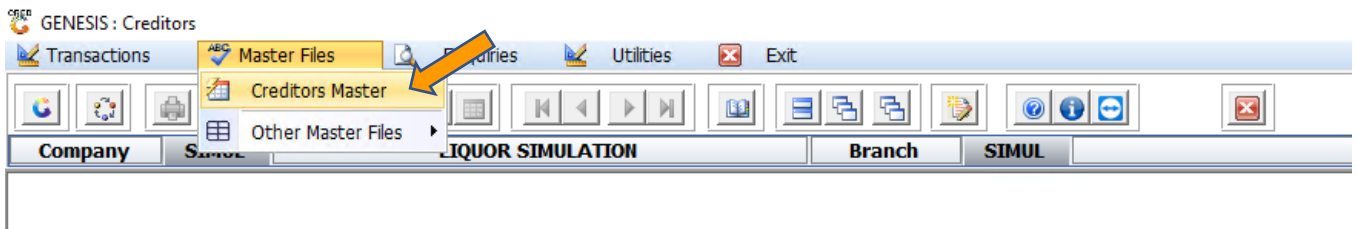
2. Type User code and Password



3. Go to Master Files



4. Creditor Master



5. Click on "Add"

The screenshot shows the 'Creditors Master' window with a list of creditors. A right-click context menu is open over the list, with the 'Add' option highlighted by an orange arrow. The menu also includes 'View/Update' and 'Exit'. Below the menu is a search box with filters for Account No., Name, and Generic Name.

Account No	Creditors Name	Telephone #1	Fax Number	Contact Person
A006	AA BADENHORST FAMILY WINES	021 782 6436		
A008	ACCOLADE WINES	021 882 8177		
AFR001	AFRICA CASH & CARRY (PTY)LTD	011837722	0118376600	DEFAULT
ALT001	ALTERNATIVE BEVERAGE	0861 744 447		Bottle logic
A005	ALVIS DRIFT	086 1744 447		Wine Call Centre
A009	AMAJI BEVERAGE COMPANY	082 414 1505		
A007	AMANO CIGARS	0800 244 277		
APP001	APPELLATION			
A003	ARABELLA WINES	023 615 2256		Lizaan Conradie
AVO001	AVONDALE TERRA EST VITA	0823833697		Johan Basson
B014	BABYLONSTOREN PTY LTD	021 863 1804	0866068244	elsabe lategan
BCD001	BACARDI			
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.
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 Walloo (Pty) Ltd	012 803 7062	012 803 2277	
BSCMP	Big Save Mabopane (Pty) Ltd	012 701 1661		
BSCML	Big Save Walloo (Pty) Ltd	012 803 6712	012 803 2277	

6. Fill in the Account No., Creditor's name and any other information relevant to the creditor profile.

The screenshot shows the 'Creditors Master Maintenance' window. Orange arrows point to the 'Account No.' field (containing '001'), the 'Creditor Name' field (containing 'ALEX'), and the 'System Information' tab. The form includes various fields for account details, contact information, and registration information.

Account No.: 001
Creditor Name: ALEX

Main Data | Address | Financial Info. | Indicators | Note Pad | System Information

Main Account: [Field]
Supplier Type: D - Direct Supplier
Trade Account: Y - YES
Non-Trade GL. Acc.: 0

[Contact Details]
Telephone #1: [Field]
Telephone #2: [Field]
Fax Number: [Field]
E-Mail Address: [Field]
Contact: [Field]
CellPhone: [Field]

[Registration Information]
Default VAT Indicator: E - Exclusive
VAT Number: [Field]
Company Reg. No.: [Field]

Account Status: O - Open
Reason for Status: [Field]

Account Type: OI - Open Item
Category: [Field]
Group: [Field]
Communication Mthd: [Field]
Order Card Rule: S - Sales Stats Calculation Rule
Head Buyer: [Field]
Admin. Controller: [Field]

Active Items: 0 **Archived Items:** 0
Current Balance: 0.00

7. Once all fields have been completed hit "F10" or the "save" option.

Account No. 001 Creditor Name ALEX

Main Data Address Financial Info. Indicators Note Pad System Information

Main Account [] Supplier Type D - Direct Supplier Account Status O - Open Trade Account Y - YES Reason for Status [] Non-Trade GL. Acc 0

[Contact Details] Telephone #1 [] Telephone #2 [] Fax Number [] E-Mail Address [] Contact [] CellPhone []

[Registration Information] Default VAT Indicator E - Exclusive VAT Number [] Company Reg. No. []

Account Type OI - Open Item Category [] Group [] Communication Mthd [] Order Card Rule S - Sales Stats Calculation Rule Head Buyer [] Admin. Controller []

Active Items 0 Archived Items 0

Current Balance 0.00

Options
F10 Save
ESC Exit

Utilities
F9 Utility Menu

CRD101 Creditors Master Maintenance

8. Congratulations you have created a Creditor.