



GENESIS
BY MRJ CONSULTANTS



How To Guide | Debtor Payments



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1. Open the **Genesis Menu**



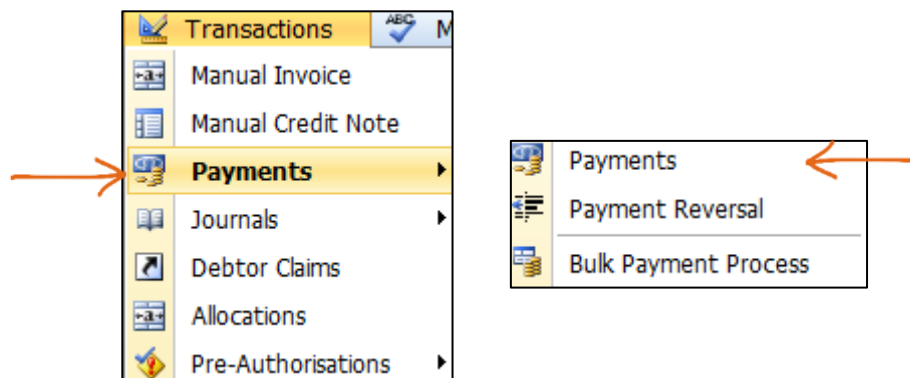
2. Type in the **User Code** and **Password**:

A screenshot of the "Main Menu" login window. At the top, it says "Main Menu". Below that is a "Select Company" dropdown menu with "GENESIS" selected. In the center is the "GENESIS Retail Software" logo. To the right of the logo are two input fields: "User Code" (yellow) and "Password" (white). Two orange arrows point to these fields from the right. Below the fields are "Cancel" and "OK" buttons. At the bottom, a status bar 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 > **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.

Debtors : Payments

Account: 54 Debtors Name: BOBA MARKET

Payment Date: 2025/10/09 Transfer to Bank: FNB - FIRST NATIONAL BANK Allocated: 15 000.00

Pay Amount: 15 000.00 Reference: PAYMENT Balance to Alloc.: 0.00

Discount: 0.00 Posting Date: 2025/10/09 Un-Allocated: 15 000.00

Total Payment: 15000.00 CRM Acc.No:

Customers Details Balance Allocations Document Allocations (Open Item)

[Address]

TEST

TEST

PRETORIA

TEST Post Code:

[Contact Details]

Telephone:

Fax:

Contact Person:

[Account Details]

Account Type: OI - OPEN ITEM

Account Status: O - OPEN

Comment:

[Balances]

Current: 0.00

30 Days: 0.00

60 Days: 0.00

90 Days: 0.00

120 Days: 0.00

150 Days: 0.00

180 Days: 0.00

Over 180 Days: 114 720.00

TOTAL OWING: 114 720.00

[Banking Details]

Bank Name:

Branch Name:

Branch Code:

Account No.:

Name on Acc.:

Cheque Limit: 0.00

VAT Number:

[Limits]

Credit Limit: 500000.00

Exceed Limit Action: IGNORE

DEB030 Debtors : Account Payments

- 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.

Debtors : Payments

Account: 54 Debtors Name: BOBA MARKET

Payment Date: 2025/10/09 Transfer to Bank: FNB - FIRST NATIONAL BANK Allocated: 15 000.00

Pay Amount: 15 000.00 Reference: PAYMENT Balance to Alloc.: 0.00

Discount: 0.00 Posting Date: 2025/10/09 Un-Allocated: 0.00

Total Payment: 15000.00 CRM Acc.No:

Customers Details Balance Allocations Document Allocations (Open Item)

Transaction Type Doc.No. Doc.Date Amount Balance Alloc.Amount Alloc.Discount Dr/Cr TxTp

Debtors Manual Invoice 1600004 2025/10/01 35000.00 35000.00 15000.00 0.00 D DEBMIN

DEB030 Debtors : Account Payments

- 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**.

Debtors : Payments

Account: 54 Debtors Name: BOBA MARKET
 Payment Date: 2025/10/09 Transfer to Bank: FNB - FIRST NATIONAL BANK Allocated: 15 000.00
 Pay Amount: 15 000.00 Reference: PAYMENT Balance to Alloc.: 0.00
 Discount: 0.00 Posting Date: 2025/10/09 Un-Allocated: 15 000.00
 Total Payment: 15000.00 CRM Acc.No:

Balance Allocations

[Current Balances]		[Allocation Balances]	
Current	0.00	Current	15 000.00
30 Days	0.00	30 Days	0.00
60 Days	0.00	60 Days	0.00
90 Days	0.00	90 Days	0.00
120 Days	0.00	120 Days	0.00
150 Days	0.00	150 Days	0.00
180 Days	0.00	180 Days	0.00
Over 180 Days	114 720.00	Over 180 Days	0.00
TOTAL OWING	114 720.00	ALLOCATED	0.00

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.

Debtors : Payments

Account: 54 Debtors Name: BOBA MARKET
 Payment Date: 2025/10/09 Transfer to Bank: FNB - FIRST NATIONAL BANK Allocated: 15 000.00
 Pay Amount: 15 000.00 Reference: PAYMENT Balance to Alloc.: 0.00
 Discount: 0.00 Posting Date: 2025/10/09 Un-Allocated: 0.00
 Total Payment: 15000.00 CRM Acc.No:

Document Allocations (Open Item)

Transaction Type	Doc.No.	Doc.Date	Amount	Balance	Alloc.Amount	Alloc.Discount	Dr/Cr	TxTp
Debtors Manual Invoice	1600004	2025/10/01	35000.00	35000.00	15000.00	0.00	D	DEBMIN
					15000.00	0.00		

Options
 F10 Post Payment
 Esc Exit

Functions
 F2 Alloc.Line
 F5 Auto-Allocate
 F9 Un-Allocated

Grid Search
 Ctrl S Search in Grid

DEB030 Debtors : Account Payments

This concludes the How to Guide for Debtor Payments

VERSION:

3.9 - 2

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BY: Colleen

COMMENTS: