

How to do Creditors Allocations

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company BLUE B	OTTLE LIQUOR SIMULATION	۱
	User Code Password	
GENESIS	🔞 <u>C</u> ancel	🧭 ок
CMN999 GENE	SIS Main Module	Version : 10.33.51

3. Open **Creditors** from the Main menu.

CENESIS	: Main Menu												
	*	-	-		5	M	÷.		\times		X	B ù	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off	ice Genera Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Ver	sion : 9.32.31	Period :	202011	Database : GE	NESIS-SIMULATIO	DN			

4. In Creditors, Transactions select Allocations

<u>وي</u>	Genesis : Creditors N	Aodule							
	Transactions	Mas Mas	ter Files	4	Enquiries		Utilities	×	Exit
2	Invoices			<u>AA</u>		4		60	
ł	Debit Notes		<u>Z</u> *						
Щł	Journal Processing	g 🕨		CASH	AND CARR	Y SIM	ULATION		
5	Payments & R	rsals 🕨 🕨							
	Allocations								
	Claims								
	Authorisations	•							

5. Once the below screen opens then select the desired Creditor. Either type in the Account no or click on the (?) Question mark to open the list of creditors then select the desired creditor and press enter to proceed.

🐮 Creditors :	Allocations						- • ×
Account N	o.						
Date	TxTp Doc.No	Reference	Details <no data="" display="" to=""></no>	Dr/Cr Amount	Paid	Balance Pa	Options * Exit * Functions * View Allocatio *
CRD060	Creditors : Alloc	ations				×	

6. Once the creditor has been selected you will now see all transaction types for the creditor. To open a specific transaction double click or press enter on your keyboard to open the desired transaction.

👸 Creditors	s : Allocati	ions							
Account	No. BSC	DC 🕡	Big Save Distribution	Centre (Pty) Ltd					
Date	ТхТр	Doc.No	Reference	Details	Dr/Cr	Amount	Paid	Balance 📥	
2017/02/16	CRDDBN	5560087	UA15002525	CREDIT NOTE (RTD)- BSCDC	D	5 538.62	5 538.62	-11 077.24	📲 🔠 Options 🛛 🛠
2017/09/12	CRDINV	5500752	CDC893008586	INVOICE (GRV)- BSCDC	С	421 632.00	-23 489.96	445 121.96	
2017/09/21	CRDDBN	5560208	CDC894003486	CREDIT NOTE (RTD)- BSCDC	D	65 800.00	65 800.00	-131 600.00	Select Txan
2017/10/10	CRDINV	5500830	CDCD813010312	INVOICE (GRV)- BSCDC	С	370 929.92	51 002.77	319 927.15	Esc Exit
2017/11/07	CRDDBN	5560233	UA15002720	CREDIT NOTE (RTD)- BSCDC	D	171 462.00	171 462.00	-342 924.00	
2017/11/07	CRDPMT	23002479	CDC893010312	Creditors Payment	D	370 929.92	-370 929.92	741 859.84	
2018/08/09	CRDDBN	5560412	UA15002901	CREDIT NOTE (RTD)- BSCDC	D	11 982.96	11 982.96	-23 965.92	🏋 Functions 🛠
2019/05/09	CRDPMT	23006244	52039	Creditors Payment	D	19 495.95	0.00	19 495.95	(270)
2019/07/25	CRDDBN	5560645	CDC894021732	CREDIT NOTE (RTD)- BSCDC	D	216 908.12	216 908.12	-433 816.24	Wiew Allocatio
2019/08/01	CRDPMT	23006966	61757	Creditors Payment	D	8 851.64	26 425.64	-17 574.00	
2019/12/27	CRDINV	5503675	CDC073080488	INVOICE (GRV)- BSCDC	С	119 072.70	133 061.40	-13 988.70	
2020/02/05	CRDINV	5503797	CDC203084167	INVOICE (GRV)- BSCDC	С	9 049.26	0.00	9 049.26	
2020/03/12	CRDINV	5503934	CDC843087773	INVOICE (GRV)- BSCDC	С	76 996.92	0.00	76 996.92	
2020/03/14	CRDINV	5503943	CDC843087994	INVOICE (GRV)- BSCDC	С	51 271.20	0.00	51 271.20	
2020/04/09	CRDCLM	23100361	15003025	SHORT DELIVERED	D	13 028.40	0.00	13 028.40	
2020/05/13	CRDINV	5504023	CDC843094129	INVOICE (GRV)- BSCDC	С	47 331.00	0.00	47 331.00	
2020/12/15	CRDINV	5504541	CDC013115837	INVOICE (GRV)- BSCDC	С	12 831.04	0.00	12 831.04	
2020/12/15	CRDINV	5504540	CDC013115822	INVOICE (GRV)- BSCDC	С	54 803.89	0.00	54 803.89	
2020/12/21	CRDINV	5504578	CDC083117095	INVOICE (GRV)- BSCDC	С	37 551.80	0.00	37 551.80	
2020/12/21	CRDINV	5504575	CDC073117016	INVOICE (GRV)- BSCDC	C	18 775.90	0.00	18 775.90	
2020/12/21	CRDINV	5504574	CDC953117014	INVOICE (GRV)- BSCDC	C	915.56	0.00	915.56	
2020/12/21	CRDINV	5504573	CDC073117011	INVOICE (GRV)- BSCDC	С	52 843.20	0.00	52 843.20 👻	
4				· · · · · · · · · · · · · · · · · · ·				•	

7. Now we can see all the Documents that can be allocated. To allocate a specific line on the right-hand side is an Allocate box that can be selected, Select the box on the desired line then it will show a tick in it.

🖑 Credito	or Allocat	ions											- 0	×
Acco Transacti	ount No. ion Type	BSCDC CRDINV		Big Save Distribution Cent CREDITORS INVOICE (TR	Big Save Distribution Centre (Pty) Ltd Transaction Date CREDITORS INVOICE (TRADE-GRV) Document No.						Settlemer	t Discou	nt 0.00 ^o Debit	%
Amount	t (Incl.) iscount		9 049.26 0.00	V.A.T Amount Balance to Allocate		t	0.00 9 049.26						Credit	
Date	Doc.No		ТхТр	Details	Doc.Amount	Debit	Credit	Balance	Alloc.Amnt	Alloc.Disc.	Alloc	R		
2017/11/07	230024	79	CRDPMT	Creditors Payment	370 929.92	370 929.92	0.00	741 859.84	0.00	0.00		: 1	🔡 Option	s 🌣
2019/05/09	2300624	44	CRDPMT	Creditors Payment	19 495.95	19 495.95	0.00	19 495.95	0.00	0.00				
2020/04/09	2310036	51	CRDCLM	SHORT DELIVERED	13 028.40	13 028.40	0.00	13 028.40	0.00	0.00			Save & E	xit
2021/01/15	5560939	Э	CRDDBN	CREDIT NOTE (RTD)-	32 072.55	32 072.55	0.00	32 072.55	0.00	0.00		1	LSC Abort	
2021/06/01	5561006	5	CRDDBN	CREDIT NOTE (RTD)-	22 422.00	22 422.00	0.00	22 422.00	0.00	0.00		1		
2021/06/01	556101	1	CRDDBN	CREDIT NOTE (RTD)-	300.98	300.98	0.00	300.98	0.00	0.00		1 🔮	Eunctio	ns 🌣
													F2 Allocate F9 Auto-All F11 Clear All	Line loc ocati
< Credit / Debit /	Allocatio	n	0.0	0 Credit Discount 0 Debit Discount	0.00			Net	t Allocated [t Discount [0.00	>		

8. Once selected you can now press F10 on your keyboard or click on Save & Exit.

🐮 Credito	or Allocations										- 🗆 ×
Acco	ount No. BSCDC	1	Big Save Distribution Cent CREDITORS INVOICE (TR.	re (Pty) Ltd ADE-GRV)		Tr	ansaction Date	2020/02/05		Settlement	t Discount 0.00 %
Amount	t (Incl.)	9 049.26 0.00	6 V.A.T Amount 0.0 0 Balance to Allocate 0.0		0.00					O Debit Credit	
Date	Doc.No	ТхТр	Details	Doc.Amount	Debit	Credit	Balance	Alloc.Amnt	Alloc.Disc.	Alloc	R
2017/11/07	23002479	CRDPMT	Creditors Payment	370 929.92	370 929.92	0.00	741 859.84	9 049.26	0.00		📲 Options 🛛 🛠
2019/05/09	23006244	CRDPMT	Creditors Payment	19 495.95	19 495.95	0.00	19 495.95	0.00	0.00		Save & Evit
2020/04/09	23100361	CRDCLM	SHORT DELIVERED	13 028.40	13 028.40	0.00	13 028.40	0.00	0.00		Abort
2021/01/15	5560939	CRDDBN	CREDIT NOTE (RTD)-	32 072.55	32 072.55	0.00	32 072.55	0.00	0.00		
2021/06/01	5561006	CRDDBN	CREDIT NOTE (RTD)-	22 422.00	22 422.00	0.00	22 422.00	0.00	0.00		
				·							File Allocate Line Auto-Alloc Auto-Alloc Image: Clear Allocati Clear Allocati
Cuadit	Mocation		Credit Discourt	0.0	0		Nata		0.04	0.26	
Debit /		9.049.2	5 Debit Discount	0.0	10		Net		9 04	9.20	
CRD000		5 049.2					Net			0.00	

9. You will be taken to the below page where you will see the Transaction allocation, enter through to make sure all details are correct then press F10 or click on Save to save the allocation and post the allocation.

🐮 Creditors : Tr	ransaction Allocation					_	. 🗆	×
Account	BSCDC			Sub-Account	BSCDC		0ntio	ns
Creditor Name	Big Save Distribution C	entre (Pty) Ltd		Txan.No	23008453			
Txan.Type	CRDINV CREDI	TORS INVOICE (TR	ADE-GRV)	Date	2020/02/05	F1	3 Save	
Source Branch	BSCLB - SIMULATION			Document No.	5503797	Es	C Exit	
Period (AP)	202002 E	Base Doc.Type		Payment Due	2020/02/03	22	Funct	ions 🛠
GRV Number	5503797	Base Doc.No C	DC203084167	Discount	0.00			
GRV Date	2020/02/03	Base Doc.Date 20	020/02/05	VAT Amount	1 180.34		Alloca	tions
Reference	CDC203084167			Balance	9 049.26			
Details	INVOICE (GRV)- BSCD	C		Paid	0.00			
Amount	9 049.26		Dr/Cr C	Allocated	9 049.26			
[Current Balance	e]	[Allocated Balan	ces]	[Open Item	Document Aging]			
Current	0.00	Current	0.00	Cur	rent 0.00			
30 Days	0.00	30 Days	0.00	30 E	Days 0.00			
60 Days	0.00	60 Days	0.00	60 C	Days 0.00			
90 Days	0.00	90 Days	0.00	90 0	ays 0.00			
120 Days	0.00	120 Days	0.00	120 0	ays 0.00			
150 Days	0.00	150 Days	0.00	150 0	ays 0.00			
180 Days	0.00	180 Days	0.00	180 0	ays 0.00			
Over 180 Days	0.00	Over 180 Days	9 049.26	Over 180 E	ays 458 249.80			
Total	0.00	Total	9 049.26		otal 458 249.80			

👸 System Prompt		_		×
	Allocation			-
?	Post Allocation ?			
	No No		Y Ye	

10. Once posted it will let you know if successful or not.



11 To view the allocation done on the Creditor navigate to the creditor then right click and select Transaction statement.

🙄 Creditors Master		- • •
Account No. Creditors Name	Telephone #1 Cr Person Cell Phone Buyers Name eMail	
Account No. Creditors Name BSCDC Big Save Distribution Centre (Pty) Ltd	Telephone #1 Control Person Cell Phone Buyers Name eMail Image: Transaction Statement Image: State S	Options \$ Image: Add View/Update Image: Exit \$ Search \$ Image: Account No. \$ Name \$ Generic Name \$
CRD100 Creditors	Haster Maintenance	

11. Here you will now be able to view the allocation history and print it if need be.

🐮 Creditors	Transactio	n Statement	:										- • ×
Account No.	BSCDC		Big Save Distribution Cen	re (Pty) Ltd				Fil	ter on Transaction	Type		1	
From Period	201702		2017/02/01 - 2017/02/28					*ALL* - ALL Transactions V					
To Period	201702	0	2017/02/01 - 2017/02/28		Current Balance		0.00		View UnAllocated	Lines			
Date	ТхТр	DocNo	Reference	Details		De	ebit		Credit	Balance	Doc.Balance 🔺		
2017/02/01	OBAL			Opening Bala	nce (201701)		0.	.00	0.00	5 506 837.67	0.00	•	Options \$
2017/02/01	CRDPMT	23000492	EFT	Creditors Pay	/ment		12 574.	75	0.00	5 494 262.92	0.00		
2017/02/01	CRDPMT	23000494	EFT	Creditors Pag	/ment		167 328.	.00	0.00	5 326 934.92	0.00	<u>ب</u>	View Details
2017/02/01	CRDPMT	23000519	EFT	Creditors Pay	/ment		2 584.	.00	0.00	5 324 350.92	0.00	Esc	Exit
2017/02/01	CRDPMT	23000521	EFT WITH ONV/CR	Creditors Pag	/ment		600 000.	.00	0.00	4 724 350.92	0.00		
2017/02/01	CRDPMT	23000529	EFT	Creditors Pag	/ment		26 384.	.00	0.00	4 697 966.92	0.00	2	Functions *
2017/02/03	CRDINV	5500210	CDC891022909	INVOICE (GR	V)- BSCDC		0.	.00	151 032.00	4 848 998.92	0.00		
2017/02/03	CRDDBN	5560065	UA15002446/1	CREDIT NOT	E (RTD)-BSCDC		4 058.	.05	0.00	4844940.87	0.00	Ctrl	Print Statement
2017/02/03	CRDINV	5500209	UA15002446/1	INVOICE (GR	V)- BSCDC		0.	.00	4 156.42	4 849 097.29	0.00	Cţri	Print Txan
2017/02/03	CRDDBN	5560064	ua15002479/1	CREDIT NOT	E (RTD)-BSCDC		7 225.	65	0.00	4841871.64	0.00	GHT	D : 1 CDV
2017/02/03	CRDDBN	5560063	UA15002469/1	CREDIT NOT	E (RTD)-BSCDC		2 170.	81	0.00	4839700.83	0.00	F1	Print GRV
2017/02/03	CRDINV	5500207	UA15002469/1	INVOICE (GR	V)- BSCDC		0.	.00	2 318.54	4842019.37	0.00	Ctri G	View GL Posting
2017/02/03	CRDDBN	5560062	123456	CREDIT NOT	E (RTD)-BSCDC		12 064.	.00	0.00	4 829 955.37	0.00	Ctrl	View Allecations
2017/02/03	CRDINV	5500205	CDC89907842	INVOICE (GR	V)- BSCDC		0.	.00	325 794.91	5 155 750.28	0.00		view Allocations
2017/02/03	CRDDBN	5560061	UA15002460/1	CREDIT NOT	E (RTD)-BSCDC		6 219.	30	0.00	5 149 530.98	0.00	15	Allocate Line
2017/02/03	CRDINV	5500203	UA15002460/1	INVOICE (GR	V)- BSCDC		0.	.00	6 353.25	5 155 884.23	0.00		
2017/02/03	CRDINV	5500216	UA15002448/1	INVOICE (GR	V)- BSCDC		0.	.00	82.50	5 155 966.73	0.00		Navigate 🛠
2017/02/03	CRDINV	5500215	UA15002481/1	INVOICE (GR	V)-BSCDC		0.	.00	278 817.00	5 434 783.73	0.00	0.00	
2017/02/03	CRDINV	5500217	UA15002974/1	INVOICE (GR	V)- BSCDC		0.	.00	20 553.75	5 455 337.48	0.00	_ Ľ	Prev.Period
2017/02/04	CRODEN	5560068	CDC801020344	CREDIT NOT	E (PTD)_RSCDC		375 703	92	0.00	5 170 543 53	0.00	Ctrl →	Next Period
						10	0 029 208.	55	5 831 752.32		11 077.24 👻		
1											•		
CRD103	0 No	Transaction	is Found for Selected P	riod				_				_	