GENESIS

BY MRJ COUNSULTANTS

How To Guide | Debtor Payments

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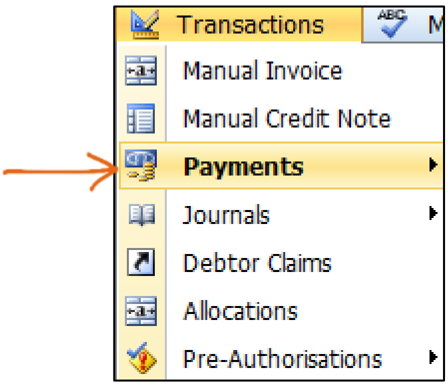
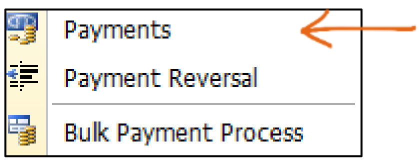
1. Open the **Genesis Menu**

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

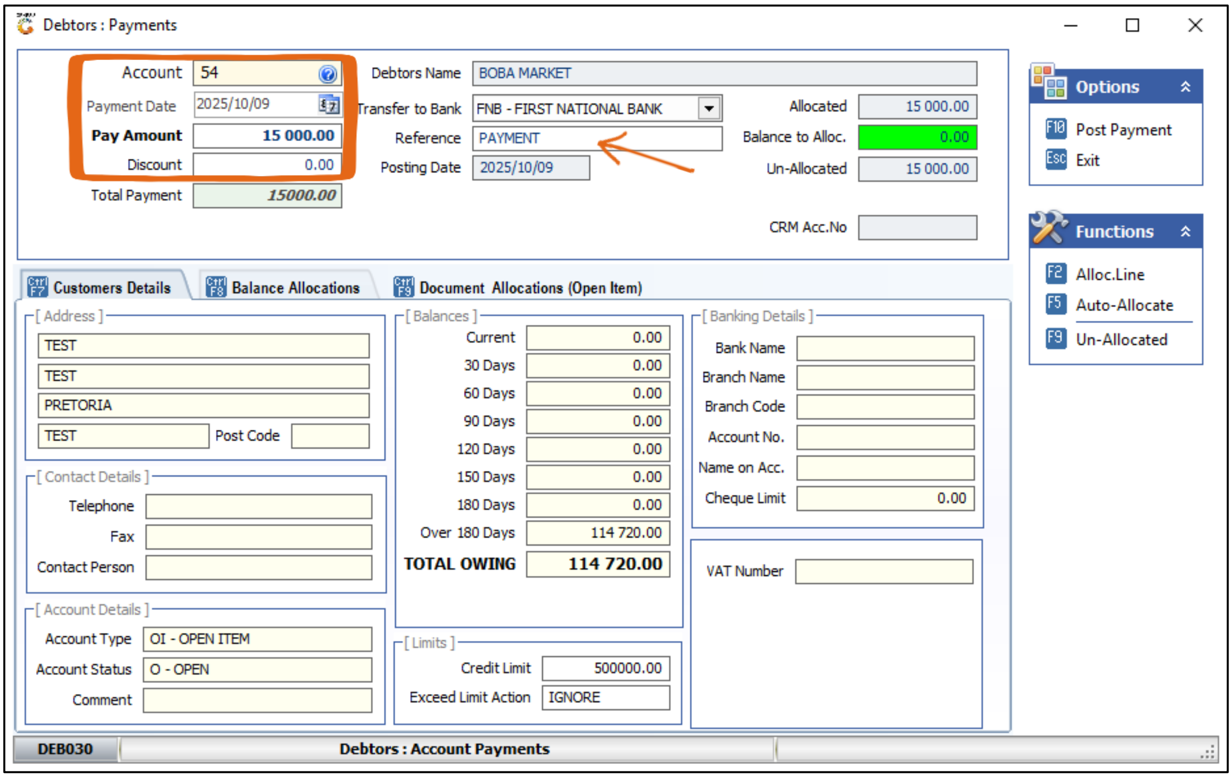
3. Open the **Debtors Module**

4. Once in the Debtors Module, navigate to the **Transactions** tab > **Payments** > **Payments**

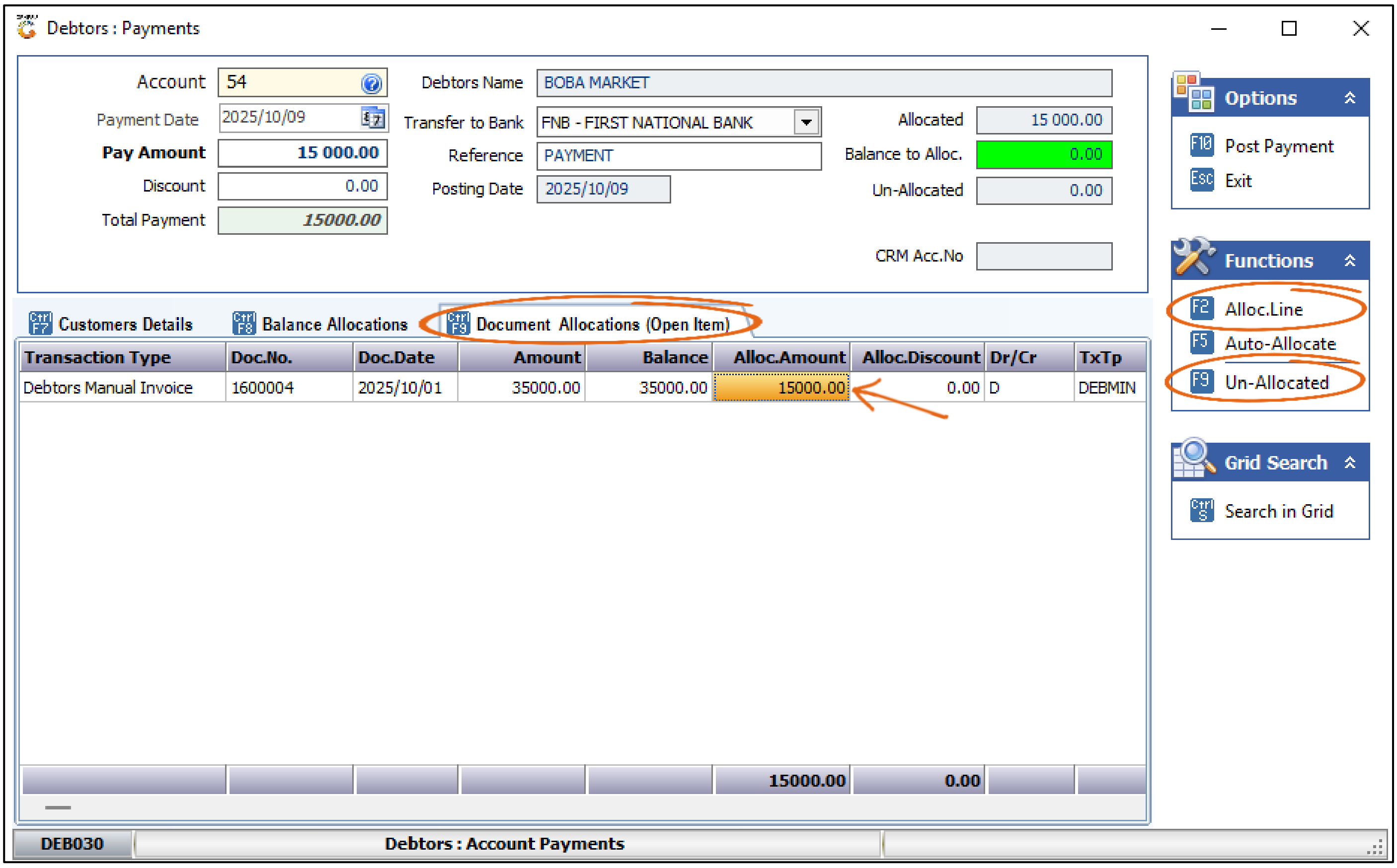




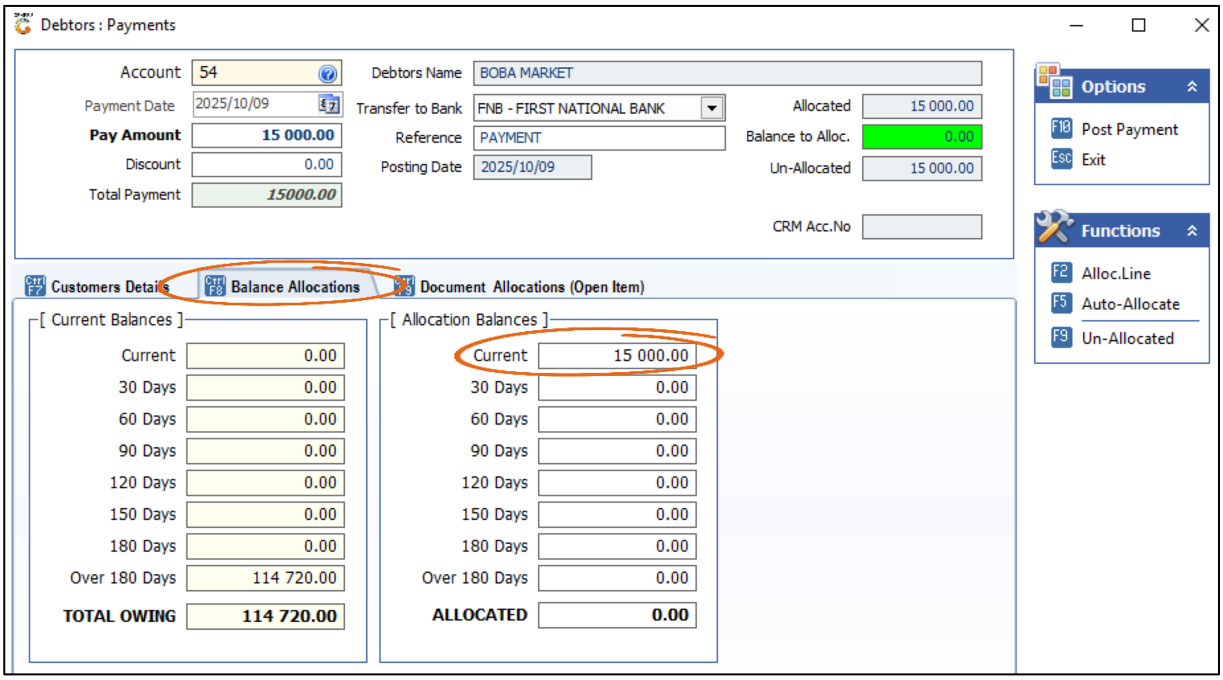
5. Once in the Debtors Payments screen, fill in the **Account number** or search via the blue question mark for the account required. Fill in the **Payment Date**, **Pay Amount**, **Discount (Only if applicable)** and the **Reference** field need to be completed as well.



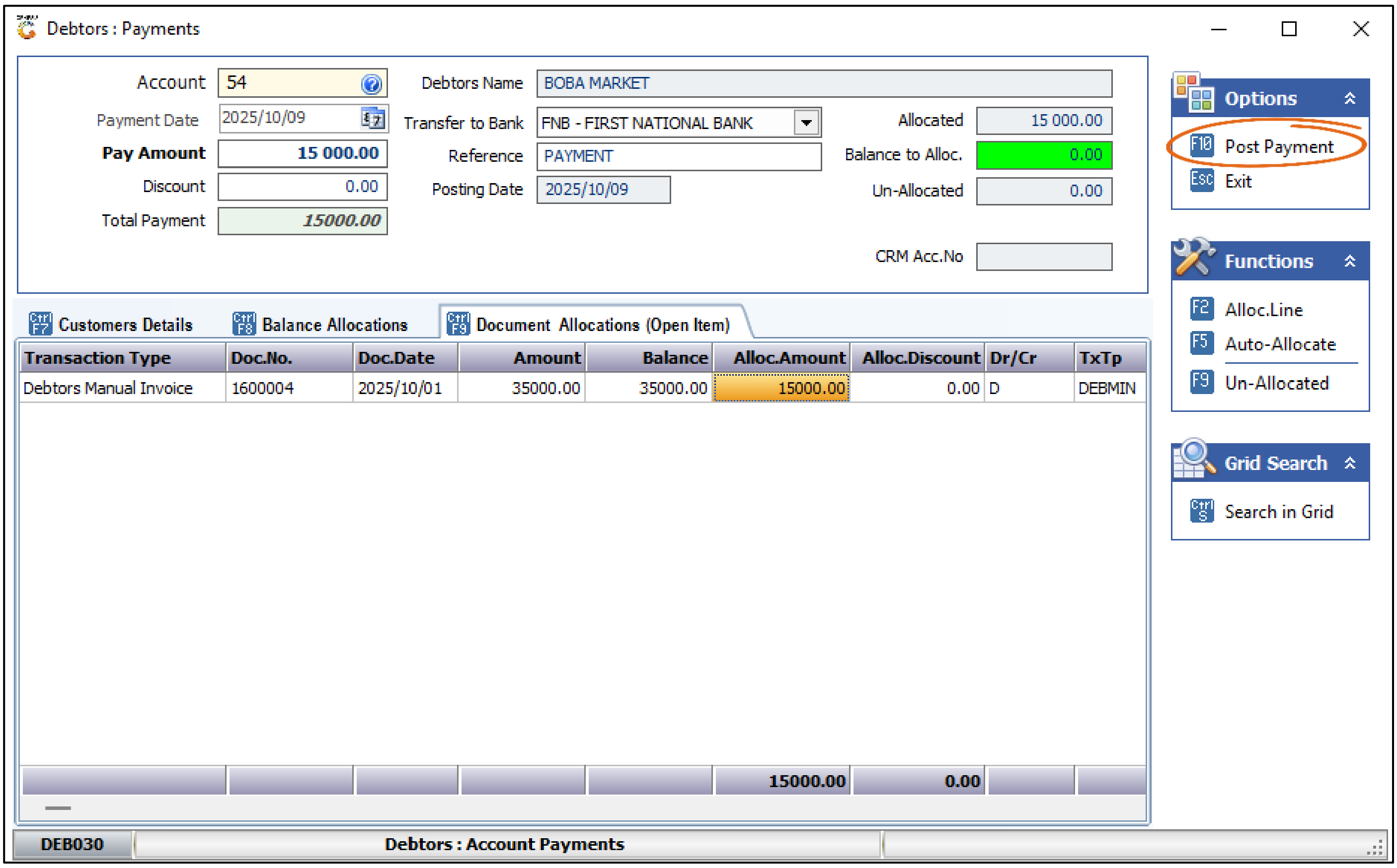
a. The Payment can be **allocated to Invoices**, if the account is **setup as an Open Item** account, click on the **Document Allocations** tab, select the **Invoice** and **click on allocate line** or press F2 on your keyboard, this step can be repeated if the payment needs to be allocated to multiple Invoices and there is a Balance to Alloc. left over. If allocations are not required as this point in time, the Payment can be processed as **Un-Allocated** by **clicking the Un-Allocated option** or pressing F9 on your keyboard.



b. For **B/F (BALANCE BROUGHT FORWARD)** accounts, or if you select Un-Allocated Payments, the system will **allocate against current running** balance from Current/30 Days /60 Days /90 Days, etc or you can **allocate the payment specifically to 30/60/90 days columns**.



6. Once the allocations have been completed, you can now **click on Post Payment** or press F10 on your keyboard to **finalize the payment** and post it to the Debtors account.



This concludes the How to Guide for Debtor Payments

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