



**GENESIS**  
**BY MRJ CONSULTANTS**



## How To Guide | Debtor Creation

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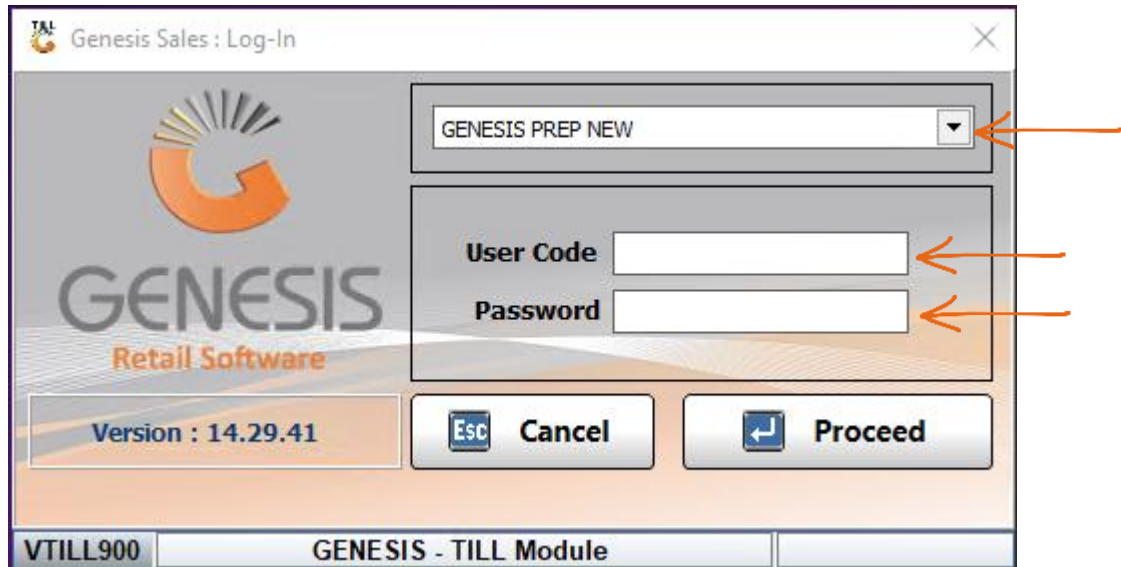
 [sales@mrj.co.za](mailto:sales@mrj.co.za)



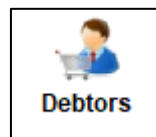
1. Open the **Genesis Menu**



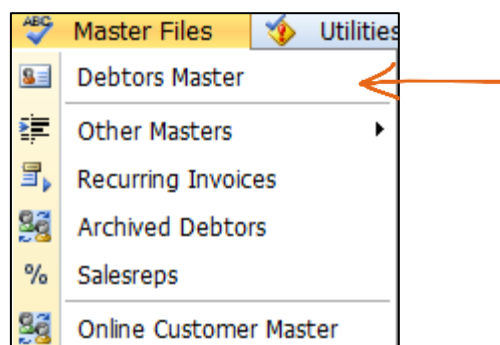
2. Type in the **User Code** and **Password:**



3. Open the **Debtors Module**



4. Click on the Master Files tab and then **Debtors Master**



5. In the Debtor Master Maintenance screen, click on the **Add Item** option to **create a new Debtor** account

The screenshot shows the 'Debtors Master Maintenance' window. At the top, there is a table with columns: Account, Debtors Name, Tel.#1, Tel.#2, Cell Phone, Balance, and CRM Account. The table contains five rows of data. Below the table, there is a large empty area for adding new debtors. On the right side, there is an 'Options' menu with three items: 'Add Item' (highlighted with an orange arrow), 'View / Update', and 'Exit'. Below the 'Options' menu is a 'Search' menu with various search criteria like Account No., Name, Generic Name, Cellphone, Group, EMail Addy, Area, Region, CRM Manager, and CRM Acc.No. At the bottom, there is a status bar with 'DEB100' and 'Debtors Master Maintenance'.

| Account | Debtors Name        | Tel.#1 | Tel.#2 | Cell Phone | Balance   | CRM Account |
|---------|---------------------|--------|--------|------------|-----------|-------------|
| BUB001  | BUBBLES AND BUNNIES |        |        |            | 5 867.00  |             |
| CASH    | CASH SALES ONLY     |        |        |            | 0.00      |             |
| KIN001  | KINGDOM PETS        |        |        |            | 0.00      |             |
| LAY001  | LAYBYE SALES        |        |        |            | -1 449.36 |             |
| WHL001  | WHOLESALE PETS      |        |        |            | 10 282.00 |             |

6. In the new Debtor creation screen the following points needs to be checked and completed

The screenshot shows the 'Debtor Master Maintenance' window with the 'Account Details' tab selected. The 'Account Details' tab contains several sections: 'Main Data' (Account No., Debtor Name, Trade Name, Legal Name), 'Account Details' (Account Type, Communication Mthd, Interest, Debtor Type, Sales Type, Account Status, Status Reason Code, Status Reason Descr., Account Group Type), 'Account Limits' (Credit Limit, Temporary Limit, Cheque Limit, PDC's Outstanding, Balance Owning, Payment Method, Limit Check, Account Grading, Pre-Auth Mandatory), and 'Customer Relations' (CRM Manager, CRM Account No.). An orange arrow points to the 'Account Details' tab. Another orange arrow points to the 'Temporary Limit' field in the 'Account Limits' section. The status bar at the bottom shows 'DEB101' and 'Debtors Master'.

- 6.1. The **Account number** and **Debtor Name** are **mandatory** to be filled in.
- 6.2. Under the Account Details tab, the **Account Type** needs to be specified,
  - 6.2.1. **Open Item** – Invoices, Credit Note, etc. are open for allocation when a payment is processed.
  - 6.2.2. **B/F Balance Brought Forward** – Balance is calculated per period and cannot allocate payments to specific invoice, can only allocate the Payment amount per period balance.
- 6.3. Ensure the correct **Sales Type** is selected for the Debtor account,
  - 6.3.1. **C – Cash Sales Only** – This means you can only process Debtors Cash Sales for the account.
  - 6.3.2. **A – Account Sales Only** – This means you can only process Account Sales for the account.
  - 6.3.3. **B – Both Cash & Account Sales** – This means you can process both Debtors Cash Sales and Account Sales for the account
- 6.4. **Account Group Type** can be selected between **Normal**, **Main account** and **Sub-Account** if required.

6.5. Account **Credit Limits** can be set for the account, depending on company settings this will determine if the account will be stopped from further sales if the Credit Limit on the account has been reached.

7. Once the Account Details have been completed, you can move to the **Address & Contact tab to complete the address and contact person details** for the account.

The screenshot shows the 'Debtor Master Maintenance' window with the 'Address & Contacts' tab selected. The window is divided into several sections:
 

- Account Details:** Fields for Account No. (\*Mandatory), Debtor Name (\*Mandatory), Trade Name (\*Optional), and Legal Name (\*Optional).
- Main Data:** A tabbed interface with 'Address & Contacts' selected.
- Business Address:** Fields for Address #1, #2, #3, #4, Area Code, City Code, Name, Province, Municipality, and Postal Code.
- Postal Address:** Fields for Address #1, #2, #3, #4, Area Code, and Postal Code.
- Contact Details:** Fields for Telephone 1, Telephone 2, Fax Number, E-Mail Address, Contact, CellPhone, I.D. Number, Comp.Reg.No, VAT Number, B. P. Number, G.P.S. Latitude, G.P.S. Longitude, and Travel Distance (0.00 kms).
- Listing Branch:** A dropdown menu showing 'UNI01 - UNICO'.
- Options:** A small window with 'Save' (F10) and 'Exit' (ESC) buttons.

8. Once the Address & Contacts have been added, you can proceed to the **Terms and Balances tab**.

The screenshot shows the 'Debtor Master Maintenance' window with the 'Terms and Balances' tab selected. The window is divided into several sections:
 

- Account Details:** Fields for Account No. (\*Mandatory), Debtor Name (\*Mandatory), Trade Name (\*Optional), and Legal Name (\*Optional).
- Main Data:** A tabbed interface with 'Terms and Balances' selected.
- Settlement Terms and Discounts:** Fields for Term Period (0), D - DAYS, from (I - INVOICE), Settlement Discount (0.000 %), and Month End Day (31).
- Credit Guarantee Information:** Fields for Limit Granted on (£?), Limit Expiry (£?), C.G.I.S. Limit (0.00), and C.G.I.S. File No.
- Liquor License Information:** Fields for License Type, License No., License Expiry (£?), Exp.Check (I - Ignore), and Description.
- Balances:** A table showing balances for Current, 30 Days, 60 Days, 90 Days, 120 Days, 150 Days, 180 Days, and Over 180 Days, all with a value of 0.00. The Total Owing is 0.00.
- Banking Information:** Fields for Bank Name, Branch Code, Branch Name, Account No., and Account Name.
- Options:** A small window with 'Save' (F10) and 'Exit' (ESC) buttons.

- 8.1. Under the Settlement Terms and Discounts header, the Term Period can be setup for example, 14 days from Invoice/Statement or 30 days from Invoice / Statement. If the Term Period is left on 0 days, it means the account will be a COD – Cash on Delivery account.
- 8.2. A Settlement Discount can also be allocated to the account; this will automatically pull through when a payment is processed for the account.
- 8.3. Credit Guarantee Information can be added to the account if required.
- 8.4. Liquor License Information can be added if the Debtor is a Liquor Store.
- 8.5. Clients bank information can be added as well.

9. Under the Indicators tab, you can setup the following information on the Indicators & Pricing Rule tab,

The screenshot shows the 'Debtor Master Maintenance' window with the 'Indicators & Pricing Rules' tab selected. The window has a top section for account details (Account No., Debtor Name, Trade Name, Legal Name) and a bottom section with tabs: Main Data, Terms and Balances, Indicators, Note Pad, and Other Information. The 'Indicators' tab is active, showing a sub-tab 'Indicators & Pricing Rules'. On the left, the '[ Indicators ]' section includes fields for VAT Indicator (set to 'I - Selling Prices show as Inclusive'), Default Currency (set to 'ZAR - SOUTH AFRICAN RAND'), and Alternate Code (set to 'S - Stock Code'). Below these are several checkboxes: 'Allow Promotions on the Account' (checked), 'Allow Debtors Deals on this Account' (checked), 'Allow Department Pricing on this Account' (unchecked), 'Allow Item Specific Pricing on this Account' (unchecked), 'Allowed to View Last Price Paid on Sales' (unchecked), and 'Customer Order Number capture Mandatory on Sales' (unchecked). On the right, the '[ Pricing Rules ]' section includes 'Default Selling Price' (set to '01 - PRICE : 01'), 'Selling Price PLUS' (set to 'N - NO' with 'Plus %' at '0.000 %'), 'Selling Price MINUS' (set to 'N - NO' with 'Minus %' at '0.000 %'), 'Cost Plus' (set to 'A -Average Cost' with 'Cost Plus' at '0.000 %'), and an option to 'Activate Cost Plus % on Stock Category 04' (unchecked). Below this is the 'In House Account' (set to 'N - NO'). At the bottom right, the '[ Debtor Indicators ]' section includes 'Block Returns on Items Not Previously Purchased' (checked), 'Consolidation Account' (unchecked), 'Distribution Order Account' (unchecked), 'e-Commerce Debtor' (unchecked) with a 'Web Password' field, and 'StokVel Master Account' (unchecked) with an 'App.Pswd' field set to '0'. An 'Options' menu is visible in the top right corner with 'Save' (F10) and 'Exit' (Esc) options. The window title bar shows 'DEB101' and 'Debtors Master'.

- 9.1. The VAT indicator for the account can be added; this will determine how the Selling prices are displayed for the client on the Sales. (Inclusive, Exclusive or No VAT)
- 9.2. Default Currency for the account can be added; this is if your company uses multi-currency.
- 9.3. Alternative settings can be switched on or off for the account, for example if the account is allowed promotions or not, etc.
- 9.4. Pricing Rules can be specified, for example specific price codes to be used for the sales on this account or selling Plus / Minus. Cost Plus can also be added for the client.

10. Under the Debtor Grouping tab you can specify a specific group for the account, this is for reporting purposes, e.g. EFT Customers, etc. Also, the Areas, Regions, Routes and Sales rep can be allocated to the account from here.

The screenshot shows the 'Debtor Master Maintenance' window with the 'Debtor Grouping' tab selected. The window has a top section for account details (Account No., Debtor Name, Trade Name, Legal Name) and a bottom section with tabs: Main Data, Terms and Balances, Indicators, Note Pad, and Other Information. The 'Indicators' tab is active, showing a sub-tab 'Debtor Grouping'. On the left, the '[ Grouping ]' section includes a 'Debtor Group' dropdown menu, 'Category 1' dropdown, 'Category 2' dropdown, 'Areas' dropdown, 'Regions' dropdown, 'Route' dropdown, and 'Sales Rep' dropdown. Below this is the '[ BEES Account Information ]' section, which includes checkboxes for 'BEES Account' (unchecked), 'Customer has an Empties Loan' (unchecked), and 'Allow Customer to Pickup Order at the Distribution Center' (unchecked). There is also a 'Bees Account ID' field and a 'Sales Channel' dropdown. An 'Options' menu is visible in the top right corner with 'Save' (F10) and 'Exit' (Esc) options. The window title bar shows 'DEB101' and 'Debtors Master'.

11. There is a Note Pad tab on the Debtor, this can be used for additional information on the Debtor account.

The screenshot shows the 'Debtor Master Maintenance' window. At the top, there are input fields for 'Account No.' (marked \*Mandatory), 'Debtor Name' (marked \*Mandatory), 'Trade Name' (marked \*Optional), and 'Legal Name' (marked \*Optional). Below these is a tabbed interface with five tabs: 'Main Data', 'Terms and Balances', 'Indicators', 'Note Pad' (which is highlighted with a red circle), and 'Other Information'. To the right of the tabs is an 'Options' menu with 'Save' (F10) and 'Exit' (ESC) options. The main area of the window is currently empty. At the bottom, there is a status bar with 'DEB101' and 'Debtors Master'.

12. Once all the information has been added to the Debtor account, you can Save the account.

This screenshot shows the 'Debtor Master Maintenance' window with the 'Account Details' tab selected. The 'Account Limits' section includes fields for 'Credit Limit' (0.00), 'Temporary Limit' (0.00), 'Cheque Limit' (0.00), 'PDC's Outstanding' (0.00), and 'Balance Owing' (0.00). The 'Customer Relations' section includes 'CRM Manager' and 'CRM Account No.' fields. The 'Options' menu on the right has an orange arrow pointing to the 'Save' option (F10). The status bar at the bottom shows 'DEB101' and 'Debtors Master'.

***This concludes the How to Guide for a Debtor Account***

VERSION:

3.1 - 2

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COMMENTS: