How to do a Creditors Payment Reversal

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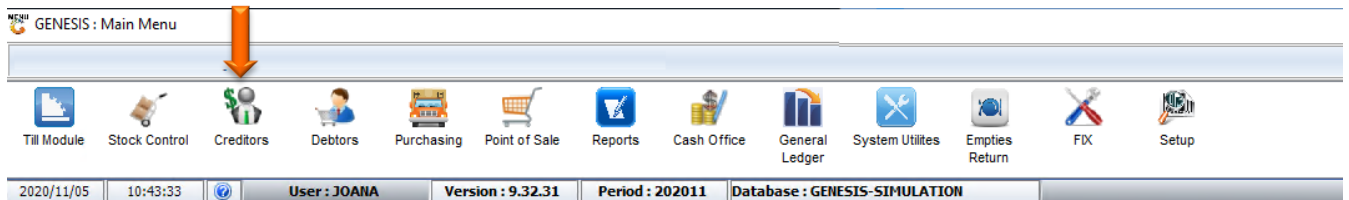
Mail: helpdesk@mrj.co.za
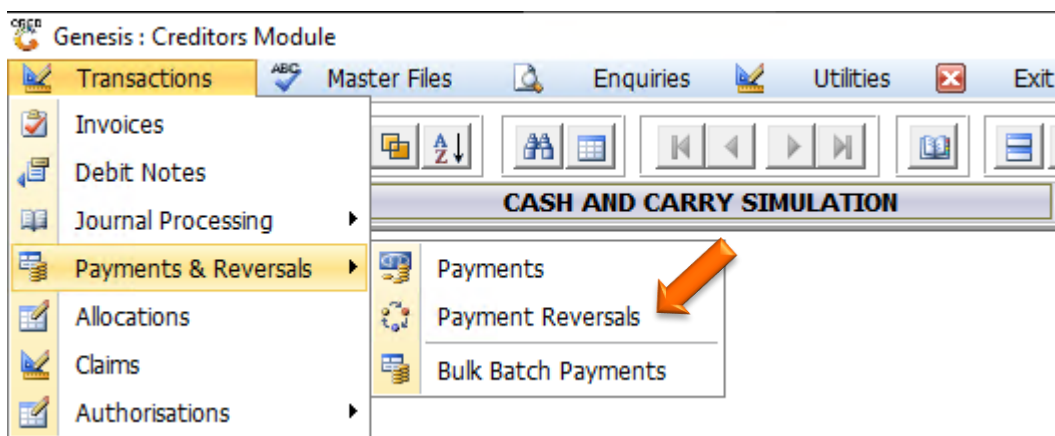
1. **Open** Genesis Menu.

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

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

4. In **Creditors, Transactions** select **Payments & Reversals** then **Payment Reversals.**

5. The below page will open, we can now select the Account we need to do the reversal on. Type it in or select the (?) Question mark to open all the creditors to search and select.

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	
1CC001	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 the account has been selected and opened you can now see the payment that needs to be reversed. Press enter on the payment to open it up.
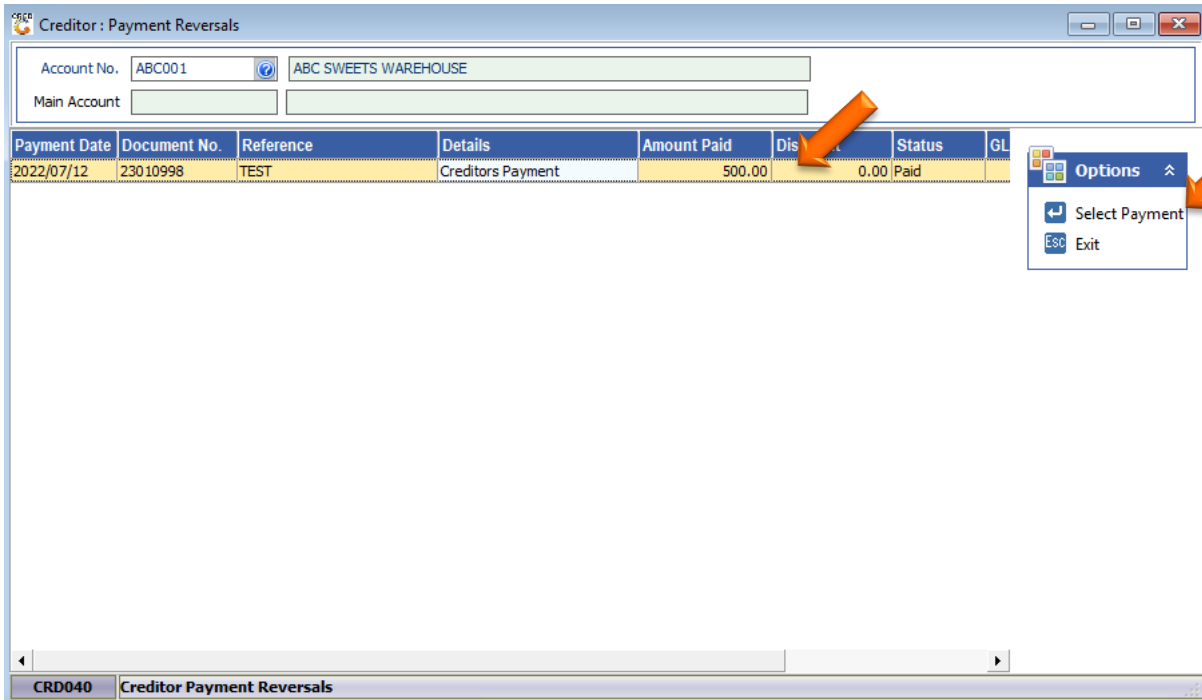
7. Once opened confirm that all the details are correct then press F10 on your keyboard or click on Reverse Payment.
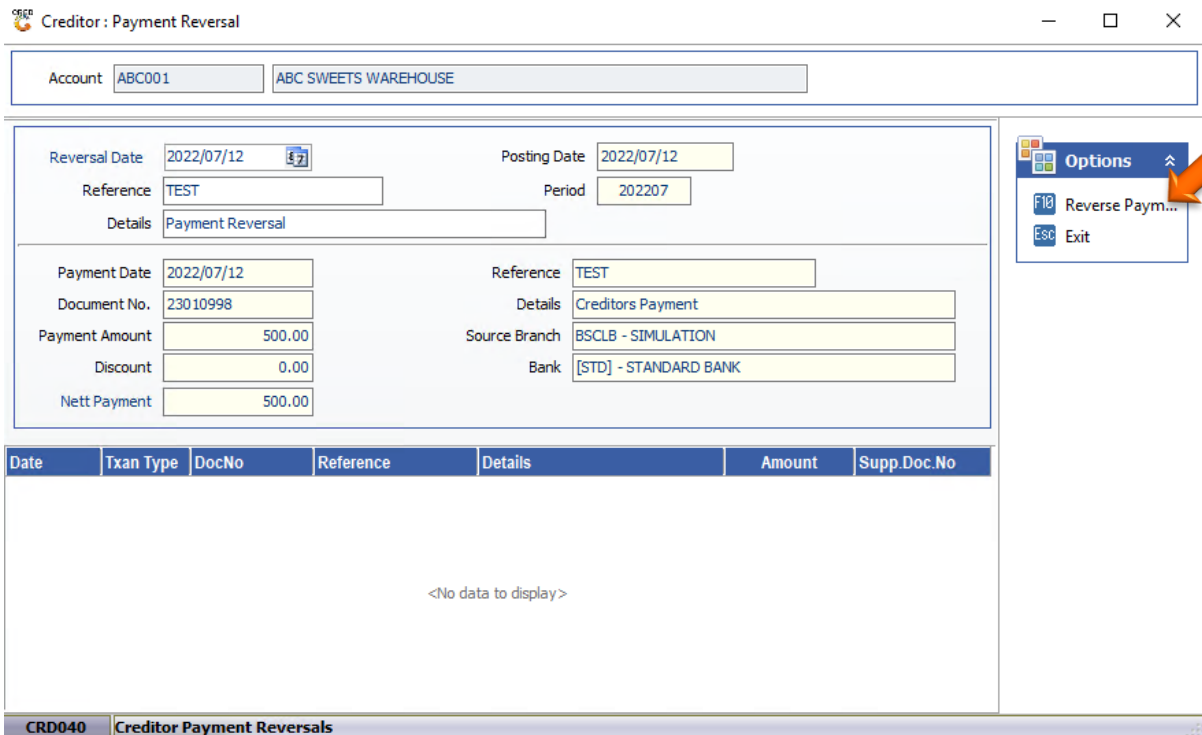
8. Select Yes to proceed with the reversal.

9. To double check, we can go to the Creditors transactional statement and enter through to view the reversal.