



# GENESIS

## How to do a Creditors manual Invoice

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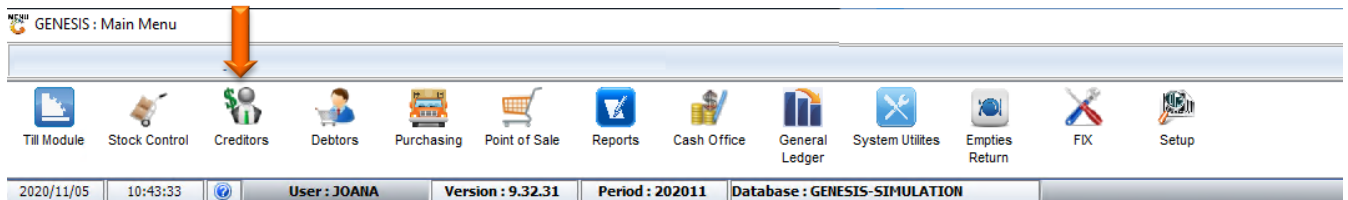
1. **Open** Genesis Menu.



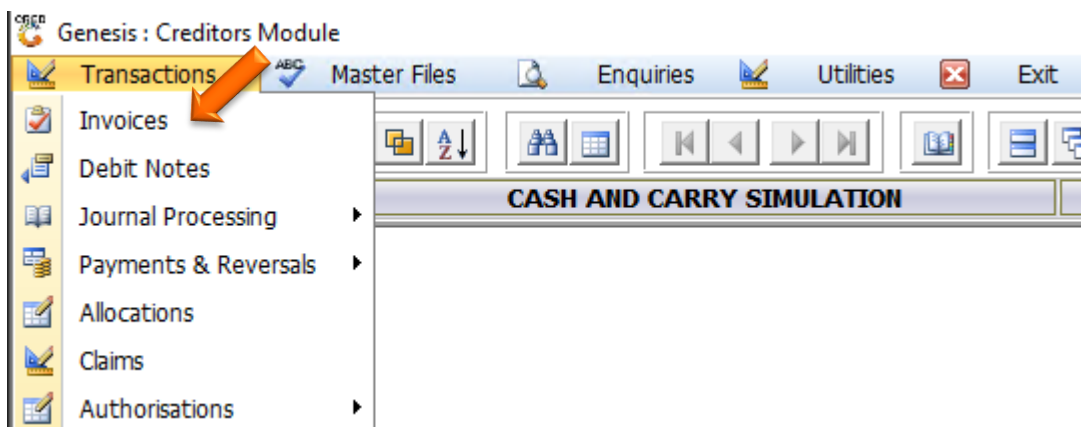
2. Type **User code** and **Password**.



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



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



5. You will now be prompted to the below image where the manual invoice will be captured.
  - a. Firstly, a Creditor will need to be selected. You can type in the Account number if you know it, alternatively you can click on the (?) Question mark option which will open all the Creditors. When a Creditor is selected press enter to select the Creditor

**Creditors : Manual Invoice Capture**

Account No. [?] Main Account Active Rebate

**Posting Details Invoice Notes**

Source Branch: BSCLB - CASH & CARRY SIMULATION Posting Date: 2022/07/12

Document No. Reference Details: Creditors Invoice

VAT Code: S STANDARD RATE 15

Amount Excl. 0.00 V.A.T 0.00

Amount Incl. 0.00 Rate 0.00 % VAT Indicator

Discount (Incl) 0.00

VAT on Discount 0.00 Rate 0.00 % GRV.Number 0

Post to GL Acc. 0 Allocated 0.00

Payment Due Date: 2022/07/12

GRV.Date: 2022/07/12

Terms Master Balance 0.00

[ Extended Terms ]

Jan 0 Feb 0 Mar 0 Apr 0 May 0 Jun 0 Jul 0 Aug 0 Sep 0 Oct 0 Nov 0 Dec 0

CRD010 Creditors : Manual Invoice Capture

**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. Now that we have the Creditor, we can Enter in the Document number and Reference, Once completed we will have to put in the Amount that needs to be allocated. For this we will be allocating R1500. As soon as the total amount has been typed in press enter which will then auto calculated the Excl or Incl amount depending on which you entered in first. Now that we have the total, we can post, press F10 on your keyboard or click on Post Inv.
7. Posting Date. If you want to pay on a future date, you can select the Posting date calendar and select the desired future date. When a bulk payment batch is being done then the invoice will be sent on that specific date.

**Creditors : Manual Invoice Capture**

Account No. ABC001 ABC SWEETS WAREHOUSE  
 Main Account  
 Active Rebate

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**Posting Details**      **Invoice Notes**

Source Branch: BSCLB - CASH & CARR...  
 Document No.: TEST01  
 Reference: TEST DOC  
 Details: Creditors Invoice  
 VAT Code: S STANDARD RATE 15  
 Amount Excl.: 1304.35 V.A.T: 195.65  
 Amount Incl.: 1500.00 Rate: 15.00 %  
 Discount (Incl): 50.00  
 VAT on Discount: 6.52 Rate: 15.00 %  
 Post to GL.Acc.: 6500 COS Combined  
 Posting Date: 2022/07/12  
 Document Date: 2022/07/12  
 Extended Terms:  
 Payment Due Date: 1899/12/30  
 VAT Indicator: I - Inclusive  
 GRV.Number: 0  
 GRV.Date: 2022/07/12  
 Allocated: 0.00

Terms: 0 from Invoice      Master Balance: 0.00

[ Extended Terms ]

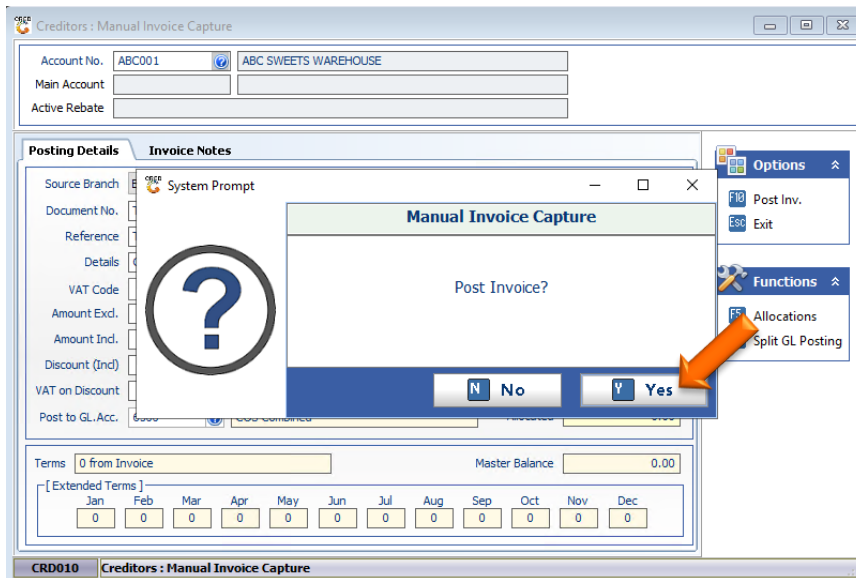
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0	0	0	0	0	0	0	0	0	0	0	0

**Options**  
 F10 Post Inv.  
 Esc Exit

**Functions**  
 F5 Allocations  
 F9 Split GL Posting

CRD010      Creditors : Manual Invoice Capture

Press Y or click on yes to finalize the posting.



# FUNCTIONS-ALLOCATIONS

1. Let's say you would like to do an allocation to this manual invoice that is being captured. On the right-hand side of the screen, you will see the functions tab where you can press F5 on your keyboard or click on Allocations to open the allocations section.

**Creditors : Manual Invoice Capture**

Account No.

Main Account

Active Rebate

**Posting Details** | **Invoice Notes**

Source Branch:

Document No.

Reference

Details

VAT Code:  STANDARD RATE |

Amount Excl.  V.A.T

Amount Incl.  Rate

Discount (Incl)

VAT on Discount  Rate

Posting Date

Document Date

Extended Terms

Payment Due Date

VAT Indicator

GRV.Number

GRV.Date

Post to GL.Acc.   Allocated

Terms  Master Balance

[ Extended Terms ]

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0	0	0	0	0	0	0	0	0	0	0	0

**Options**

- F10 Post Inv.
- Esc Exit

**Functions**

- F5 Allocations
- F9 Split GL Posting

CRD010 Creditors : Manual Invoice Capture

2. 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. ABC001 ABC SWEETS WAREHOUSE Transaction Date 2022/07/12 Settlement Discount 0.00 %  
Transaction Type CRDINV CREDITORS INVOICE (TRADE-GRV) Document No. TEST01  
Amount (Incl.) 1 500.00 V.A.T Amount 195.65  
Discount 0.00 Balance to Allocate 0.00

Debit  
 Credit

Date	Doc.No	TxTp	Details	Doc.Amount	Debit	Credit	Balance	Alloc.Amnt	Alloc.Disc	Allocate
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Options  
F10 Save & Exit  
Esc Abort

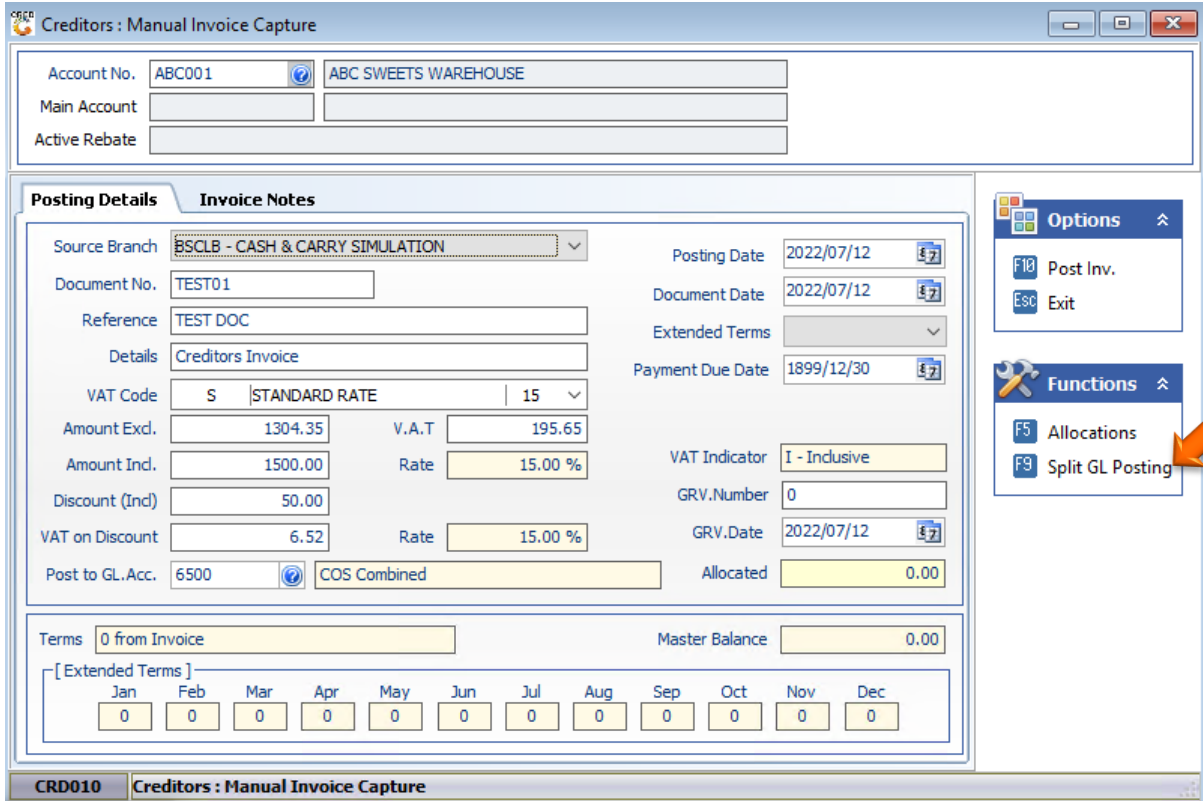
Functions  
F2 Allocate Line  
F9 Auto-Alloc  
F11 Clear Allocati...

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

CRD099 **NO UnAllocated Transaction Exist for this account**

# FUNCTIONS-SPLIT GL POSTING

1. If there is a need for the Split GL Posting scenario, under the functions tab click on split GL Posting or press F9 on your keyboard.



**Creditors : Manual Invoice Capture**

Account No. ABC001 ABC SWEETS WAREHOUSE  
Main Account  
Active Rebate

**Posting Details** Invoice Notes

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Document No.: TEST01  
Reference: TEST DOC  
Details: Creditors Invoice  
VAT Code: S STANDARD RATE 15  
Amount Excl.: 1304.35 V.A.T.: 195.65  
Amount Incl.: 1500.00 Rate: 15.00 %  
Discount (Incl): 50.00  
VAT on Discount: 6.52 Rate: 15.00 %  
Post to GL.Acc.: 6500 COS Combined  
Posting Date: 2022/07/12  
Document Date: 2022/07/12  
Extended Terms:  
Payment Due Date: 1899/12/30  
VAT Indicator: I - Inclusive  
GRV.Number: 0  
GRV.Date: 2022/07/12  
Allocated: 0.00

Terms: 0 from Invoice Master Balance: 0.00

[ Extended Terms ]  
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec  
0 0 0 0 0 0 0 0 0 0 0 0

**Options**  
F10 Post Inv.  
Esc Exit

**Functions**  
F5 Allocations  
F9 Split GL Posting

CRD010 Creditors : Manual Invoice Capture



2. The below page will open where the split posting can be added. To add a line press INS on your keyboard or click on add line.

General Ledger : Split Posting

Posting Amount: 1 500.00      Posting VAT Amount: 195.65

GL Acc.No	Account Name	V.A.T	Amount	Brar
<No data to display>				

Options

- F10 Accept
- Esc Exit

Line Function

- Ins Add Line
- ← Update Line
- Del Delete Line

GLG900    General Ledger : Split Account Posting

3. Here we can now select the GL Account that needs to be posted to with the correct amount. Press enters to proceed then add the next line if necessary.

General Ledger : Split Posting

Posting Amount: 1 500.00      Posting VAT Amount: 195.65

GL Acc.No	Account Name	V.A.T	Amount	Brar
6150	Advertising	65.22	500.00	

Options: F10 Accept, Esc Exit

Line Functions: Ins Add Line, Update Line, Del Delete Line

65.22      500.00

Select Branch: BSCLB - CASH & CARRY SIMULATION

G.L. Account No.: 6150 Advertising

Details: Creditors Invoice

Amount Incl.: 500.00      VAT Code: S STANDARD RATE 15

Amount Excl.: 434.78      V.A.T. Amount: 65.22

GLG900 General Ledger : Split Account Posting

3. The second Posting can be added then once happy with the postings and it is the same as the Posting amount you can now press F10 or click on Accept to proceed.

General Ledger : Split Posting

Posting Amount: 1 500.00      Posting VAT Amount: 195.65

GL Acc.No	Account Name	V.A.T	Amount	Brar
6150	Advertising	65.22	500.00	
7205	Forklifts	130.43	1 000.00	

Options: F10 Accept, Esc Exit

Line Functions: Ins Add Line, Update Line, Del Delete Line

195.65      1 500.00

Select Branch: BSCLB - CASH & CARRY SIMULATION

G.L. Account No.: 6150 Advertising

Details: Creditors Invoice

Amount Incl.: 500.00      VAT Code: S STANDARD RATE 15

Amount Excl.: 434.78      V.A.T. Amount: 65.22

4. You can then Post the Invoice and select Yes

