



GENESIS
BY MRJ CONSULTANTS



How To Guide | Manual Credit Note

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1. Open the **Genesis Menu**



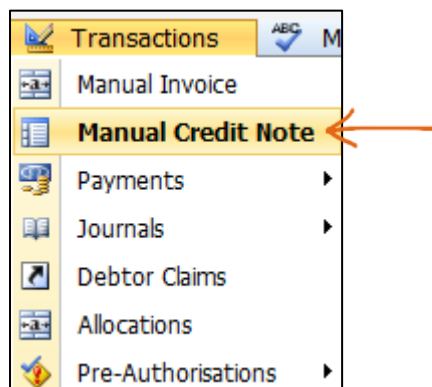
2. Type in the **User Code** and **Password**:

A screenshot of a software window titled 'Main Menu'. It features a 'Select Company' dropdown menu with 'GENESIS' selected. Below this is a large 'G' logo and the text 'GENESIS Retail Software'. To the right, there are two input fields: 'User Code' (highlighted in yellow) and 'Password'. Two orange arrows point to these fields from the right. At the bottom right are 'Cancel' and 'OK' buttons. The status bar at the bottom shows 'CMN999', 'Main Menu', and 'Version : 14.36.42'.

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 section** 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.

Contra Posting

Select Branch: UNIO1 - UNICO

G.L. Account No.: 4545 (Petty Cash)

Details: Debtors Credit Note

VAT Code: S | Standard Rate (Excl Capital Goods) | 15

Amount Excl.: 1 000.00 | V.A.T. Amount: 150.00

Amount Ind.: 1 150.00

Options: F10 Save, Esc Exit

DEB900 | Contra Account Posting

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.

Debtors : Manual Credit Note

Account No.: 101 (DUMMY)

Main Account:

Posting Details | Invoice Notes

Source Branch: UNIO1 - UNICO | Posting Date: 2025/10/09

Document No.: -9999685 | Document Date: 2025/10/09

Document Ref.: OVERCHARGE | Payment Due Date: 2025/10/09

Our Reference: OVERCHARGE

Details: Debtors Credit Note

Amount Excl.: 1000.00 | V.A.T.: 150.00

Amount Ind.: 1150.00 | Rate: 15.00 %

VAT Code: S | Standard Rate (Excl Capital Goods) | 15

Allocated Amount: 0.00

* Un-Allocated

Options: F10 Save, Esc Exit

Functions: F5 Allocations

Imports: F7 Import CSV

Contra Posting

GL Acc.No	Details	V.A.T	Amount [Incl.]	Amo
4545	Debtors Credit Note	150.00	1 150.00	

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

DEB010A | Debtors : Manual Invoice Capture

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.

Status	Date	Account	Name	Document No	Reference	Details	Amount (In.)
Open	2025/10/09	101	DUMMY	1600003	OVERCHARGE	Debtors Credit Note	1 150.00

Info

Authorise Manual Credit Note ?

N No Y Yes

This concludes the How to Guide for Manual Credit Note

VERSION:

3.8 - 2

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BY: Colleen

COMMENTS: