GENESIS
BY MRJ COUNSULTANTS

How To Guide | Debtor Creation

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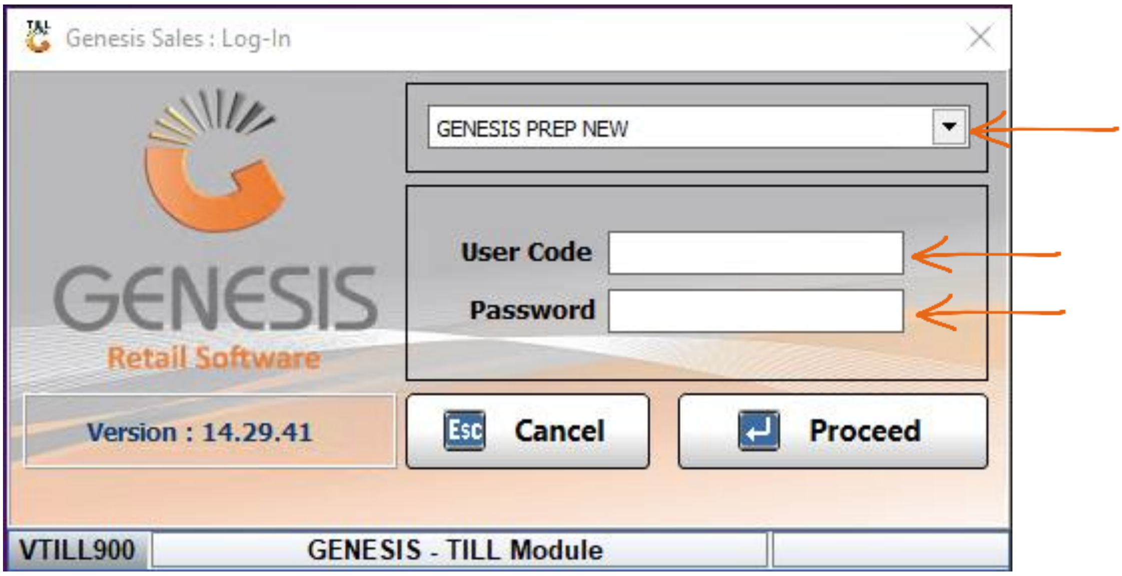
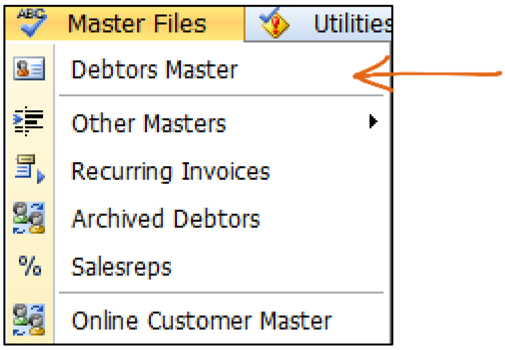
1. Open the **Genesis Menu**

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

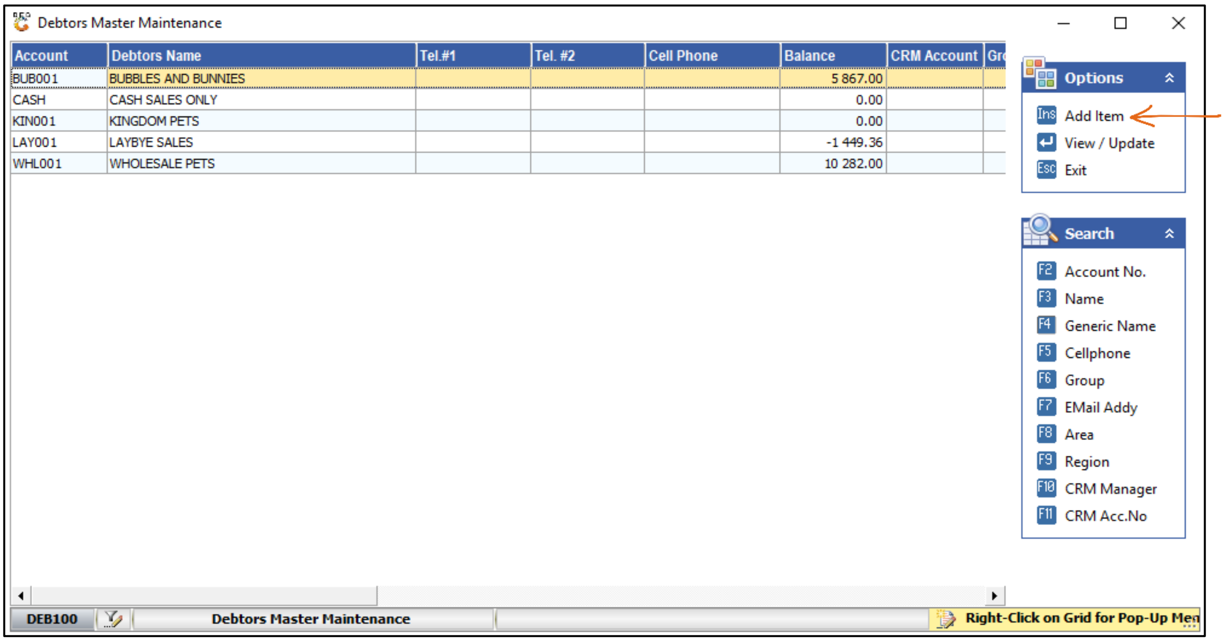


3. Open the **Debtors Module**

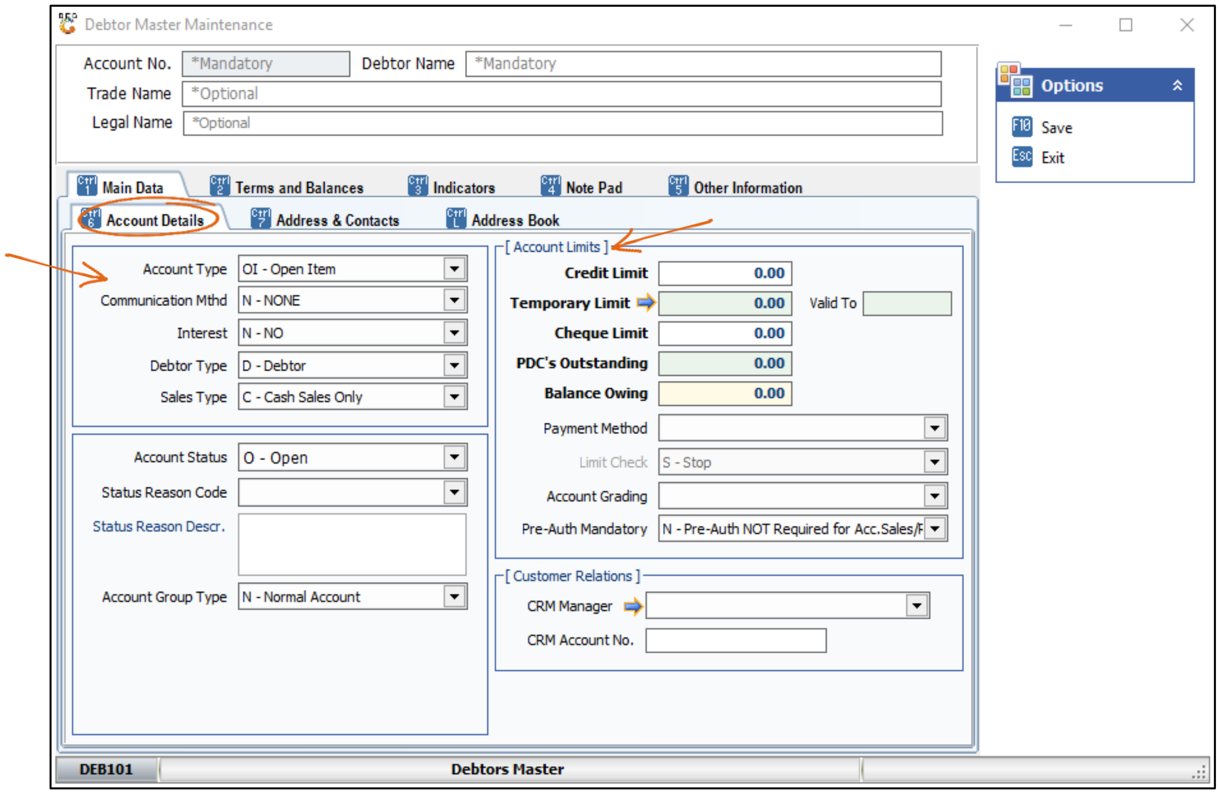
4. Click on the Master Files tab and then **Debtors Master**



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



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



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.

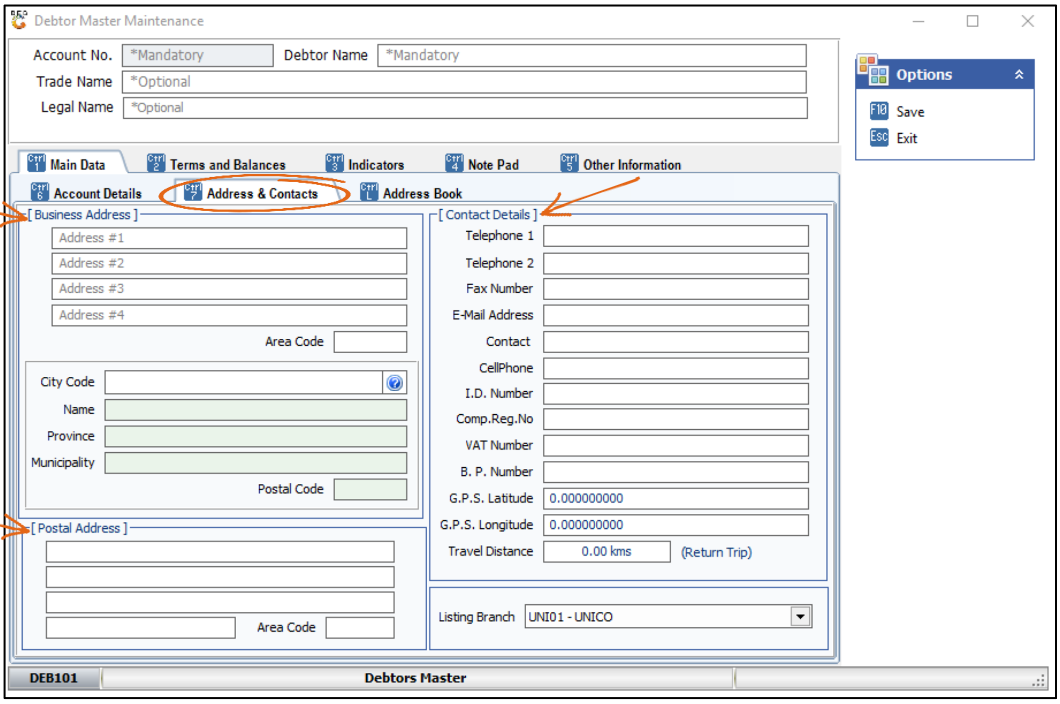
6.3.2. **A – Account Sales Only** – This means you can only process Account Sales for the account.

6.3.3. **B – Both Cash & Account Sales** – This means you can process both Debtors Cash Sales and Account Sales for the account

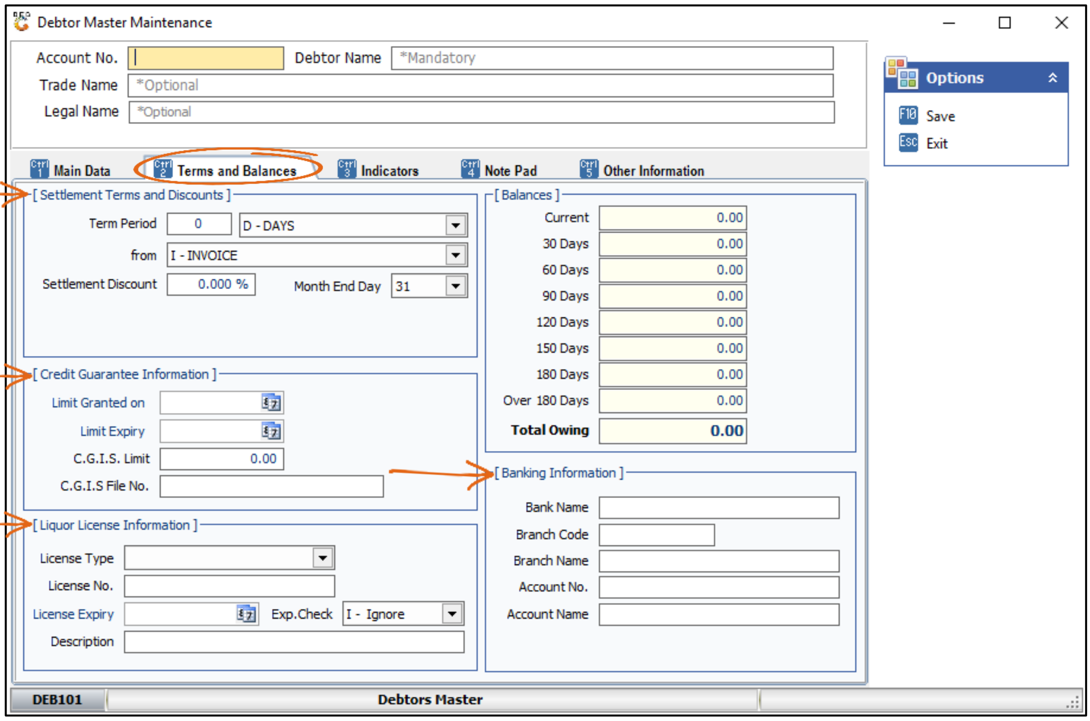
6.4. **Account Group Type** can be selected between **Normal**, **Main account** and **Sub-Account** if required.

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.



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



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.

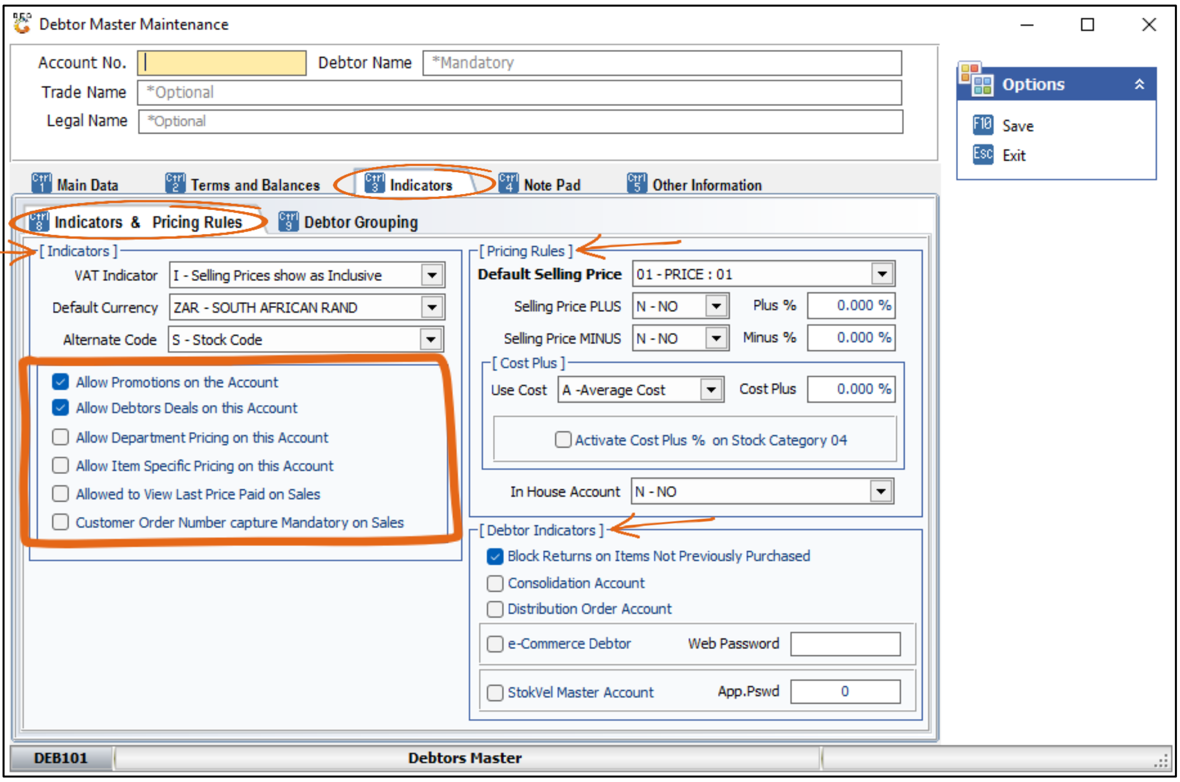
8.2. A Settlement Discount can also be allocated to the account; this will automatically pull through when a payment is processed for the account.

