GENESIS
BY MRJ COUNSULTANTS

How To Guide | Manual Credit Note

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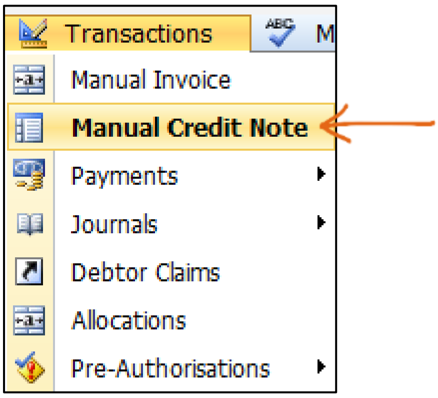
1. Open the **Genesis Menu**

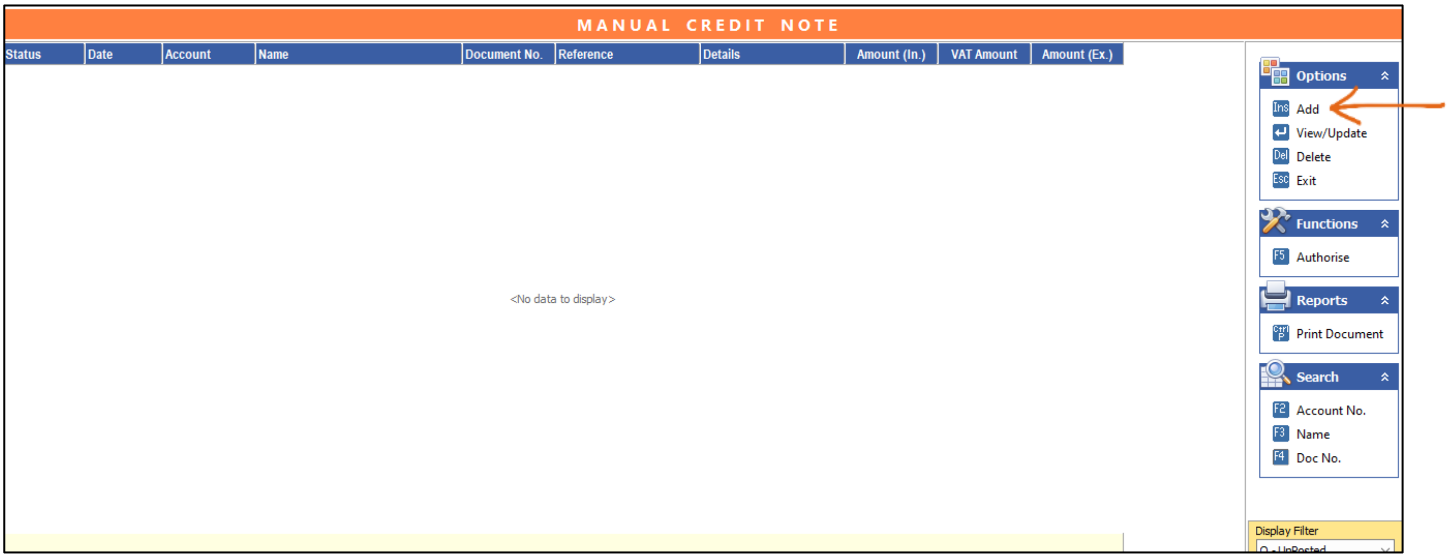
2. Type in the **User Code** and **Password:**

3. Open the **Debtors Module**

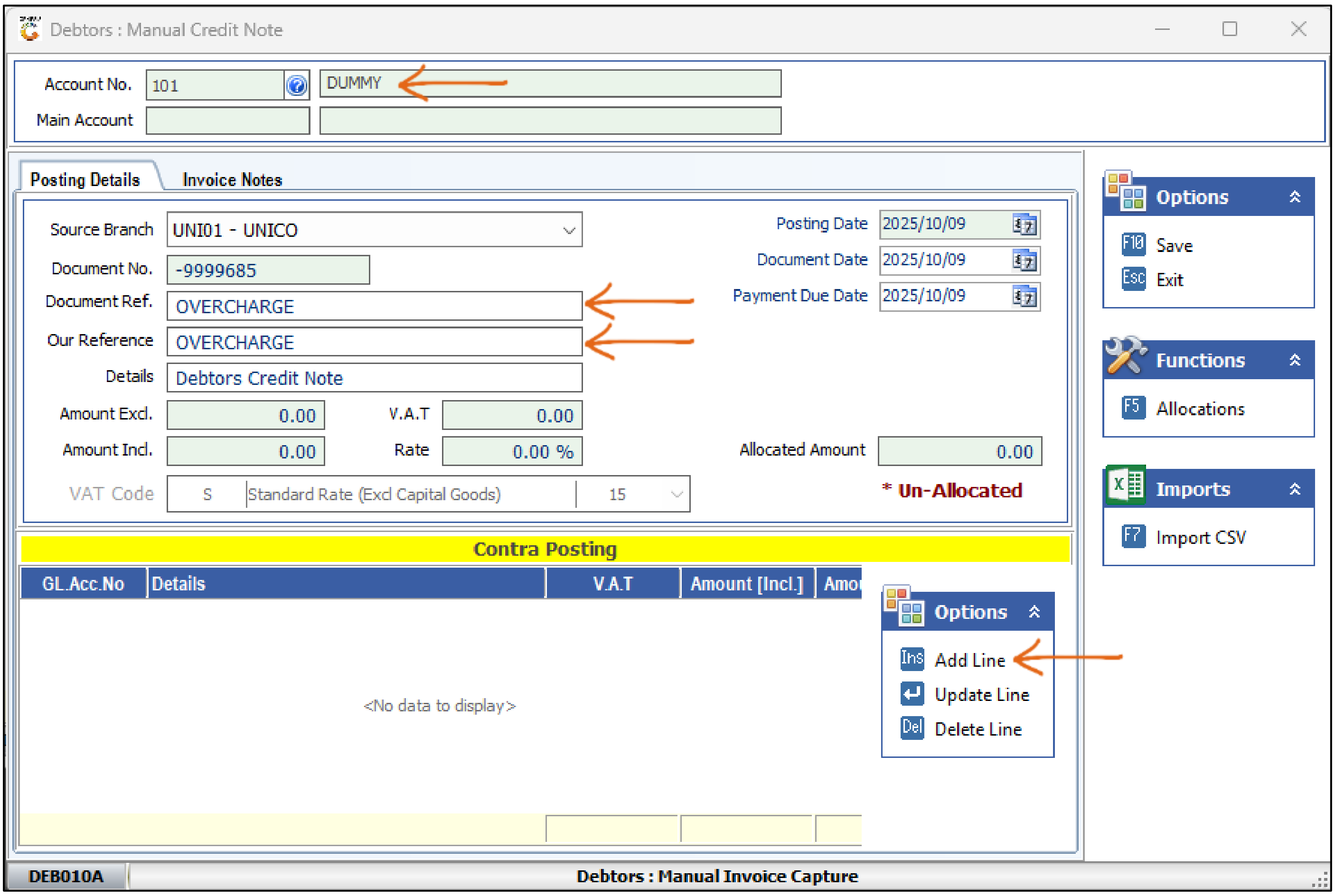
4. Once in the Debtors Module, navigate to the **Transactions** tab > **Manual Credit Note**



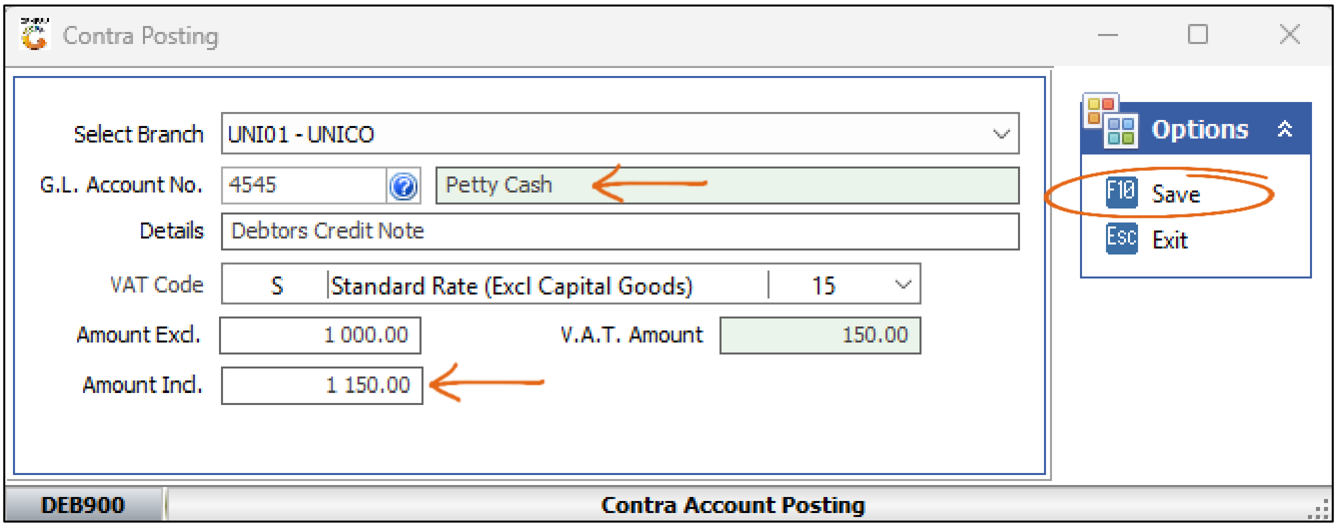
5. Once in the Manual Credit Note screen, click on **Add to create a Manual Credit Note**.



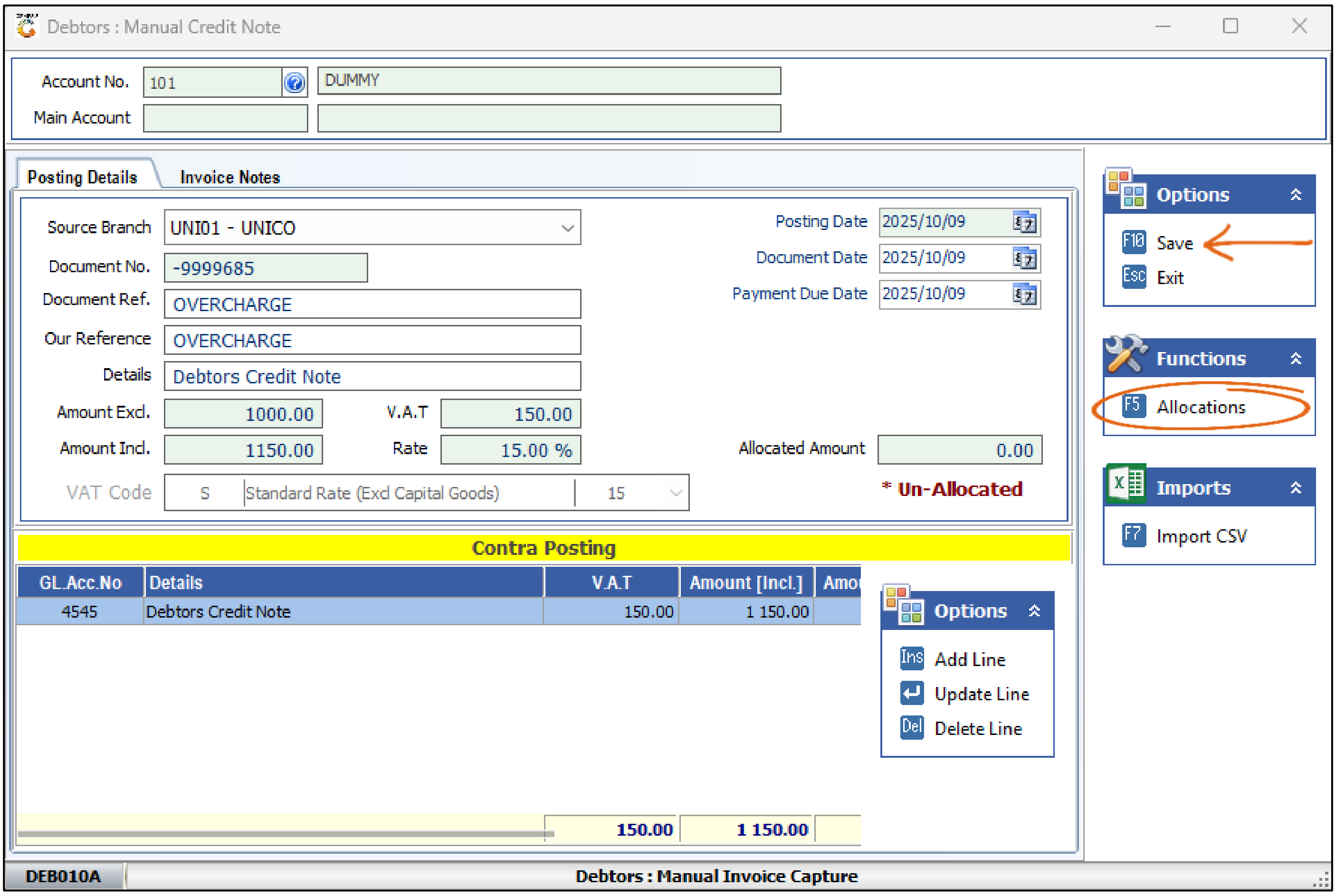
6. In the Debtors Manual Credit Note, **fill in the Debtor Account No** (or Search from the Blue Question mark), add a **Document Ref. and Our Reference** for the Debit Note. Then navigate to **the Contra Posting sectio**n and click on **Add line** to allocate the second GL line for the Debit Note.



