



GENESIS

How to do Creditors Allocations

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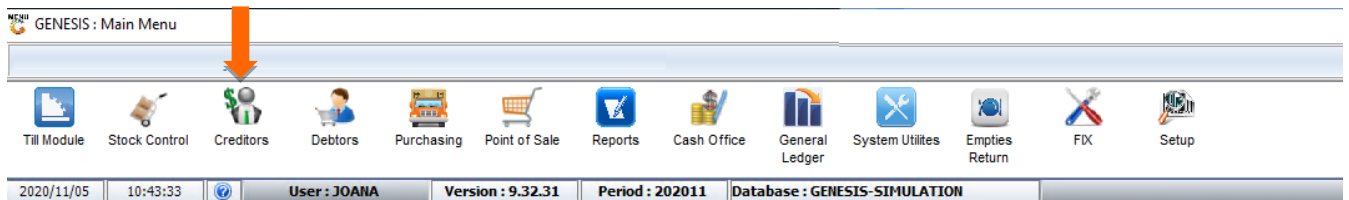
1. **Open** Genesis Menu.



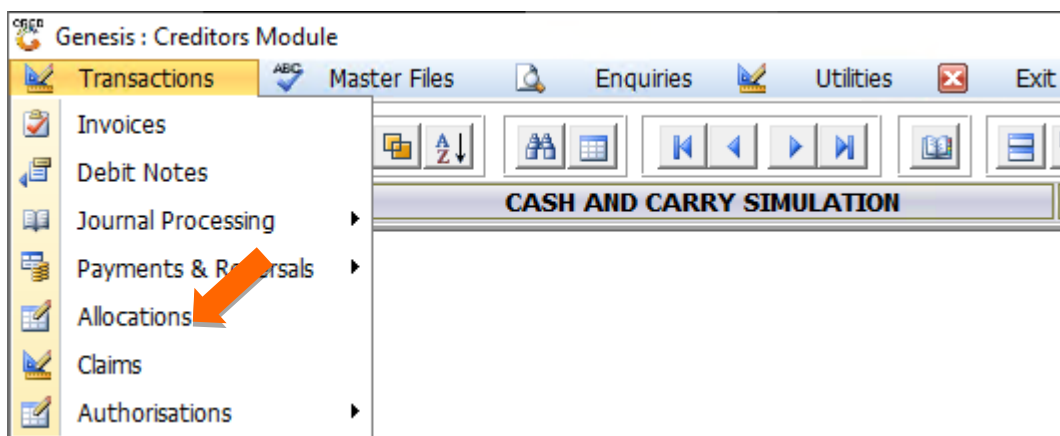
2. Type **User code** and **Password**.



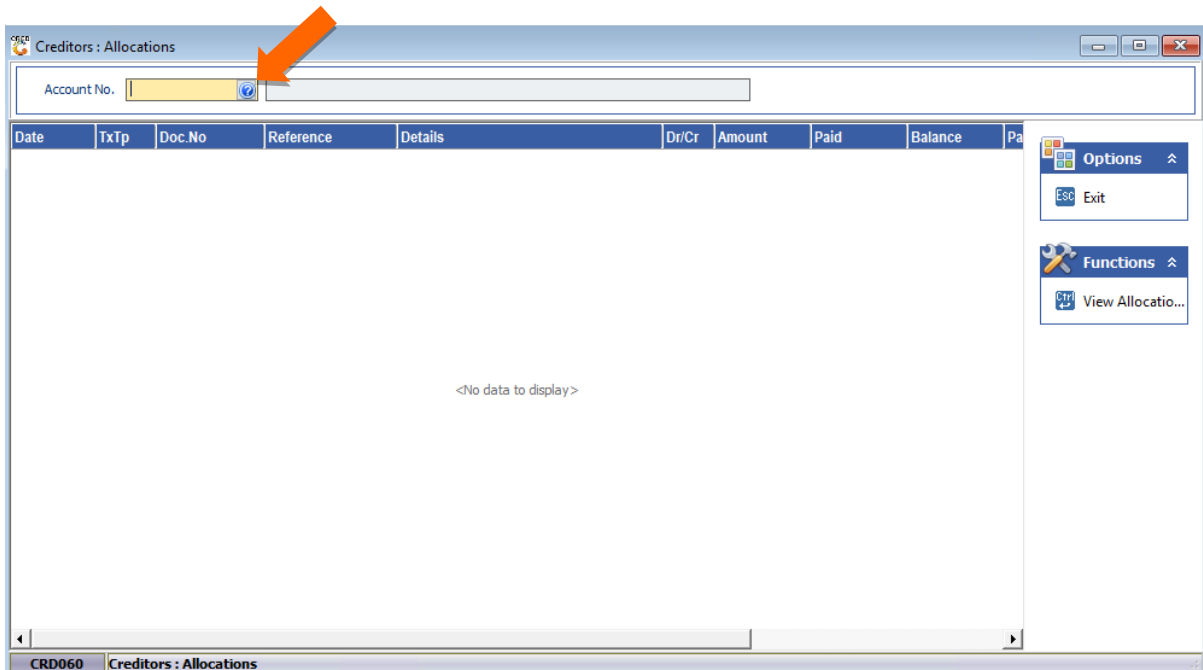
3. Open **Creditors** from the Main menu.



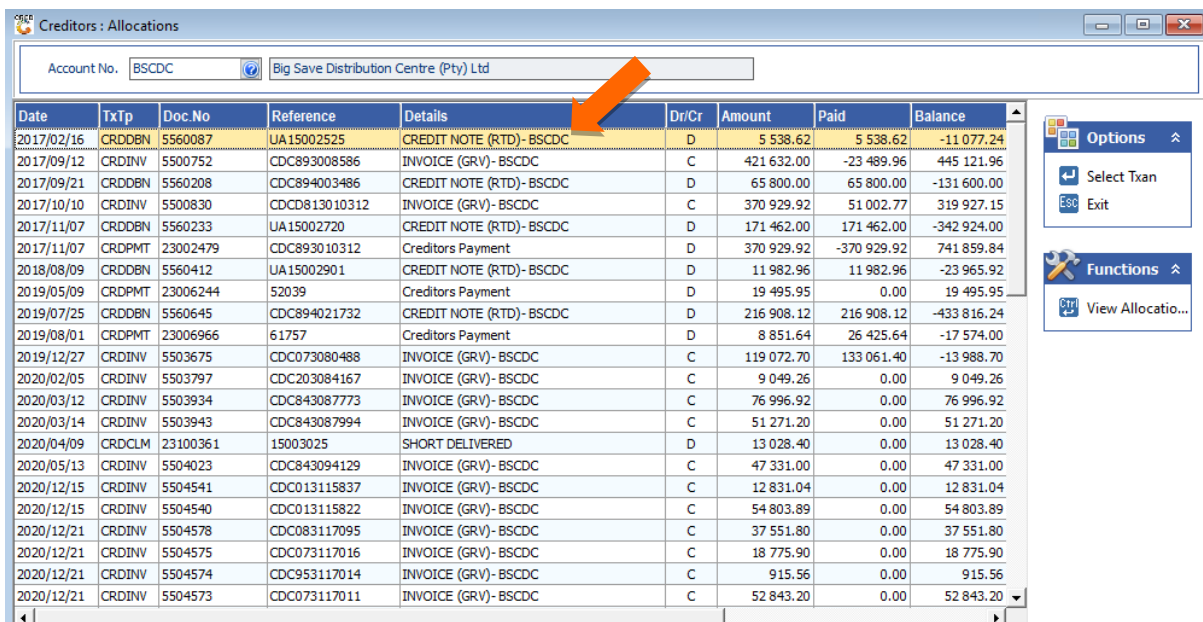
4. In **Creditors**, **Transactions** select **Allocations**



- 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.



- 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.



- 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.

Creditor Allocations

Account No. BSCDC Big Save Distribution Centre (Pty) Ltd Transaction Date 2020/02/05 Settlement Discount 0.00 %
 Transaction Type CRDINV CREDITORS INVOICE (TRADE-GRV) Document No. 5503797
 Amount (Incl.) 9 049.26 V.A.T Amount 0.00
 Discount 0.00 Balance to Allocate 9 049.26

Date	Doc.No	TxTp	Details	Doc.Amount	Debit	Credit	Balance	Alloc.Amnt	Alloc.Disc.	Alloc
2017/11/07	23002479	CRDPMT	Creditors Payment	370 929.92	370 929.92	0.00	741 859.84	0.00	0.00	<input type="checkbox"/>
2019/05/09	23006244	CRDPMT	Creditors Payment	19 495.95	19 495.95	0.00	19 495.95	0.00	0.00	<input type="checkbox"/>
2020/04/09	23100361	CRDCLM	SHORT DELIVERED	13 028.40	13 028.40	0.00	13 028.40	0.00	0.00	<input type="checkbox"/>
2021/01/15	5560939	CRDDBN	CREDIT NOTE (RTD)-	32 072.55	32 072.55	0.00	32 072.55	0.00	0.00	<input type="checkbox"/>
2021/06/01	5561006	CRDDBN	CREDIT NOTE (RTD)-	22 422.00	22 422.00	0.00	22 422.00	0.00	0.00	<input type="checkbox"/>
2021/06/01	5561011	CRDDBN	CREDIT NOTE (RTD)-	300.98	300.98	0.00	300.98	0.00	0.00	<input type="checkbox"/>

Options: Save & Exit (F10), Abort (ESC)

Functions: Allocate Line (F2), Auto-Alloc (F9), Clear Allocati... (F11)

Credit Allocation 0.00 Credit Discount 0.00 Nett Allocated 0.00
 Debit Allocation 0.00 Debit Discount 0.00 Nett Discount 0.00

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

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2017/11/07	23002479	CRDPMT	Creditors Payment	370 929.92	370 929.92	0.00	741 859.84	9 049.26	0.00	<input checked="" type="checkbox"/>
2019/05/09	23006244	CRDPMT	Creditors Payment	19 495.95	19 495.95	0.00	19 495.95	0.00	0.00	<input type="checkbox"/>
2020/04/09	23100361	CRDCLM	SHORT DELIVERED	13 028.40	13 028.40	0.00	13 028.40	0.00	0.00	<input type="checkbox"/>
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2021/06/01	5561006	CRDDBN	CREDIT NOTE (RTD)-	22 422.00	22 422.00	0.00	22 422.00	0.00	0.00	<input type="checkbox"/>
2021/06/01	5561011	CRDDBN	CREDIT NOTE (RTD)-	300.98	300.98	0.00	300.98	0.00	0.00	<input type="checkbox"/>

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Credit Allocation 0.00 Credit Discount 0.00 Nett Allocated 9 049.26
 Debit Allocation 9 049.26 Debit Discount 0.00 Nett Discount 0.00

CRD099 Creditors : Document Allocation

- 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.

cred Creditors : Transaction Allocation

Account	BSCDC	Sub-Account	BSCDC
Creditor Name	Big Save Distribution Centre (Pty) Ltd	Txan.No	23008453
Txan.Type	CRDINV CREDITORS INVOICE (TRADE-GRV)	Date	2020/02/05
Source Branch	BSCLB - SIMULATION	Document No.	5503797

Period (AP)	202002	Base Doc.Type	I	Payment Due	2020/02/03
GRV Number	5503797	Base Doc.No	CDC203084167	Discount	0.00
GRV Date	2020/02/03	Base Doc.Date	2020/02/05	VAT Amount	1 180.34
Reference	CDC203084167			Balance	9 049.26
Details	INVOICE (GRV) - BSCDC			Paid	0.00
Amount	9 049.26	Dr/Cr	C	Allocated	9 049.26

[Current Balance]		[Allocated Balances]		[Open Item Document Aging]	
Current	0.00	Current	0.00	Current	0.00
30 Days	0.00	30 Days	0.00	30 Days	0.00
60 Days	0.00	60 Days	0.00	60 Days	0.00
90 Days	0.00	90 Days	0.00	90 Days	0.00
120 Days	0.00	120 Days	0.00	120 Days	0.00
150 Days	0.00	150 Days	0.00	150 Days	0.00
180 Days	0.00	180 Days	0.00	180 Days	0.00
Over 180 Days	0.00	Over 180 Days	9 049.26	Over 180 Days	458 249.80
Total	0.00	Total	9 049.26	Total	458 249.80

Options

F10 Save

Esc Exit

Functions

F5 Allocations

cred System Prompt

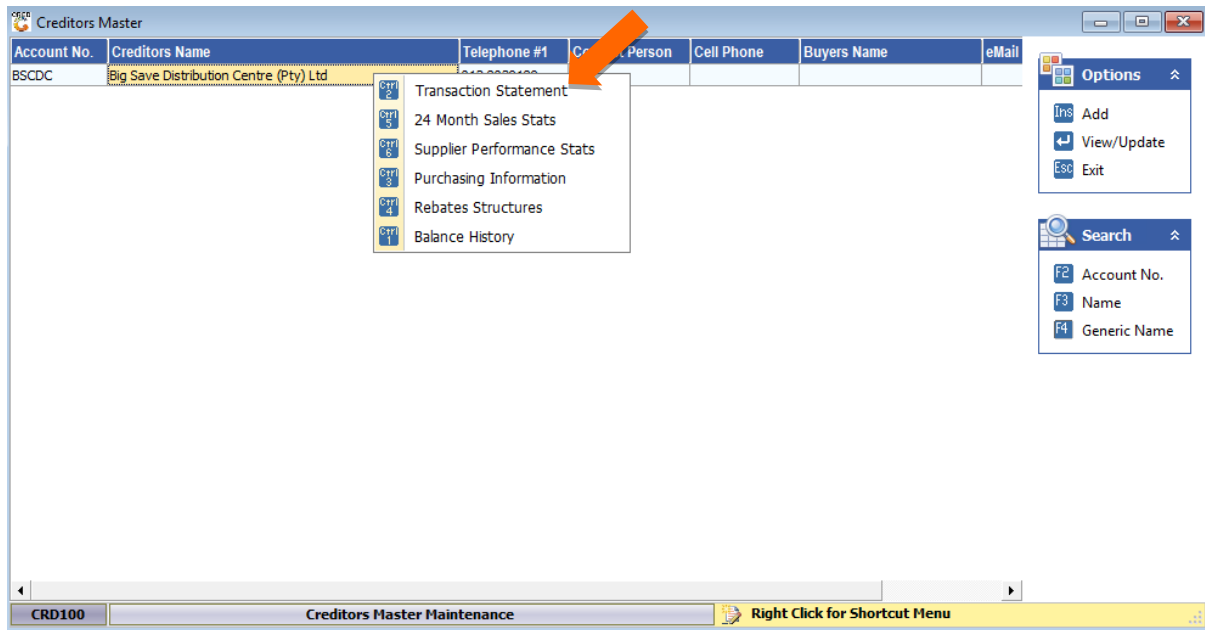
Allocation

Post Allocation ?

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.



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

