

## How to Guide How to do a GL Setup

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1. **Open** Genesis Menu.



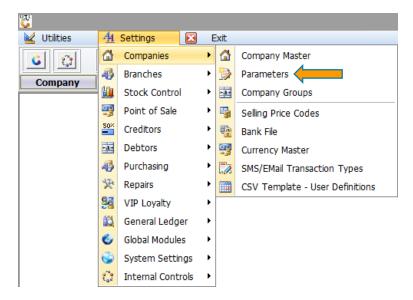
## 2. Type User code and Password.

GENESIS Main Module		
Select Company BLUE	BOTTLE LIQUOR SIMULATION	•
	User Code Password	
GENESIS	😵 <u>C</u> ancel	🥝 ок
CMN999 GEN	ESIS Main Module	Version : 10.33.51

3. Open **Till Module** from the Main menu.



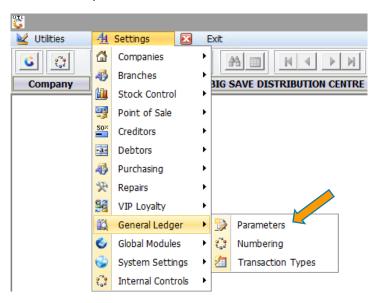
4. Firstly, we need to make sure the Parameter has been set correctly. Open System Utilities, Under Settings, Select Companies, Then Parameters.



5. Once opened, make sure that the first option (Company: Active GENERAL LEDGER) has been set to YES.

🖏 System Utilitie	s : Parameters Maintenance			>
Сог	mpany Parameters			
Brandh	Module			•
Parameter Description	Current Val	Default Value	Param.N ^	
Company : Activate GENERAL LEDGER	Y K	N	20	• Options *
Company : Activate GENERAL LEDGER - Sub-Ledger	N	N	55	F10 Save
Company : Activate GENERAL LEDGER - Item Group Split Posting	Y	N	66	Esc Exit
Company : Activate VIP Loyalty Program	Ŷ	N	73	
Company : Activate One-Time PIN Authorisation (OTP) Process	Ν	N	77	Utilities 🛠
Company : Default Company BANK Account	Ν	N	69	(142)
Company : Default Cash Account at TILLS	CASH	CASH	76	Search
Company : GLOBAL - Share Debtors to ALL Branches	Y	Y	68	
Company : GLOBAL - Activate Global Creditors	N	N	72	
Company : GLOBAL - Activate Inter-Company Control Module	Ŷ	N	44	
Company : GLOBAL - Inter-Company Category/Group Code	INTERCO	INTERCO	64	
Company : GLOBAL - Inter-Company Ranging Target (GSM or Stocks)	S	S	65	
Company : GLOBAL - Activate Head-Office Users & Parameter Control	N	N	52	
Company : Activate Cross Company Allocations	N	N	75	
Company : Default Company VAT Rate	15	15	1 🗸	
<			>	
UTL051 System Utilities : Parameters Maintenance				

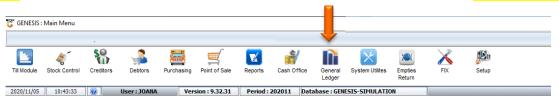
6. Next Select Settings, General Ledger then Parameters

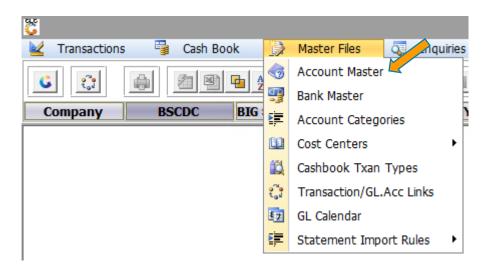


System Utilities -> GL - Parameters

7. This is where we need to make sure all current values are set to the right Accounts.

System Utilities : Parameters Maintenance							
Branch BSCDC - DISTRIBUTION CENTRE	Module GLG - GENER	RAL LEDGER		•			
arameter Description	Current Value	Default Value	Param.N ^				
uto-NUMBER General Ledger Accounts	N	N	23	Dptions			
UB-Accounts : Mandatory Sub-Account Definitions	N	N	28	F10 Save			
ccount Number Format : Length of Main Account	4	4	29	Esc Exit			
ccount Number Format : Length of Sub-Account Number	4	4	30				
efault Input VAT Account	5012	0	1	Utilities			
efault OutPut VAT Account	5011	0	2				
etained Income Account	1050	0	3	🐮 Search			
ebtors Control Account	4000	0	4				
reditors Control Account	5000	0	5				
ash on Hand Account	4540	0	6				
iscount Allowed	6804	0	7				
iscount Received	6111	0	8				
nterest Received	6300	0	9				
nterest Paid	8500	0	10				
ales Account (Taxable)	6000	0	11				
ales Account (Exempt)	6001	0	12				
ost of Sales	6500	0	13				
tock On Hand Account	3500	0	14				
tock Take Adjustment Account	6600	0	34				
oods Received NOT Invoiced	5005	0	32				
RV Tolerance Clearing Account	0	0	33				
UEL Usage Account	0	0	35				
OS : Average Cost Adjustments	6540	0	15				
tock : Inter-Branch Transfer Transit Account	3515	0	16				
ales : Till Rounding Discounts	7212	0	17				
eposit Cash Clearing Account	4550	0	18				
redit Card/Debit Card Clearing Account	4551	0	19				
TM Clearing Account	4552	0	20				
oucher Clearing Account	4553	0	21 🗸				





9. Here we can see all the Accounts that have been created, if we want to add an account we select the Add option or press INS on the keyboard.

Category	*ALL* - All Accounts		~								Options	
	*ALL* - All Accounts		~								options	^
count No A	ADJDAMAGES - Adjustments DAMAGES Adjustment - Adjustments			v	Category Name	Allow Jnls.	AllowVAT	Control Acc	Group Descri	Ins	Add	
7801 Cr	AdminExp - Administration Expenses			Ľ	Depreciation				oroup becom	L)	Update	
7001 0	Advertise - Advertising Discount		=		Depreciation						1	
7902 1~	BadBebts - Bad Debts BankAcc - Bank Accounts				Depreciation						Delete	
7804 Fo	CashonHand - Cash on Hand				Depreciation	<ul> <li>Image: Construction of the second seco</li></ul>				Del	Exit	
	Clearing - Clearing Accounts Computer - Computer Expenses				Depreciation							
	COSACA - COS AVG COST ADJ				Depreciation					$\sim$		
	COS-Other - Cost of Sales Other CostofSale - Cost of Sales				Depreciation					►.	Ranging	^
					Depreciation	Image: A state of the state				60	D	
7809 0	Debtors - Debtors				Depreciation	Image: A state of the state				r a	Range to Bran	hch
	DefferTax - Deffered Tax Deposits - Deposits - Held				Depreciation							_
7811 SH	Depreciate - Depreciation				Depreciation	<b>v</b>						
7812 Si	Distribute - Distribution Discount Dividends - Dividends for Shareholders				Depreciation	~						
7813 Re	efrigeration - Depreciation	Expense	Depreciate		Depreciation	~						
8500 In	nterest Paid - Bank	Expense	Interest		Interest Paid	~						
8501 In	terest Paid - Shareholders Loans	Expense	Interest		Interest Paid	✓						
8502 In	terest Paid - Instalment/Finance	Expense	Interest		Interest Paid	~						
8503 In	terest Paid - SARS	Expense	Interest		Interest Paid	~						
8550 Di	ividends Declared	Assets	Dividends		Dividends for Shareholders	~						
8600 In	come Tax - Current Year	Expense	TaxExp		Tax Expense	~						
8601 In	come Tax - Prior Year	Expense	TaxExp		Tax Expense	~						
8602 De	eferred Taxation	Expense	TaxExp		Tax Expense	~						
8603 Se	econdary Taxation	Expense	TaxExp		Tax Expense	~						

8. In the main menu go to General ledger, select Master File then select Account Master

10. Type in the desired Account number and any other relevant information pertaining to that account then save.

8	General Ledger : Account Master	_ <b>D</b> X
Account No. Account Name Group Description Category	ERO RATED (0)	Options     *       F10     Save       Ess     Exit
Sub-Account No. Sub-A	ccount Name	
	<no data="" display="" to=""></no>	
GLG004A	General Ledger : Account Master Maintenance	e

11. Here we will now add Creditor claim reasons. Select Creditors, open Master Files, Other Master Files Then Claim Reasons

'문'' GENESIS : Main Menu	
Til Module Stock Control Creditors Debtors Purchasing Point of Sale	Reports Cash Office General Ledger System Utilites Return FK Setup
2020/11/05 10:43:33 @ User: JOANA Version: 9.32.31	Period : 202011 Database : GENESIS-SIMULATION
🕍 Transactions 🗳 Master Files 🗋	Enquiries 🕍 Utilities 🔀 Exit
Creditors Master	
Company B Other Master Files	Category Master
	Creditor Groups
	Buyers & Order Makers
	拝 Rebate Codes
	🚝 Claim Reasons 🧲
	Statement Recon.Reasons
	Bile Master Categories

12. Once opened you will see all the claim reasons, to add a reason click on add or press INS on your keyboard

8			Creditors	: Claim Typ	es				
Claim Code	Description	Short Name	Upd.Stock	Upd.Rebate	Price.Diff	Other Incom	SettImt.Disc	TallyClaim	
ADVERTISE	ADVERTISING	ADVERTISING							Coptions
ANNIVERSAR	ANNIVERSARY	ANNIVERSARY				✓			
BIRTHDAY	BIRTHDAY PROMOTIONS	BIRTHDAY				✓			Ins Add 🦰
BUYMSAVEM	BUY MORE SAVE MORE	BUYMSAVEM				✓			Update 🛃
CASEALLOW	CASE ALLOWANCE	CASH ALLOWANCE	✓					•	Del Delete
COLLECTION	COLLECTION FEE	COLLECTION				✓			
DAMAGE.RET	DAMAGED GOODS RETURNED	DAMAGES				✓			Esc Exit
DC.CLAIMS	DC CLAIMS	DC CLAIMS				✓			
DISPLAY	DISPLAY ALLOWANCE	DISPLAY ALLOW				✓			
DISTRIBUTE	DISTRIBUTION ALLOWANCE	DISTRIBUT.ALLOW				✓			
EFFICIENCY	EFFICIENCY ALLOWANCE	EFF ALLOW				✓			
EFT.DISC	EFT DISCOUNT (EFT)	EFT DISCOUNT				✓			
ERLY.SETLE	EARLY SETTLEMENT (EXTRA DISCOUNT)	EARLY SETTLEM				✓			
EXPSTKRETN	EXPIRED STOCK RETURNED	EXP.STOCK				✓			
EXPSTKTRUK	EXPIRED STOCK FROM TRUCK	EXP.STOCK/TRUCK				✓			
GONDOLA	GONDOLA ENDS	GONDOLDA				<ul> <li>Image: A start of the start of</li></ul>			
GROWTH	GROWTH ALLOWANCE	GROWTH ALLOW				<ul> <li>Image: A start of the start of</li></ul>			
MERCHANDIS	MERCHANDISE ALLOWANCE	MERCHDICE ALLOW				✓			
NEW.STORE	NEW STORE OPENING	NEW STORE				<ul> <li>Image: A set of the set of the</li></ul>			
NOT.ORDER	NOT ORDER TO RETURN	NOT ORDERED				✓			
PRICE.ADJ	PRICE ADJUSTMENT	PRICE ADJUST	•		✓				
PRICECLAIM	PRICE CLAIM	PRICECLAIM	✓		✓				
PROMOTION	PROMOTION	PROMOTION				✓			
RADIO	RADIO CAMPAIGN	RADIO				~			
REBATE	REBATE	REBATE				~			
CRD202	() Creditors : Claim Types								

13. Type in the desired Claim Reason and any other relevant information pertaining to that Reason then save.

Creditors : Claim Reasons	_ <b>D</b> X
Claim Code         Description         Short Name         Default GL Account         0         [Indicators]         Adjust Item Cost         Update Rebates         Other Income         Price Difference Claim         Settlement Discount         Time         User Code         Time	Options File Save Esc Exit
CRD202A Creditors : Claim Reasons	

14. Here we will now add Stock Adjustment reasons. Select Stock Control, open Master Files, ther Master Files Then select Stock Adjustment Reasons.

GENESIS : Main Menu		
	urchasing Point of Sale Reports Cash Offic	e General System Utilites Empties FIX Setup
120/11/05 10:43:33 🔞 User : JOANA	Version : 9.32.31 Period : 202011	Database : GENESIS-SIMULATION
3		
Karansactions	💝 Master Files 🔠 Enq	uiries 🍫 Utilities 🛛 Exit
🗳 👶	🞲 Stock Master	
Company	📰 Other Masters 🕨	Departments
company	Category Maintenance	V= Pack Size
	Promotions	Bin Locations
	Archive Stock Master	Uariants
	BOM - Templates	💷 Properties
	Category Detail	😫 Stock Adjustment Reasons 🧲
		ditem GL Posting Groups
		Se Pickers/Packers
		Offline Till - Quick Scan Items
		Blue Label Product Master
		WooCommerce Variations

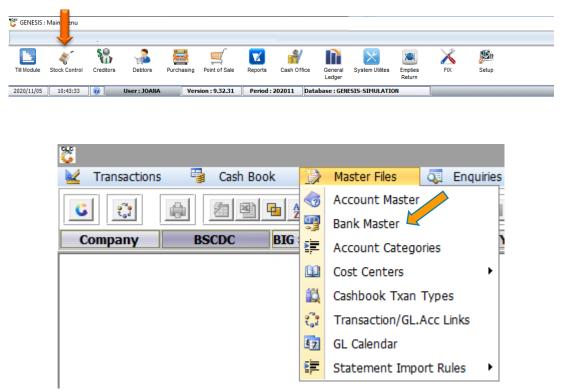
15. To add a Stock Adjustment Reason, select the Add option or press INS on your keyboard.

Code	Description	GL.Acc.No	
DAMAGES	Damages	6600	Detions
FREESTOCK	Free Stock	6600	
PALLETS	PALLET ADJ	4555	Ins Add 🦰
PALLWRAP	PALLET WRAP OWN USE	6704	Update
PAPER	PAPER TYPEK OFFICE USE	7611	Del Delete
STAKECOR	STOCK TAKE CORRECT COUNT	6600	
STOCKITEM	Stock Item incorrectly created	6600	Esc Exit

16. Type in the desired Stock Adjustment and any other relevant information pertaining to that Adjustment then save.

8	Stock Control : Adjustment Reasons	_ <b>D</b> X
Reason Code Description GL.Acc.No.		Image: Continue of the second seco
[Time Stamp]		
Date	User Code	
Time	Machine ID	
STK009A	Stock Control : Adjustment Reasons	

17. Here we will now add Bank Codes in the Bank Master. Select GL Module, open Master Files, Other Master Files Then select Bank Master.



18. Once opened you will see all the bank names and codes opened, here we can add new ones. Select add or press INS on your keyboard.

ö		Bank Master				
Bank Code	Bank Name	Bank Acc.No.	Branch Code	GL Account	Sub.Account	
ABSA	ABSA	12345	12345	4500	0	• Options
ABSACATER	ABSA CATERING 3483			4510	0	
BSWBANK1	BSW ABSA BANK 9529			4520	0	Ins Add
FNB	RMB 2771 PREV WALTLOO 4513	62050542771		4530	0	Update 🛃
NEDCARD	NEDBANK CREDIT CARD 2599	5898461023011586	198765	4506	0	Del Delete
NEDCUR	NEDBANK CURRENT 1586	5898461023011586	198765	4505	0	
PCASH	PETTY CASH			4545	0	Esc Exit
SHOP2SHOP	SHOP-2-SHOP BSCDC			4502	0	L

19. Type in the desired Bank Code and any other relevant information pertaining to that Bank. Please remember a bank must have a GL account Linked to it then save.

8	Bank Master Maintenance	_ <b>_</b> X
Bank Code Bank Name Account No. Branch Code Last Cheq.No GL Acc.No Payment File Format 		Options         FIB       Save         Sove       Exit
GLG002A Bank M	aster Maintenance	.::

DATA

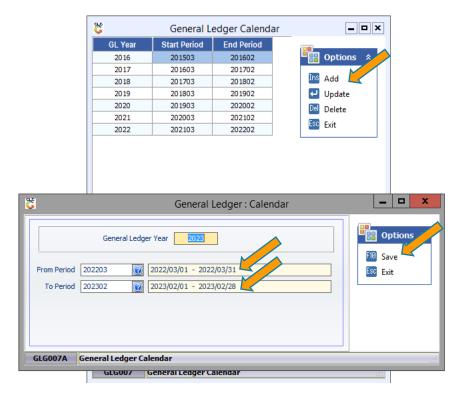
1. We need to now have a look at the Accounting Periods Firstly we will have to go to the GL module, Master Files then GL Calendar

👸 GENESIS :	: Main Menu												
	4	<b>\$</b>	- 💤		<u> </u>	M	r an		$\times$		X	<b>B</b> u	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33	0	User : JOANA	Ver	sion : 9.32.31	Period :	202011 Dat	abase : GEN	IESIS-SIMULATIO	N			
			949										
			8						-1				
			👱 Trar	nsactions	- 🐴 (	Cash Boo		Master	Files Q	🛛 Enqui	ries		
				9 <sup>76</sup> 1 <sub>94</sub>			e 2	Accour	nt Master		1		
				2.02				Bank M	aster		Ē		
			Comp	any	BSCE	)C	BIG	Accour	nt Categorie	5			
							00	Cost Ce	enters		•		
								Cashbo	ok Txan Typ	bes			
							2 <mark>0</mark> 2	Transa	ction/GL.Ac	inks			
							87	GL Cale	endar 🧲				

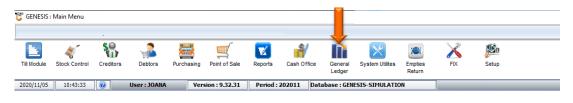
2. Once opened you will see The General Ledger Calendar, for the new financial year you will have to manually add the next period in. To do this press on the add option or select INS on your keyboard. In the **From Period** option select the previous year and month then press enter then in the **To Period** type in the new year and month then press enter. This will now have generated the new financial year. Save this action You will now see the new financial year in the General Ledger Calendar

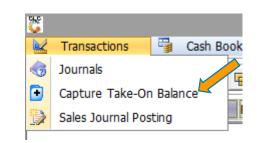
>

Statement Import Rules



3. We will now be having a look at the GL Account Balance. Open the GL module, select Transactions then open Capture Take-On Balance.





4. Once opened select the desired financial year then press enter. This will then auto prompt all the data

č	General Ledger :	Take-on Balar	nce Maintenar	nce		1	-	
G.L. Year	2022 - [202103 to 202202] V 2016 - [201503 to 201602]						Options	\$
Account No.	2017 - [201603 to 201702] 2018 - [201703 to 201802]	Debit	Credit	Balance	Source Branch	Bi	Add	
2020	2019 - [201803 to 201902]	2 306 089.42	0.00	2 306 089.42	BSCDC	BI 🧲	Update	
2021	2020 - [201903 to 202002] 2021 - [202003 to 202102]	0.00	1 571 203.70	-1 571 203.70	BSCDC	BI De	Delete	
2025	2022 - [202103 to 202202]	263 042.61	0.00	263 042.61	BSCDC	BI Es		
2026	Motor Vehicles - Accum Dep	0.00	213 272.43	-213 272.43	BSCDC	BI	EXIT	
2030	Delivery Vehides - @ Cost	10 150 298.68	0.00	10 150 298.68	BSCDC	BI		
2031	Delivery Vehicles - Accum Dep	0.00	7 421 979.97	-7 421 979.97	BSCDC	BI		
2035	Trailers - @ Cost	702 513.04	0.00	702 513.04	BSCDC	BI		
2036	Trailers - Accum Dep	0.00	702 507.04	-702 507.04	BSCDC	BI		
2045	Office Equipment - @ Cost	136 792.15	0.00	136 792.15	BSCDC	BI		
2046	Office Equipment - Accum Dep	0.00	40 372.46	-40 372.46	BSCDC	BI		
2050	Plant & Machinery - @ Cost	371 475.99	0.00	371 475.99	BSCDC	BI		
2051	Plant & Machinery - Accum Dep	0.00	297 179.19	-297 179.19	BSCDC	BI		
2055	Shop fittings - @ Cost	1 910 943.11	0.00	1 910 943.11	BSCDC	BI		
2056	Shop fittings - Accum Dep	0.00	1 173 349.88	-1 173 349.88	BSCDC	BI		
2060	Signage - @ Cost	26 014.60	0.00	26 014.60	BSCDC	BI		
2061	Signage - Accum Dep	0.00	14 452.63	-14 452.63	BSCDC	BI		
2065	Refrigeration - @ Cost	252 448.04	0.00	252 448.04	BSCDC	BI		
2066	Refrigeration - Accum Dep	0.00	68 366.96	-68 366.96	BSCDC	BI		
3400	Deffered Tax - Assets	1 562 988.27	0.00	1 562 988.27	BSCDC	BI		
GLG201	General Ledger : Take-on Balance Maintenance							

5. To add a new Account press, add or select Ins on the keyboard. You will then see the below image where you can select an account number or manually type one in, complete any other relevant information pertaining to that new account then save.

2	2	General Ledger : Maintain Take-on Balances	_ <b>D</b> X
	Account No. G.L. Year Opening Balance	0         [2022 - [202103 to 202202]           0.00	FID Save Esc Exit
	Dr/Cr Source Branch	× ×	
	GLG201A Gen	eral Ledger : Maintain Take-On Balances	

6. We will now have a look and add Tender Types, Open the System Utility module, Point of sales then Tender Types

"양" GENESIS : Main Menu			
Till Module Stock Control Creditors Debtors Purchas	ng Point of Sale Reports Cash Office	General System Utilites Empties FIX Setup	
	-	Ledger Return	
2020/11/05 10:43:33 🕢 User : JOANA	Version : 9.32.31 Period : 202011 Da	tabase : GENESIS-SIMULATION	
8			
🕍 Utilities	<u>4</u> Settings 🛛 🛛 E	Exit	
<u> </u>	Companies •		
Company	Branches	BIG SAVE DISTRIBUTION CEN	
Company	🛄 Stock Control 🔹 🕨		
	🗐 Point of Sale 🔹 🕨	Parameters	
	Creditors	🕄 Numbering	
	Debtors	🕎 Coinage Master	
	nurchasing	Tender Types	
	🔆 Repairs	Voucher Types	
	💐 VIP Loyalty 🔹 🕨	Cash Payout Codes	
	🗱 General Ledger 🕨	Credit Note Reasons	
	Global Modules		
	System Settings	8.7	
	🕄 Internal Controls 🕨		

7. Once opened you will see all the Tender types and to add a a new tender type select add or press Ins on your keyboard. Once opened you can type in the tender type details and save.

д. •			Tender Typ	es			)
Display.Seq	Туре	Description	Allow Sub.Types	GL.Acc.No.	Reserved	Form Type	
	TC	TRAVELLERS CHEQUES		1300	<b>V</b>		Options
	CA	CASH		1300	1		
	CQ	CHEQUES		1300	×		Ins Add 🦰
	CR	CREDIT CARDS		1300	V		Update 🛃
	VC	VOUCHERS		1300	Image: A start of the start		Del Delete
	TR	TRANSFERS		1300	1		Esc Exit
	Des Displ ender Fo	ler Type		em Reserved	F10	Options Save Exit	
UTL923	Tender	Types Maintenance					

1. We will now be looking at and adding Payout Codes. Open the System Utility module, Point of sales then Cash Payout Codes.

🖉 GENESIS : Main Menu		
[] 💉 🖏 🍰 🖉		
Till Module Stock Control Creditors Debtors Purcha		
2020/11/05 10:43:33 🕜 User: JOANA	Version : 9.32.31 Period : 202011 D	Database : GENESIS-SIMULATION
<b>U</b>		
👱 Utilities	🐴 Settings  🗵	Exit
6	Companies	
	🚯 Branches 🕨	BIG SAVE DISTRIBUTION CENT
Company	🛄 Stock Control 🔹	>
	🧐 Point of Sale 🕨	Parameters
	Creditors	► 📬 Numbering
	Debtors 🕨	<ul> <li>Coinage Master</li> </ul>
	🛷 Purchasing 🕨	Tender Types
	🔀 Repairs 🕨	Voucher Types
	Sig VIP Loyalty	🕨 📴 Cash Payout Codes 🧲
	🚉 General Ledger 🔹	Credit Note Reasons
	🎸 Global Modules 🔹 🕨	Delivery Method
	🔮 System Settings 🕨	Assembers
	🕄 Internal Controls 🕨	Card Devices

2. To add a payout code select add or press Ins on your keyboard.

8	System Utilities : POS Cash Payout Codes [POSCPC]	= <b>-</b> ×
Code	Description GL. Acc.No Allow VAT TxTp	Options        Ims     Add       Ims     Dupdate       Ims     Delete       Exit     Exit
	<no data="" display="" to=""></no>	
UTL924 POS	Cash Payout Codes [POSCPC]	

3. Once opened you can type in the Payout details and save.

8	System Utilities : POS Cash Payout Codes [POSCPC]	_ <b>D</b> X
Code Description GL.Acc.No. 0 Allow VAT Txan.Type		FID       Save         FID       Save         Esc       Exit
UTL924A System Ut	tilities : Cash Payout Codes	