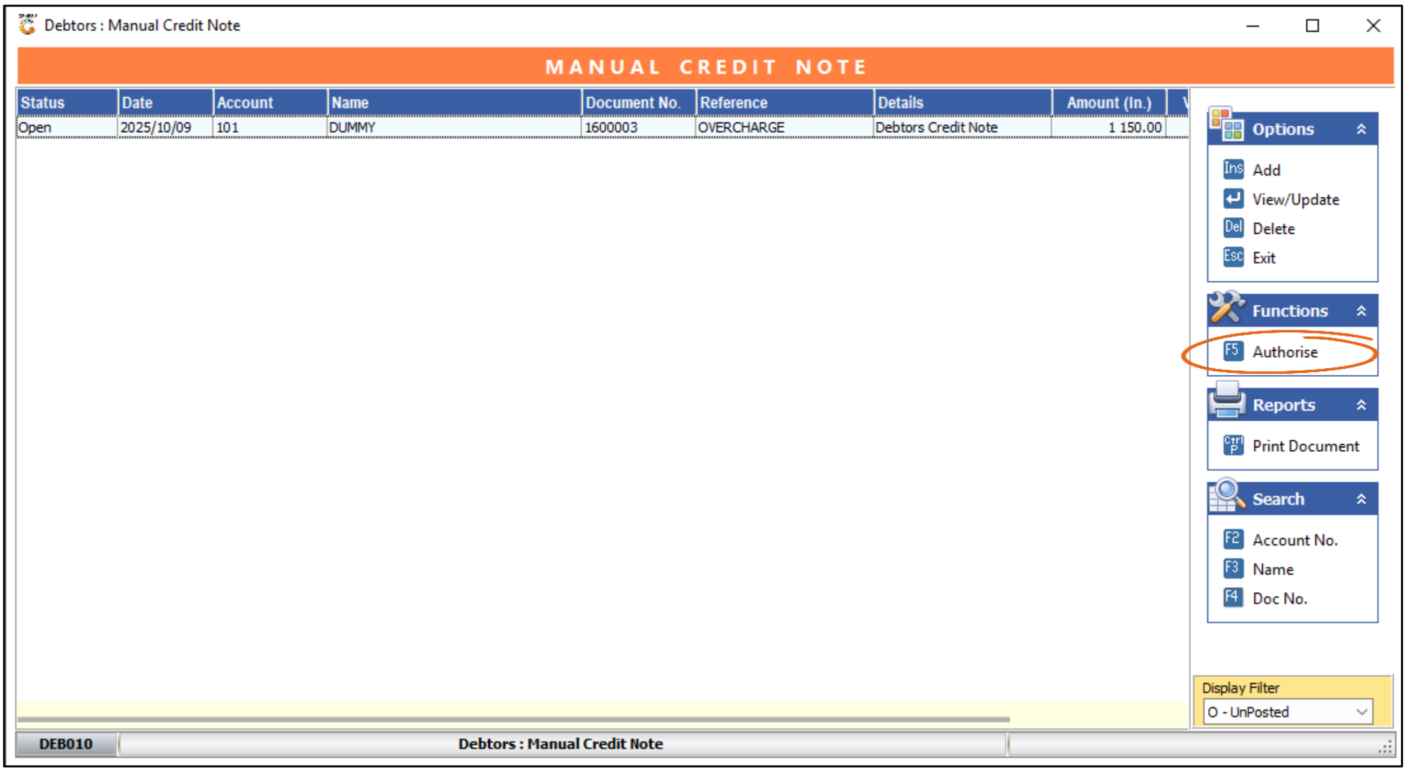
7. In the Contra Posting screen, select your **GL account number** and **add an amount** for the transaction. The Click on **save** to add your Contra Line.

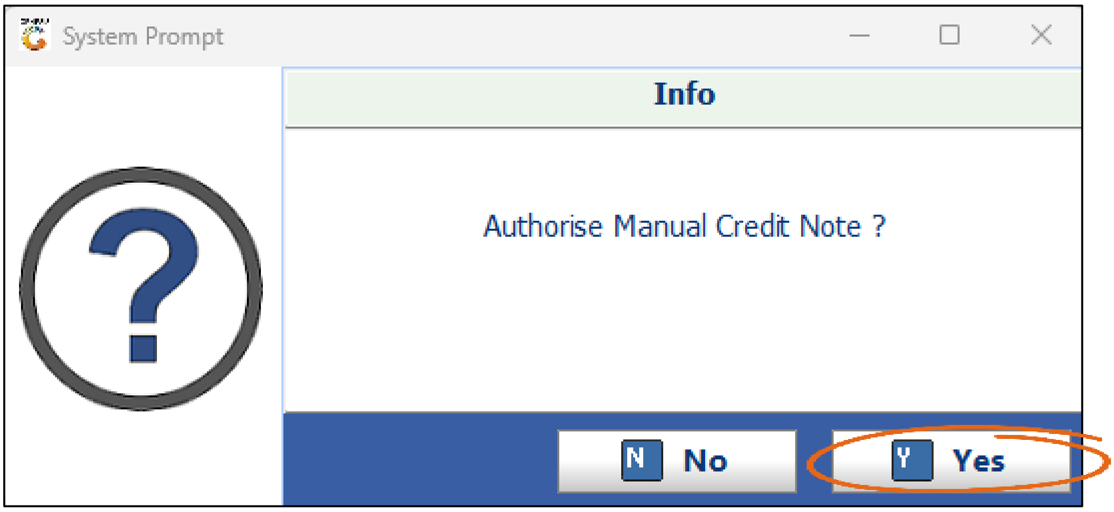


8. Once the Contra Posting has been saved, you can either **Allocate the Debit Note** to a specific **Invoice** through the Allocations option, or you can leave as **Un-Allocated** and Save the Manual Credit Note.



9. The Manual Credit Note Screen will now show all the **unauthorized Manual Credit Notes**, from this screen you can **Authorise the Manual Credit Note**, and this will post it to the Debtors account.





This concludes the How to Guide for Manual Credit Note