



**GENESIS**  
**BY MRJ CONSULTANTS**



## How To Guide | Debtors Manual Invoice



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[www.genesis-software.co.za](http://www.genesis-software.co.za)



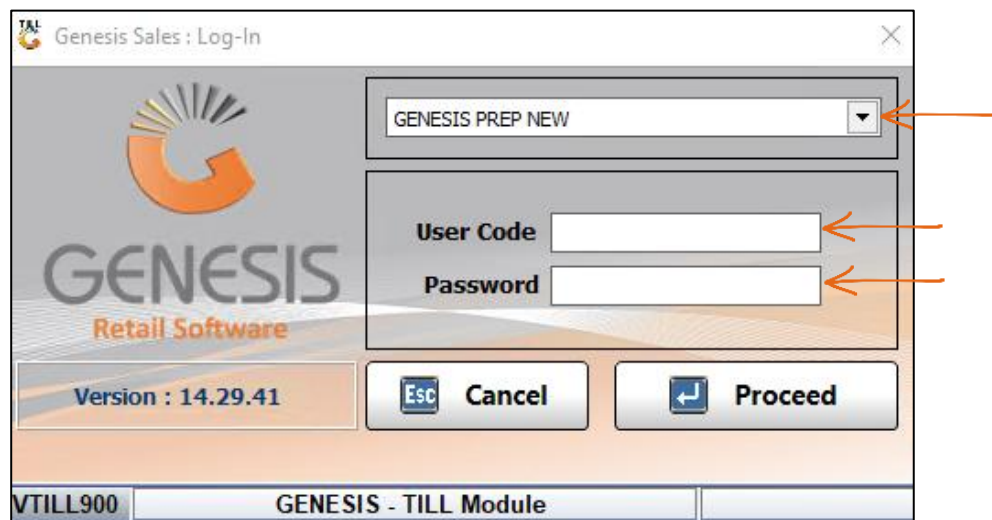
[sales@mrj.co.za](mailto:sales@mrj.co.za)



1. Open the **Genesis Menu**



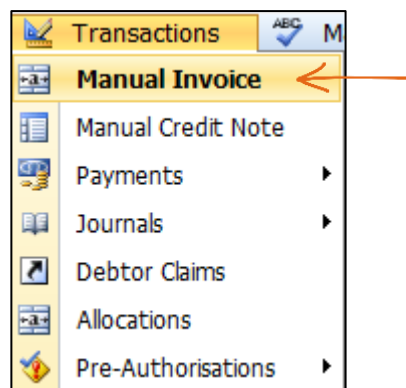
2. Type in the **User Code** and **Password**:



3. Open the Debtors Module



4. Click on Transaction tab and select the Manual Invoice option



5. In the Manual Invoices screen, click on Add to create a new manual invoice

Status	Date	Account	Name	Document No.	Reference	Details	Amount (In.)
Open	2025/10/29	MRJ999	111 Internal Mrj Time Logging 111	2500002	DKJHLGVFKJHSDGFHJ	Debtors Invoice	1 500.00

6. In the Manual Invoice creation screen, select the account allocated to the Invoice. Document Ref. and Our Reference also need to be completed. Document Date and Payment date for the Invoice can also be changed if required.

Account No. TEST TEST ACCOUNT

Main Account

Posting Details Invoice Notes

Source Branch: UNIO1 - UNICO

Document No.: -9999667

Document Ref.: TEST

Our Reference: TEST

Details: Debtors Invoice

Amount Excl.: 0.00 V.A.T: 0.00

Amount Ind.: 0.00 Rate: 0.00 %

VAT Code: S STANDARD RATE 15

Posting Date: 2025/10/29

Document Date: 2025/10/27

Payment Due Date: 2025/11/28

Allocated Amount: 0.00

\* Un-Allocated

Contra Posting

GL Acc.No	Details	V.A.T	Amount [Incl.]	Amo
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<No data to display>

7. Once the main information has been added, you can move to the Contra posting section next. In the Contra Posting section, you will need to click on Add Line.

8. On the Contra Posting screen, you will need to allocate a GL account for the transaction and specify the amount. Once added you can save the Contra posting line. **(Please ensure to enter through the lines for the values to populate correctly)**

9. Once the all the information on the Manual Invoice is completed, you can proceed with saving the Invoice.

10. The Invoice will then appear as OPEN on the Main Manual invoices screen, from here you will need to Authorize the Invoice. After the authorization, the Invoice will post to the Debtors account.

Debtors : Manual Invoices

MANUAL INVOICE							
Status	Date	Account	Name	Document No.	Reference	Details	Amount (In.)
Open	2025/10/27	TEST	TEST ACCOUNT	2500003	TEST	Debtors Invoice	1 500.00
Open	2025/10/29	MRJ999	111 Internal Mrj Time Logging 111	2500002	DKJHLGVFKJHSDGFHJ	Debtors Invoice	1 500.00

Options

- Ins Add
- View/Update
- Del Delete
- Esc Exit

Functions

- F5 Authorise**

Reports

- Print Document

Search

- F2 Account No.
- F3 Name
- F4 Doc No.

Display Filter

O - UnPosted

DEB010 Debtors : Manual Invoices

11. You will also be able to print the Manual Invoice from the Main Manual Invoice screen, and you will be able to view Un-Posted, Posted or All line from this screen using the Display Filter option.

Debtors : Manual Invoices

MANUAL INVOICE							
Status	Date	Account	Name	Document No.	Reference	Details	Amount (In.)
Open	2025/10/27	TEST	TEST ACCOUNT	2500003	TEST	Debtors Invoice	1 500.00
Open	2025/10/29	MRJ999	111 Internal Mrj Time Logging 111	2500002	DKJHLGVFKJHSDGFHJ	Debtors Invoice	1 500.00

Options

- Ins Add
- View/Update
- Del Delete
- Esc Exit

Functions

- F5 Authorise

Reports

- Print Document**

Search

- F2 Account No.
- F3 Name
- F4 Doc No.

Display Filter

O - UnPosted

DEB010 Debtors : Manual Invoices

***This concludes the How to Guide for Debtors Manual Invoices***

VERSION:

3.7 - 2

UPDATED:

DATE: 2025/10/29

BY: Colleen

COMMENTS: