



GENESIS

How to do a Creditors Debit Note

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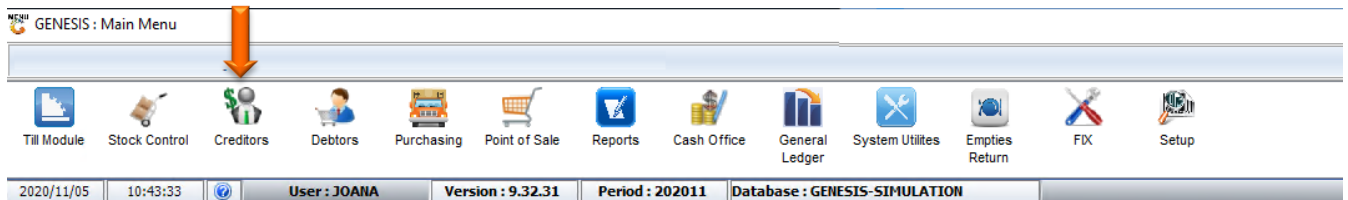
1. **Open** Genesis Menu.



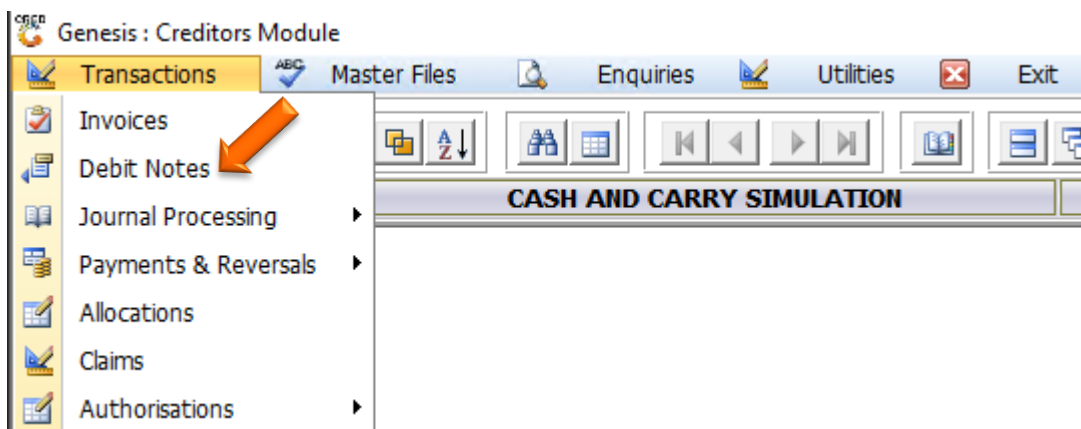
2. Type **User code** and **Password**.



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



4. In **Creditors, Transactions** select **Debit Note**.



5. You will now see the below screen where we will be capturing the Debit notes
 - a. Firstly, an account number needs to be entered, either manually or you can click on the (?) Question mark to select a Creditor.

Select a Creditor

Account No.	Creditor Name	Telephone	Fax No.	Contact Person
GET001	(DO NOT USE) GLEN EDEN TRADING			
JAM001	(DO NOT USE) JAMIROX JOHANNESBURG MARKET			
LSA001	(DO NOT USE) LEON SLOTOW ATTORNEY			
MAH002	(DO NOT USE) MAHUTSASETE TRADING AND PROJECTS	012 7715960	0867707212	
TCG001	(DO NOT USE) MAIN STREET 1310 T/A TWINCARE	0117997111	0117997225	DEFAULT
MOB001	(DO NOT USE) MODEL BUTCHERY	011 837 2433/9607	011 837 5715/1759	
NOF001	(DO NOT USE) NOORFED			
NRD001	(DO NOT USE) NORTHERN DIESEL	012-803-1224	086-111-4390	
OFN002	(DO NOT USE) ORANGE FARM NEWS	011 850 1160	086 263 9988	
PRE002	(DO NOT USE) PRETORIA COMMUNICATION			
PUN001	(DO NOT USE) PUNCH PRODUCTIONS			
REN001	(DO NOT USE) RENT			
THE011	(DO NOT USE) THE ALTERNATIVE BEV. CORP			
VAL003	(DO NOT USE) VALUE MATERIALS	012657 0420	012657 0428	DEFAULT
WMC001	(DO NOT USE) WATLOO MEAT & CHICKEN	012 803 7232	012 803 7232	
ICC001	1ST CHOICE CASH AND CARRY	0147364800	0147362080	
3MS001	3M S.A	011		DEFAULT
IAH001	A I HEALTHCARE			
ASW001	A&S WHOLESALERS			
AJN001	A.J.NORTH (PTY) LTD			
A2Z001	A2Z TRUCKS (PTY) LTD			
AAF001	AA FORKLIFT TRAINING CENTRE CC	082 0817 4189		KOKETSO
AAD001	AADIL PLASTICS	0126668909	0126667585	
ABF001	AB FRESH	011 613 6524	011 613 6524	
ABC001	ABC SWEETS WAREHOUSE			DEFAULT
ABI001	ABI	0123778160	0123797155	DEFAULT

GEN001 Select a Creditor

6. Once an account has been selected, we can type in a reference and select a Reason code. These reason codes can be added for more reasons, this is in another guide. For this example, we will be using the Advertising code. Once selected press enter to proceed.

Account No. ABC001 ABC SWEETS WAREHOUSE

Main Account

Transaction Date 2022/07/12 Posting Date 2022/07/12

Reference TEST

Reason Code

Amount (Incl.)

V.A.T

Post to GL.Acc.

Source Branch

Notes

ADVERTISE - ADVERTISING
ANNIVERSAR - ANNIVERSARY
BIRTHDAY - BIRTHDAY PROMOTIONS
BUYMSAVEM - BUY MORE SAVE MORE
COLLECTION - COLLECTION FEE
DAMAGE.RET - DAMAGED GOODS RETURNED
DC.CLAIMS - DC CLAIMS
DISPLAY - DISPLAY ALLOWANCE
DISTRIBUTE - DISTRIBUTION ALLOWANCE
EFT.DISC - EFT DISCOUNT (EFT)
ERLY.SETLE - EARLY SETTLEMENT (EXTRA DISCOUNT)
EXPSTKRETN - EXPIRED STOCK RETURNED
EXPSTKTRUK - EXPIRED STOCK FROM TRUCK
GONDOLA - GONDOLA ENDS
GROWTH - GROWTH ALLOWANCE
LOTTO - LOTTO 4.5%
LOTTO.PAY - LOTTO PAYOUT 1%
MERCHANDIS - MERCHANDISE ALLOWANCE
NEW.STORE - NEW STORE OPENING

Options

F10 Post Debit No...
Esc Exit

Functions

F5 Allocations

CRD090 Creditors : Debit Notes

- Now that we have selected the reason code we need to put in an amount, Type in the amount then click on the calculator to automatically calculate the VAT.

Account No. ABC001 ABC SWEETS WAREHOUSE

Main Account

Transaction Date 2022/07/12 Posting Date 2022/07/12

Reference TEST

Reason Code ADVERTISE - ADVERTISING

Amount (Incl.) 1500.00 Allocated 0.00

V.A.T 195.65 VAT Rate 15.00 %

Post to GL.Acc. 5150 Advertising

Source Branch BSCLB - CASH & CARRY SIMULATION

Notes

Options

- F10 Post Debit No...
- Esc Exit

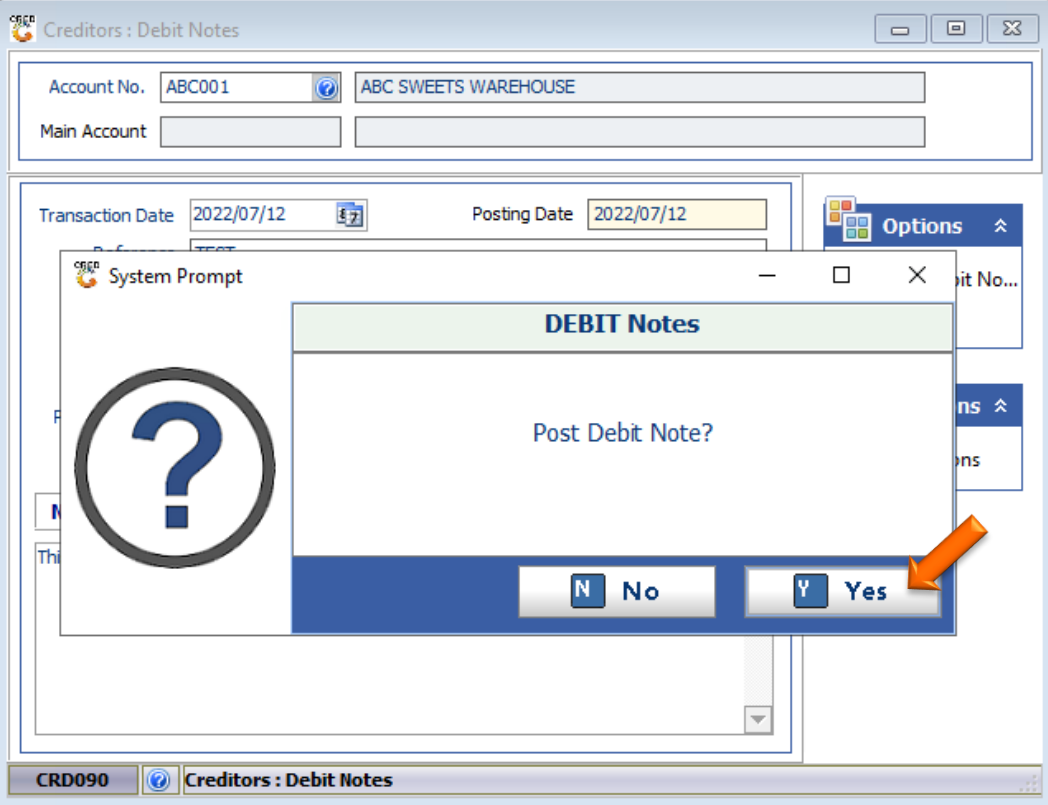
Functions

- F5 Allocations

CRD090 Creditors : Debit Notes

- In the Notes anything can be typed in for your convenience.

- 9. If you are happy with the Debit notes you can press F10 on your keyboard or click on Post Debit Note, then press Yes to proceed.



Functions

1. Below is how the Creditor allocations screen looks and here we will be able to see if there are any documents that need to be allocated to. For this example, there are none but if there were you select the desired line then press F2 on your keyboard or click on Allocate Line. This will Allocate to the line then you can save and exit.

Creditor Allocations

Account No. ABC SWEETS WAREHOUSE Transaction Date Settlement Discount
Transaction Type CREDITORS DEBIT NOTE Document No.
Amount (Incl.) V.A.T Amount
Discount Balance to Allocate

Date	Doc.No	TxTp	Details	Doc.Amount	Debit	Credit	Balance	Alloc.Amnt	Alloc.Disc	Allocate
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Debit
 Credit

Options
F10 Save & Exit
Esc Abort

Functions
F2 Allocate Line
F9 Auto-Alloc
F11 Clear Allocati...

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

CRD099 NO UnAllocated Transaction Exist for this account