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,



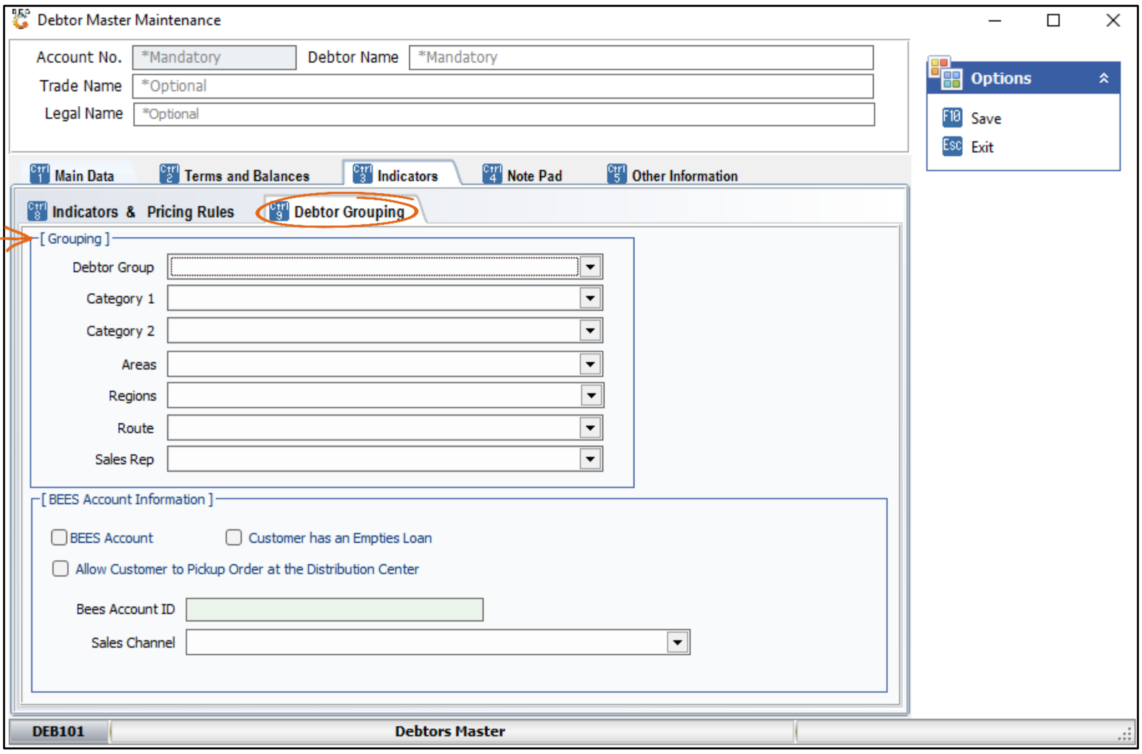
9.1. The VAT indicator for the account can be added; this will determine how the Selling prices are displayed for the client on the Sales. (Inclusive, Exclusive or No VAT)

9.2. Default Currency for the account can be added; this is if your company uses multi-currency.

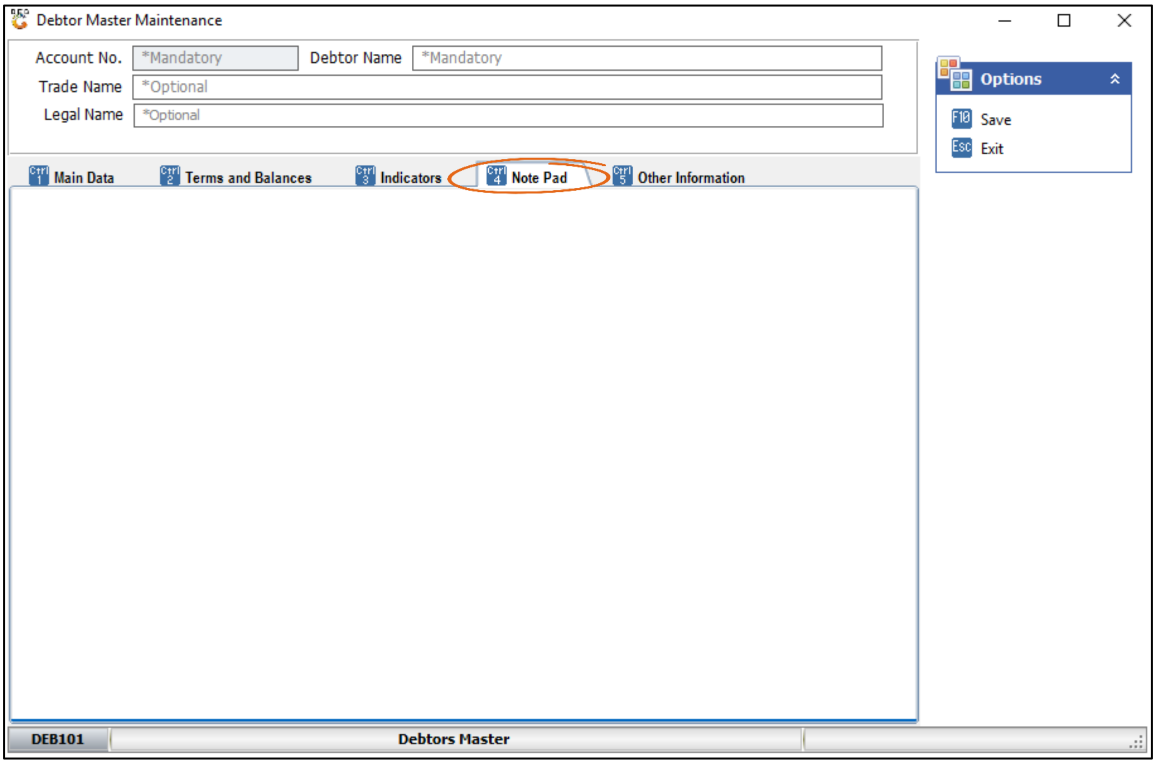
9.3. Alternative settings can be switched on or off for the account, for example if the account is allowed promotions or not, etc.

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.

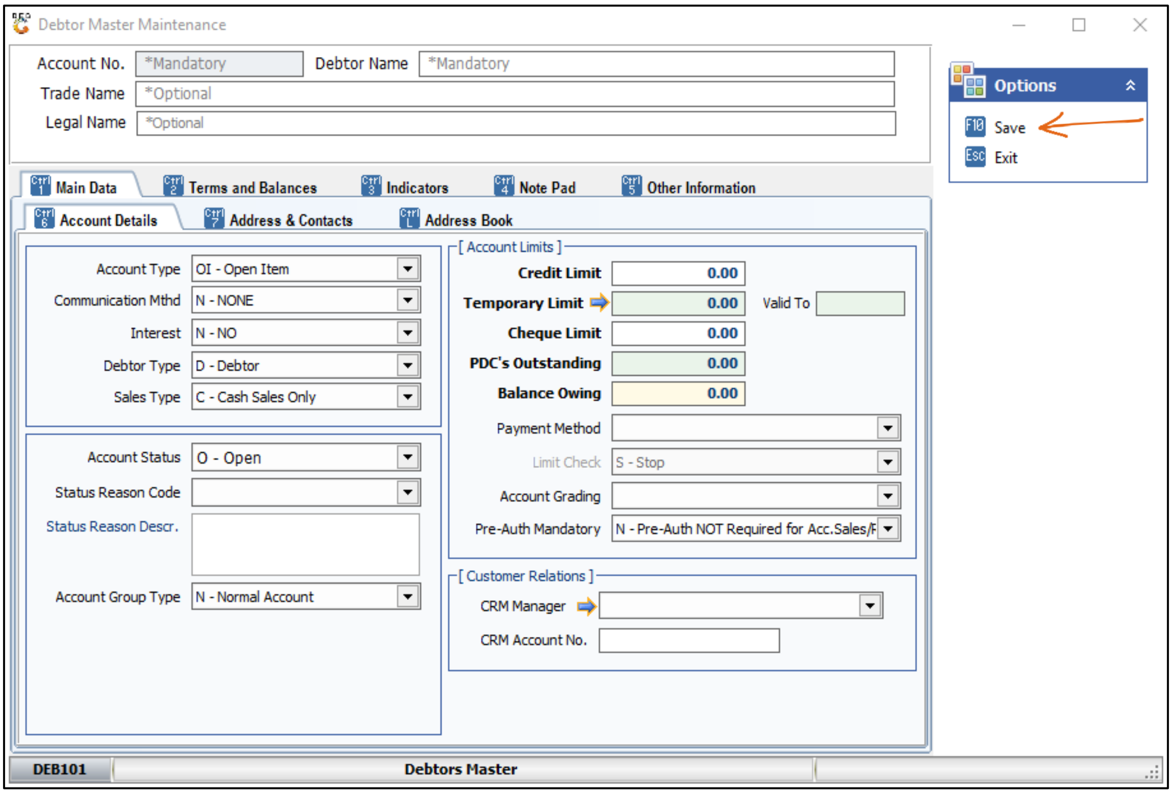
10. Under the Debtor Grouping tab you can specify a specific group for the account, this is for reporting purposes, e.g. EFT Customers, etc. Also, the Areas, Regions, Routes and Sales rep can be allocated to the account from here.



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



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



This concludes the How to Guide for a Debtor Account