



GENESIS

Genesis GL Journals

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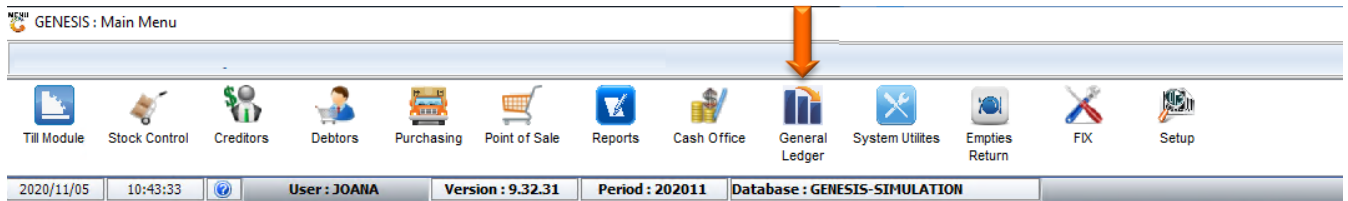
1. **Open Genesis Menu.**



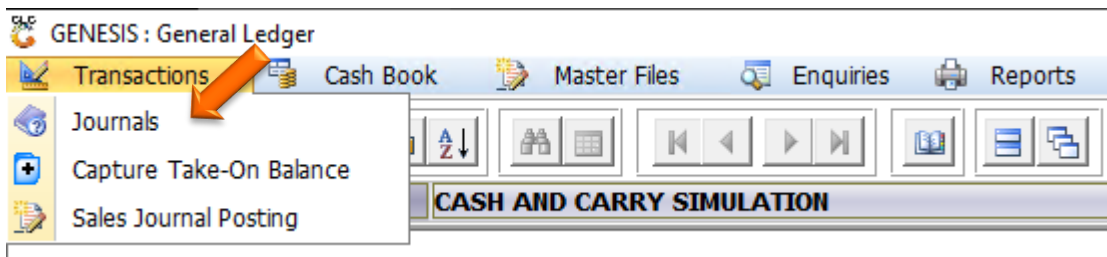
2. Type **User code** and **Password**.



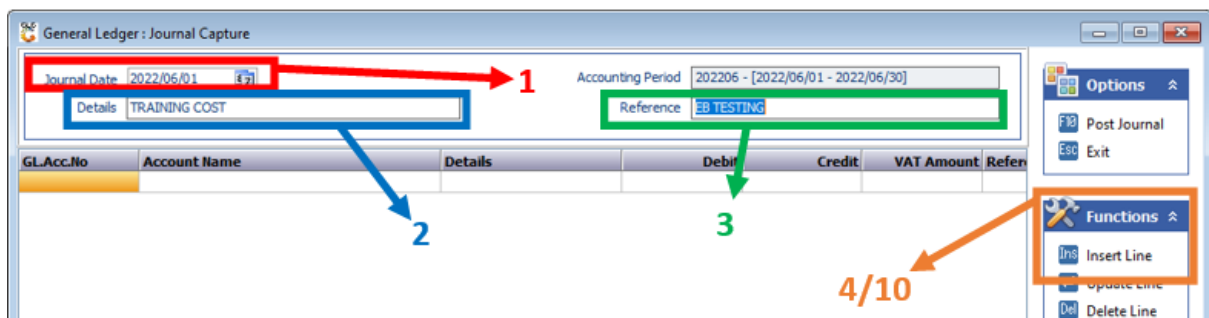
3. Open **General Ledger** from the Main menu.



4. In **General Ledger**, Transactions select **Journals**



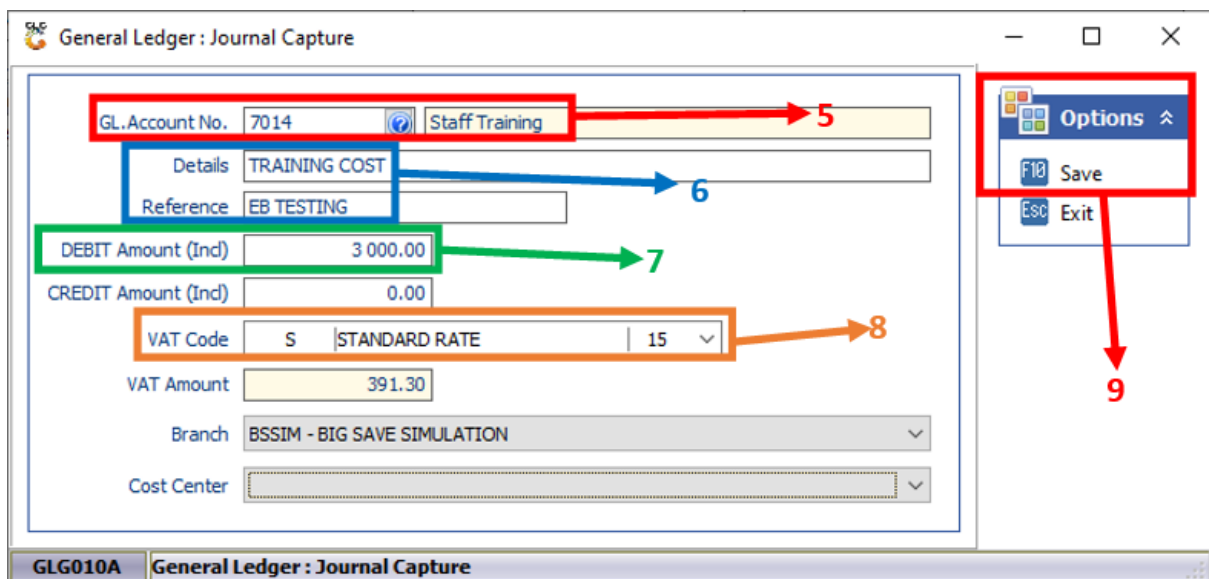
Once open the following window will display on your screen:




1. Select the date for this Journal entry. By default, the date will display as today's date, if this is not the case use the calendar icon to change the date.

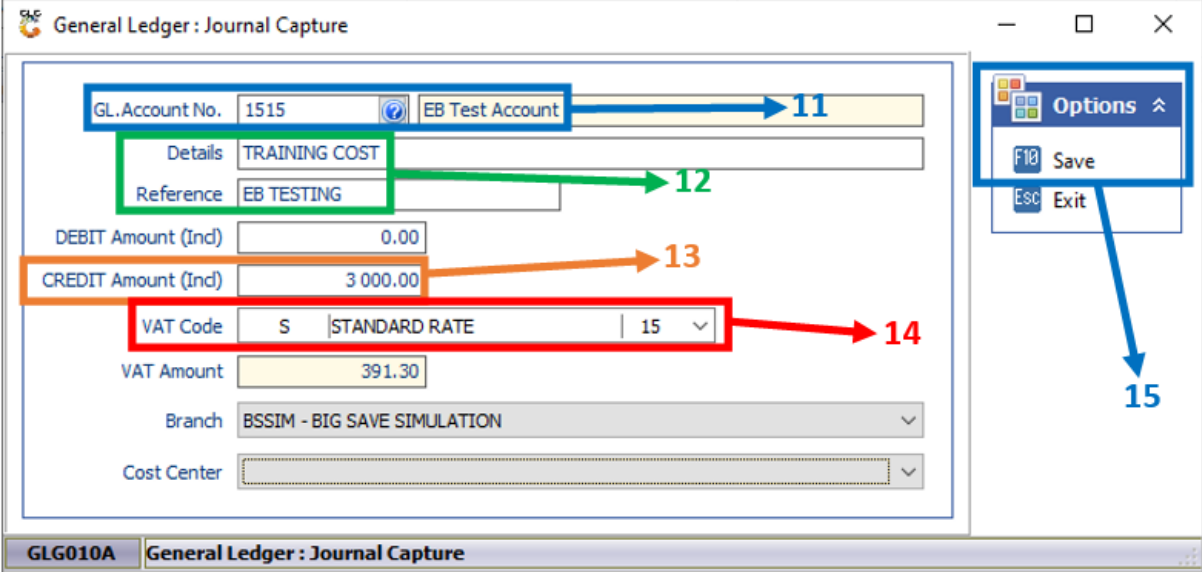


2. Type the Details for this transaction.
3. Type a Reference for this transaction.
4. Press **Insert** or click on the **Insert Line** option.



First, we do the details for the GL Account that must be **DEBITED**.

5. Type the GL Account No. or use the Search option to select the relevant Account. 
6. The Details and Reference will automatically populate from the Step 2 & 3.
7. Type the **DEBIT** Amount (Incl) for this Account.
8. Choose the VAT Code if applicable.
9. Press **F10** or click on the **Save** option.
10. Same as Step 4: Press **Insert** or click on the **Insert Line** option.




The screenshot shows the 'General Ledger : Journal Capture' window. The interface includes the following fields and annotations:

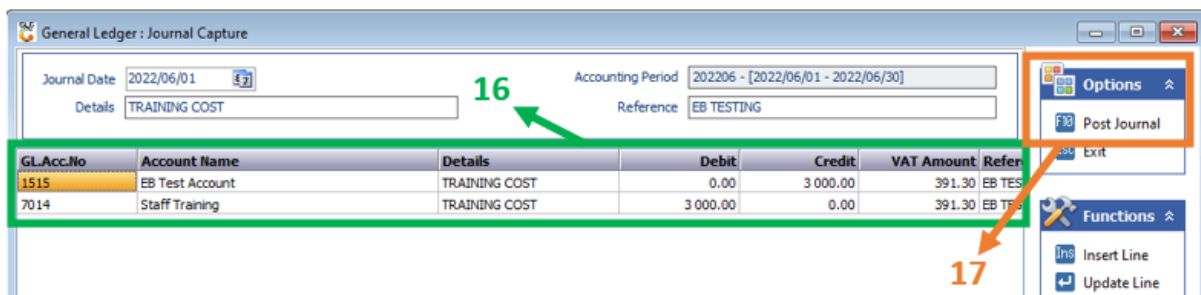
- GL Account No.:** 1515. A search icon is present next to it. An arrow labeled '11' points to the search icon.
- Details:** TRAINING COST. An arrow labeled '12' points to this field.
- Reference:** EB TESTING. An arrow labeled '12' points to this field.
- DEBIT Amount (Incl):** 0.00.
- CREDIT Amount (Incl):** 3 000.00. An arrow labeled '13' points to this field.
- VAT Code:** S | STANDARD RATE | 15. An arrow labeled '14' points to this field.
- VAT Amount:** 391.30.
- Branch:** BSSIM - BIG SAVE SIMULATION.
- Cost Center:** (empty dropdown).

On the right side, an 'Options' menu is open, showing 'F10 Save' and 'Esc Exit'. An arrow labeled '15' points to the 'Save' option.

At the bottom of the window, the text 'GLG010A General Ledger : Journal Capture' is visible.

Now we will need to do the details for the GL Account that must be **CREDITED**.

11. Type the GL Account No. or use the Search option to select the relevant Account. 
12. The Details and Reference will automatically populate from the Step 2 & 3.
13. Type the **CREDIT** Amount (Incl) for this Account.
14. Choose the VAT Code if applicable.
15. Press **F10** or click on the **Save** option.



16. The transaction will now be displayed in this list.
17. Press **F10** or click on the **Post Journal** option.

When prompted to Post Journal? Press **Y** or click on the **Yes** option.