How to do a Creditors Debit Note

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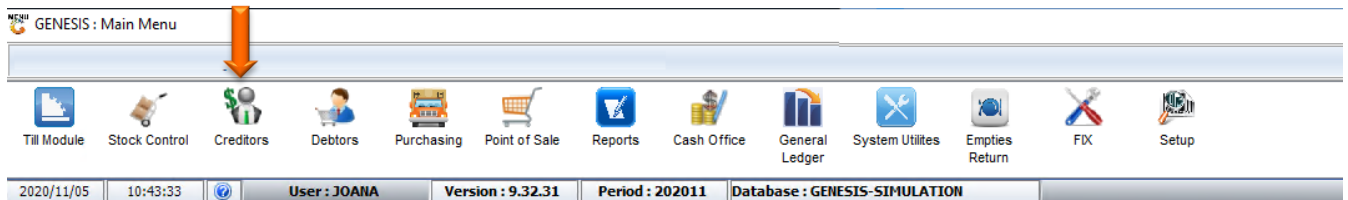*Mail: helpdesk@mrj.co.za*

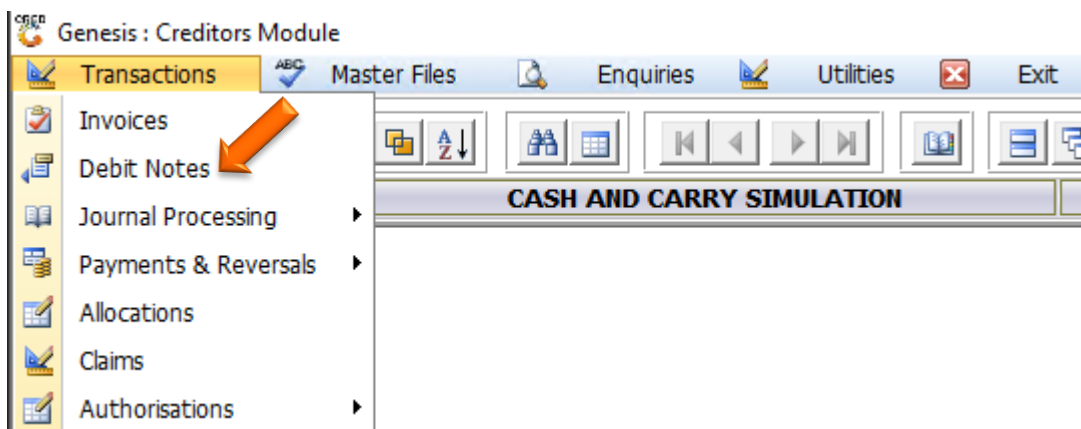1. **Open** Genesis Menu.

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.

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.

7. 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.

Creditors : Debit Notes

| 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
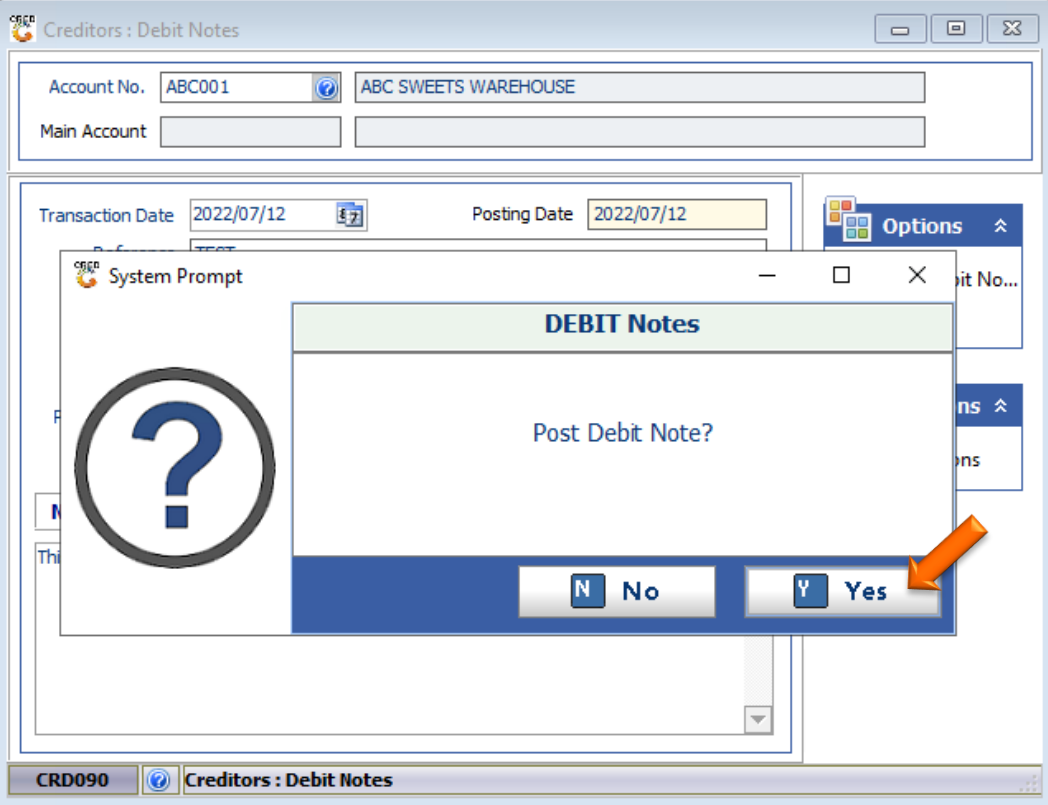
Options

F10 Post Debit No...

Esc Exit

Functions

F5 Allocations

CRD090   Creditors : Debit Notes

8. 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.