

Genesis GL Journals

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company BLUE	30TTLE LIQUOR SIMULATION	I T
	User Code Password	
GENESIS	😵 <u>C</u> ancel	🧭 ОК
CMN999 GENE	SIS Main Module	Version : 10.33.51

3. Open General Ledger from the Main menu.

🐮 GENESIS :	: Main Menu													
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	*	\$6	-			M	ŝ/		n	\times		X	ß	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off	fice (General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Vers	sion : 9.32.31	Period :	202011	Databa	se : GEN	ESIS-SIMULATIO	N		_	

4. In General Ledger, Transactions select Journals

🏅 (GENESIS : General Ledger	
	Transactions Cash Bo	ook 🞲 Master Files 🗔 Enquiries 🖨 Reports
	Journals	
•	Capture Take-On Balance	
Ð	Sales Journal Posting	CASH AND CARRY SIMULATION

👸 General Ledger : Journal Capture				
Journal Date 2022/06/01 (17)	1	Accounting Period 202206 - [2022 Reference EB TESTING	2/06/01 - 2022/06/30]	Options 🛠
GL.Acc.No Account Name	Details	Debit	Credit VAT Amount Re	F10 Post Journal Esc Exit
	2	3		Functions *
	-		4/10	Insert Line

Once open the following window will display on your screen:

 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.

🖉 General Ledger : Journal Capture	_		×
GL.Account No. 7014 Image: Staff Training 5 Details TRAINING COST 6 Details TRAINING COST 6 DEBIT Amount (Ind) 3 000.00 7 CREDIT Amount (Ind) 0.00 7 VAT Code S STANDARD RATE 15	FIB	Options Save Exit	5 \$
VAT Amount 391.30 Branch BSSIM - BIG SAVE SIMULATION ~ Cost Center ~		9	
GLG010A General Ledger : Journal Capture			

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

 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. <u>Same as Step 4:</u> Press **Insert** or click on the **Insert Line** option.

😳 General Ledger : Journal Capture	_		×
GL.Account No. 1515 EB Test Account Details TRAINING COST Reference EB TESTING 12 DEBIT Amount (Ind) 0.00 13	FID	Option Save Exit	s ネ
CREDIT Amount (Ind) 3 000.00			
VAT Code S STANDARD RATE 15 V			
VAT Amount 391.30			15
Branch BSSIM - BIG SAVE SIMULATION V			
Cost Center			
GLG010A General Ledger : Journal Capture			

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.

General Ledger Journal Date 2 Details T	r : Journal Capture 2022/06/01	16	ccounting Period 202206 - [20 Reference EB TESTING	22/06/01 - 2022/0	06/30]	Options * Post Journal
GL.Acc.No	Account Name	Details	Debit	Credit	VAT Amount Refe	en st Exit
1515	EB Test Account	TRAINING COST	0.00	3 000.00	391.30 EB TE	ES
7014	Staff Training	TRAINING COST	3 000.00	0.00	391.30 EB T	Turnetiana A
					17	Insert Line

- 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.

