



GENESIS

How to Guide How to do a GL Setup

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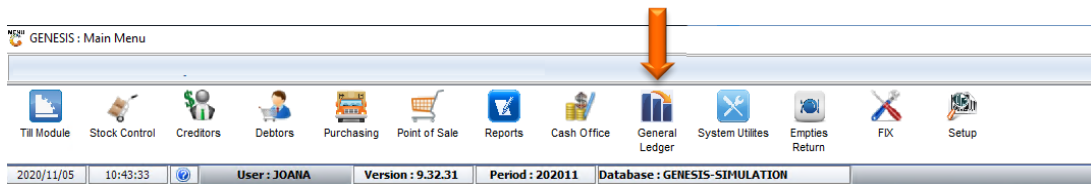
1. **Open Genesis Menu.**



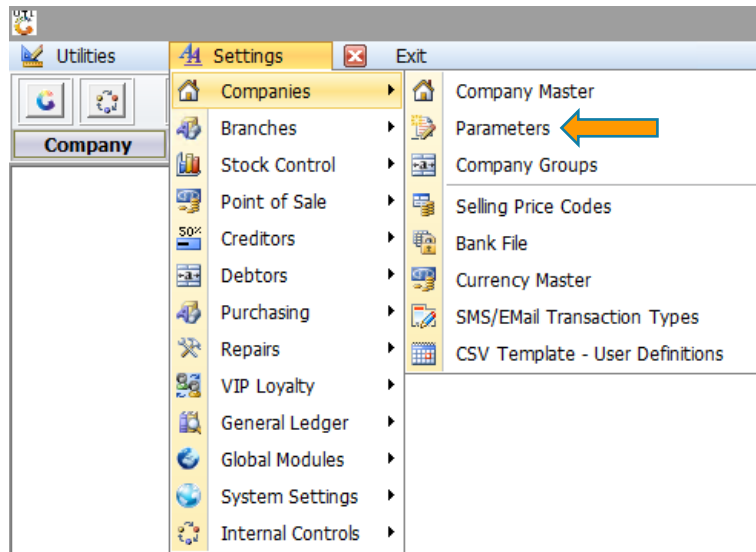
2. Type **User code** and **Password**.

A screenshot of the "GENESIS Main Module" login dialog box. At the top, it says "GENESIS Main Module". Below that is a "Select Company" dropdown menu with "BLUE BOTTLE LIQUOR SIMULATION" selected. To the left of the input fields is the Genesis logo and the word "GENESIS". To the right are two input fields labeled "User Code" and "Password", each with a blue arrow pointing to it. Below the input fields are "Cancel" and "OK" buttons. At the bottom, there is a status bar with "CMN999", "GENESIS Main Module", and "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 Utilities : Parameters Maintenance

Company Parameters

Branch: Module:

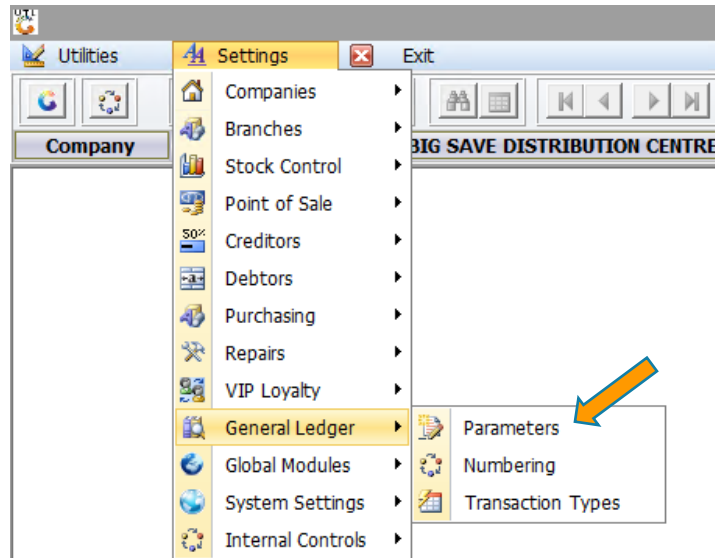
Parameter Description	Current Value	Default Value	Param.N
Company : Activate GENERAL LEDGER	Y	N	20
Company : Activate GENERAL LEDGER - Sub-Ledger	N	N	55
Company : Activate GENERAL LEDGER - Item Group Split Posting	Y	N	66
Company : Activate VIP Loyalty Program	Y	N	73
Company : Activate One-Time PIN Authorisation (OTP) Process	N	N	77
Company : Default Company BANK Account	N	N	69
Company : Default Cash Account at TILLS	CASH	CASH	76
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	Y	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

Options: Save, Exit
Utilities: Search

UTL051 System Utilities : Parameters Maintenance

- Next Select Settings, **General Ledger** then **Parameters**

System Utilities -> GL – Parameters



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

System Utilities : Parameters Maintenance

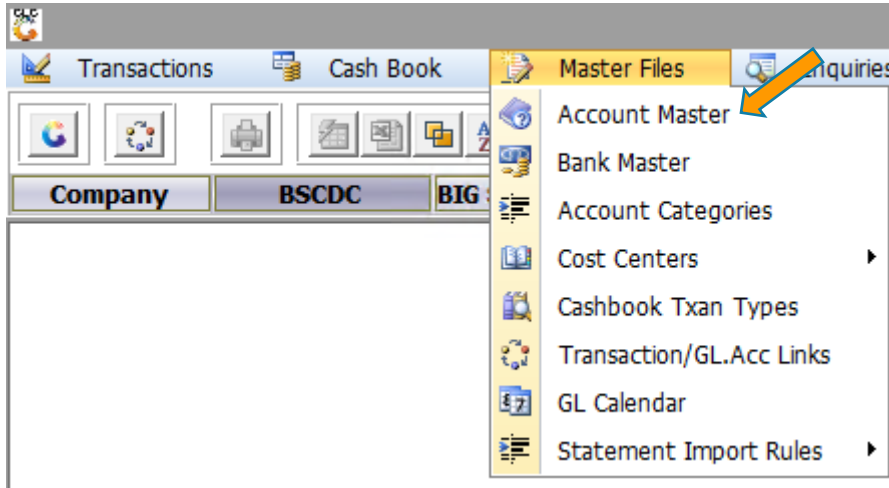
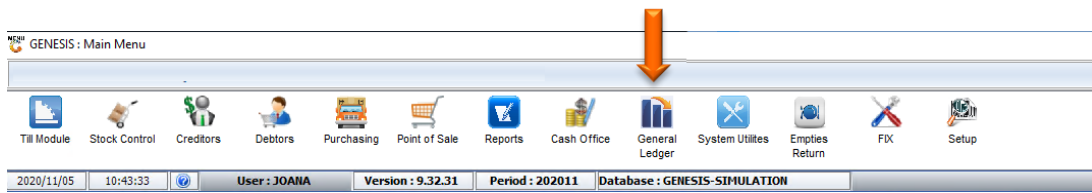
Branch: BSCDC - DISTRIBUTION CENTRE Module: GLG - GENERAL LEDGER

Parameter Description	Current Value	Default Value	Param.N
Auto-NUMBER General Ledger Accounts	N	N	23
SUB-Accounts : Mandatory Sub-Account Definitions	N	N	28
Account Number Format : Length of Main Account	4	4	29
Account Number Format : Length of Sub-Account Number	4	4	30
Default Input VAT Account	5012	0	1
Default OutPut VAT Account	5011	0	2
Retained Income Account	1050	0	3
Debtors Control Account	4000	0	4
Creditors Control Account	5000	0	5
Cash on Hand Account	4540	0	6
Discount Allowed	6804	0	7
Discount Received	6111	0	8
Interest Received	6300	0	9
Interest Paid	8500	0	10
Sales Account (Taxable)	6000	0	11
Sales Account (Exempt)	6001	0	12
Cost of Sales	6500	0	13
Stock On Hand Account	3500	0	14
Stock Take Adjustment Account	6600	0	34
Goods Received NOT Invoiced	5005	0	32
GRV Tolerance Clearing Account	0	0	33
FUEL Usage Account	0	0	35
COS : Average Cost Adjustments	6540	0	15
Stock : Inter-Branch Transfer Transit Account	3515	0	16
Sales : Till Rounding Discounts	7212	0	17
Deposit Cash Clearing Account	4550	0	18
Credit Card/Debit Card Clearing Account	4551	0	19
ATM Clearing Account	4552	0	20
Voucher Clearing Account	4553	0	21

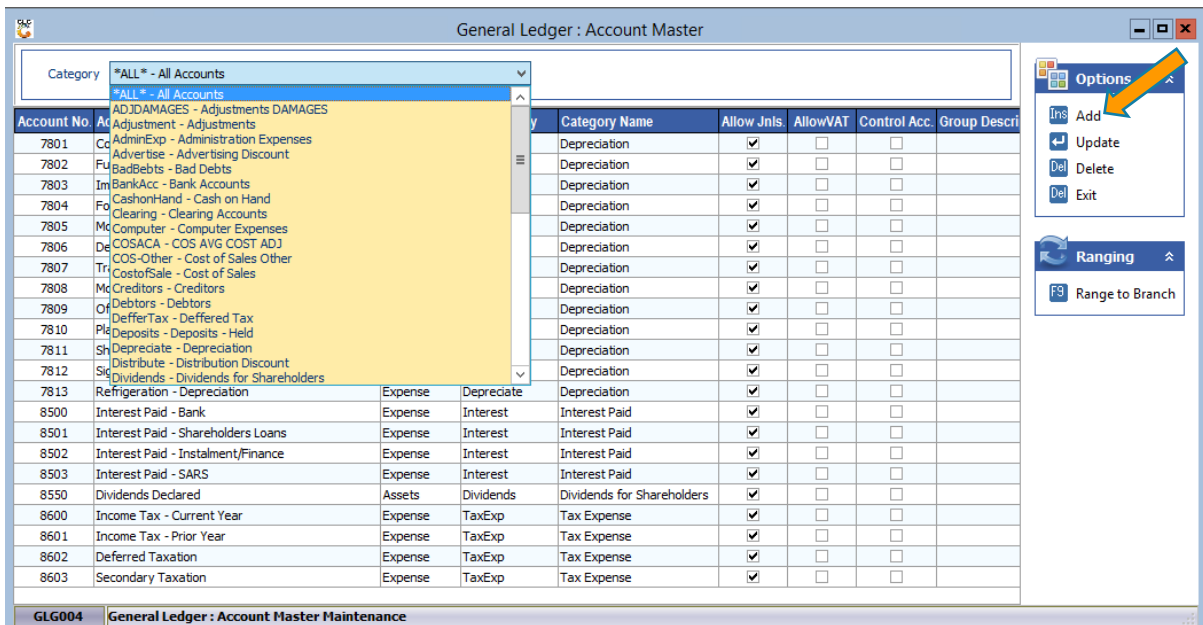
Options: Save, Exit
Utilities: Search

UTL051 System Utilities : Parameters Maintenance

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



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.



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

The screenshot shows the SAP 'General Ledger : Account Master Maintenance' window. The main form contains the following fields and options:

- Account No.: 0 (highlighted with a yellow background and an orange arrow pointing to it)
- Account Name: (empty)
- Group Description: (empty)
- Category: (empty)
- VAT Code: Z - ZERO RATED (0)
- Options: Allow VAT Posting, Allow Journals, Control Account

An 'Options' pop-up menu is visible on the right side of the window, containing the following items:

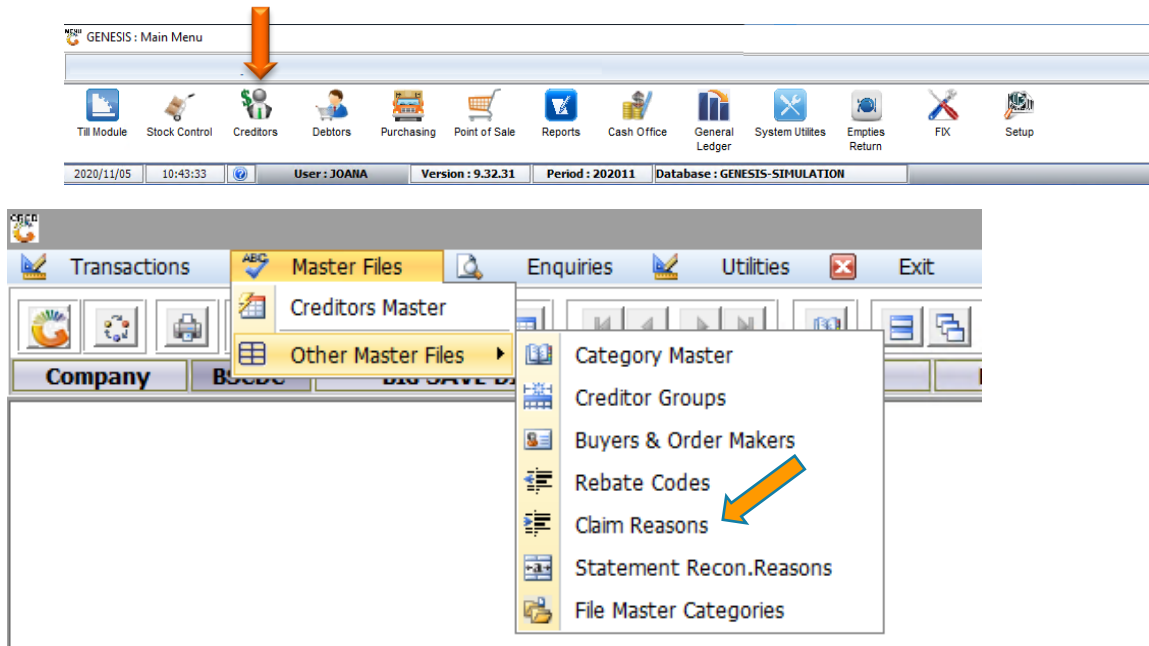
- F10 Save (highlighted with an orange arrow)
- Esc Exit

Below the main form is a table with the following header:

Sub-Account No.	Sub-Account Name
<No data to display>	

The status bar at the bottom of the window displays 'GLG004A' on the left and 'General Ledger : Account Master Maintenance' on the right.

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



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

Creditors : Claim Types

Claim Code	Description	Short Name	Upd.Stock	Upd.Rebate	Price.Diff	Other.Incom	Settmt.Disc	TallyClaim
ADVERTISE	ADVERTISING	ADVERTISING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNIVERSAR	ANNIVERSARY	ANNIVERSARY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIRTHDAY	BIRTHDAY PROMOTIONS	BIRTHDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUYMSAVEM	BUY MORE SAVE MORE	BUYMSAVEM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CASEALLOW	CASE ALLOWANCE	CASH ALLOWANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COLLECTION	COLLECTION FEE	COLLECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAMAGE.RET	DAMAGED GOODS RETURNED	DAMAGES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DC.CLAIMS	DC CLAIMS	DC CLAIMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISPLAY	DISPLAY ALLOWANCE	DISPLAY ALLOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRIBUTE	DISTRIBUTION ALLOWANCE	DISTRIBUT.ALLOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EFFICIENCY	EFFICIENCY ALLOWANCE	EFF ALLOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EFT.DISC	EFT DISCOUNT (EFT)	EFT DISCOUNT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ERLY.SETLE	EARLY SETTLEMENT (EXTRA DISCOUNT)	EARLY SETTLEM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPSTKRETN	EXPIRED STOCK RETURNED	EXP.STOCK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPSTKTRUK	EXPIRED STOCK FROM TRUCK	EXP.STOCK/TRUCK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GONDOLA	GONDOLA ENDS	GONDOLDA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GROWTH	GROWTH ALLOWANCE	GROWTH ALLOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MERCHANDIS	MERCHANDISE ALLOWANCE	MERCHDICE ALLOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW.STORE	NEW STORE OPENING	NEW STORE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOT.ORDER	NOT ORDER TO RETURN	NOT ORDERED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRICE.ADJ	PRICE ADJUSTMENT	PRICE ADJUST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRICECLAIM	PRICE CLAIM	PRICECLAIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROMOTION	PROMOTION	PROMOTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RADIO	RADIO CAMPAIGN	RADIO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REBATE	REBATE	REBATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Options menu: Add (INS), Update, Delete (Del), Exit (Esc). An orange arrow points to the 'Add' option.

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

Creditors : Claim Reasons

Claim Code

Description

Short Name

Default GL Account 0

[Indicators]

Adjust Item Cost Update Rebates Other Income

Price Difference Claim Settlement Discount Tally Claim

[Time Stamp]

Date User Code

Time Machine ID

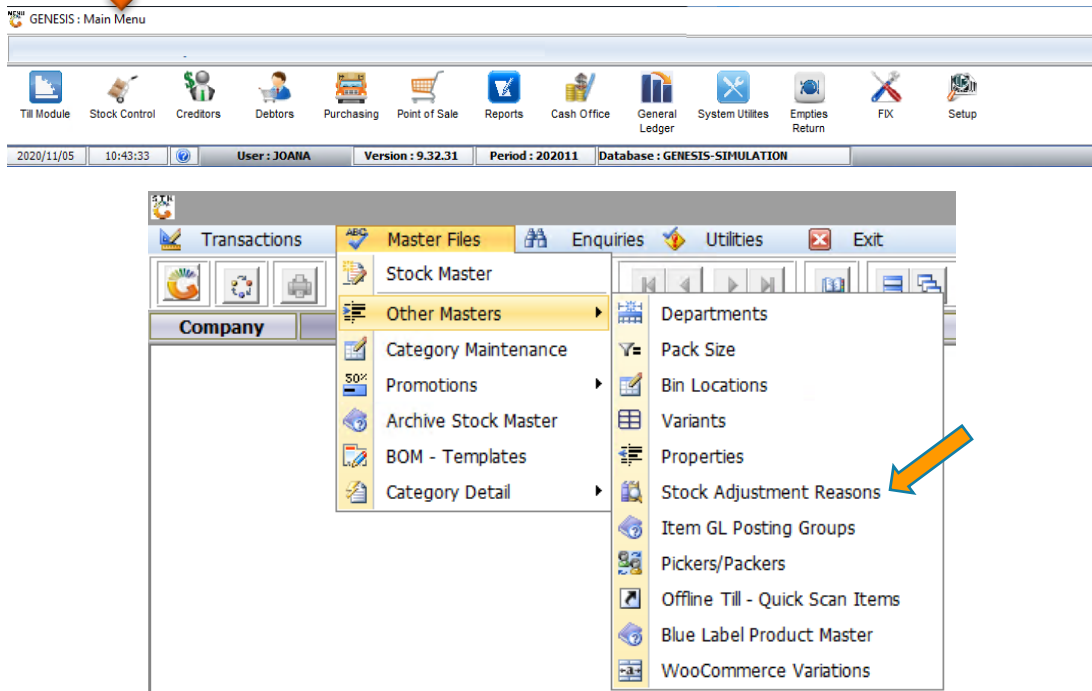
Options

F10 Save

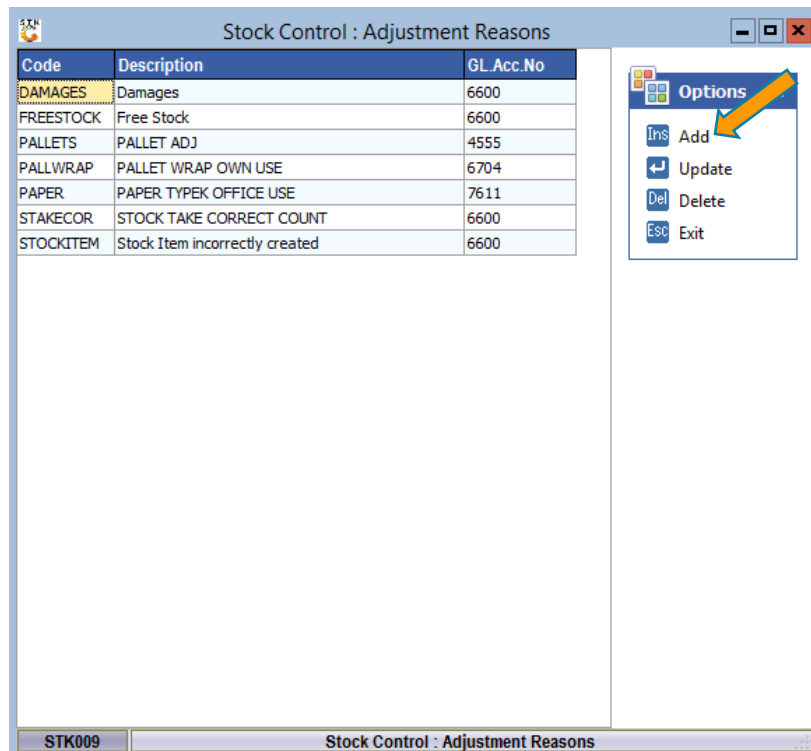
ESC Exit

CRD202A **Creditors : Claim Reasons**

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



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



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

Stock Control : Adjustment Reasons

Reason Code

Description

GL.Acc.No. 0

[Time Stamp]

Date User Code

Time Machine ID

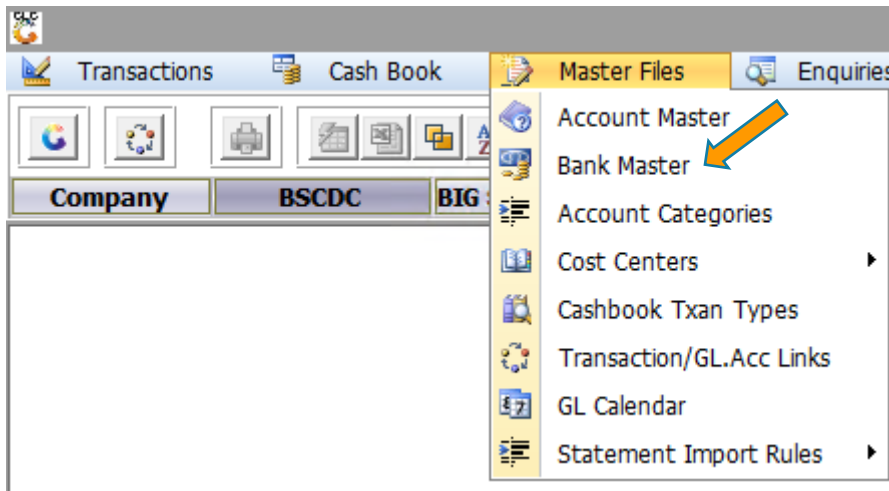
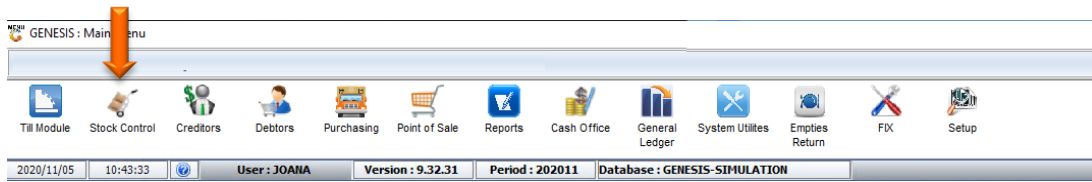
Options

F10 Save

Esc Exit

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.

The screenshot shows the 'Bank Master' window with a table of bank codes and names. An orange arrow points to the 'Add' option in the 'Options' menu.

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

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.

Bank Master Maintenance

Bank Code

Bank Name

Account No.

Branch Code

Last Cheq.No

GL Acc.No

Payment File Format

[Time Stamp]

Date User Code

Time Machine ID

Options

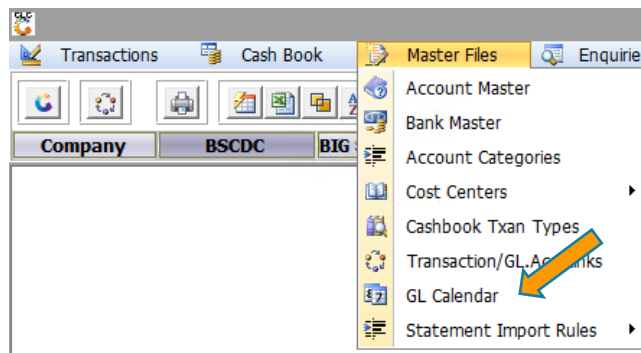
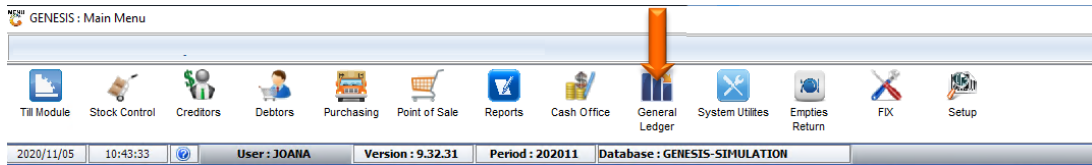
F10 Save

Esc Exit

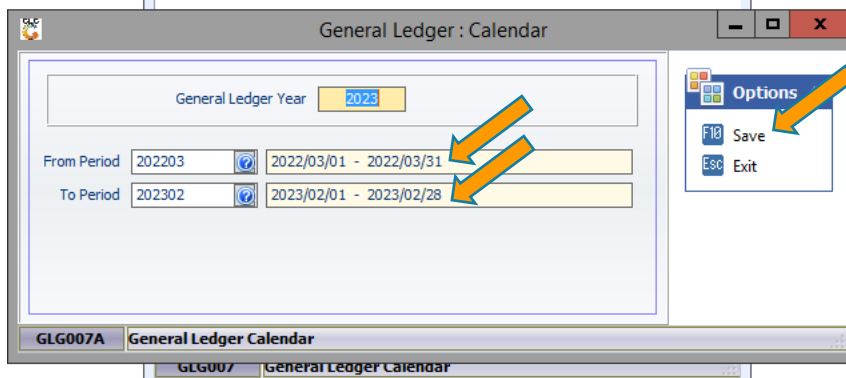
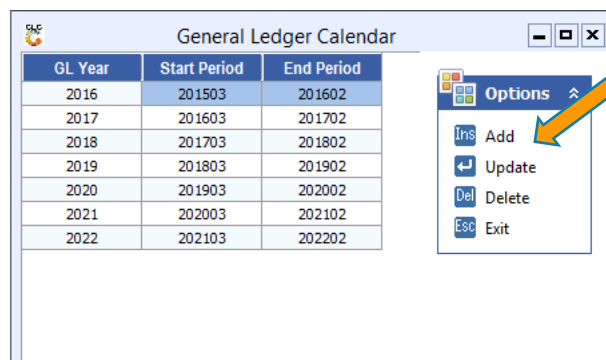
GLG002A Bank Master Maintenance

DATA

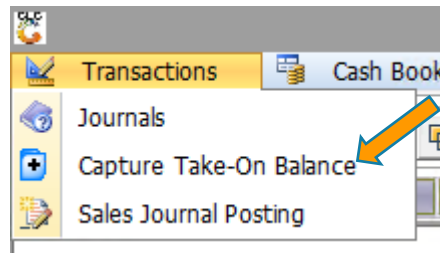
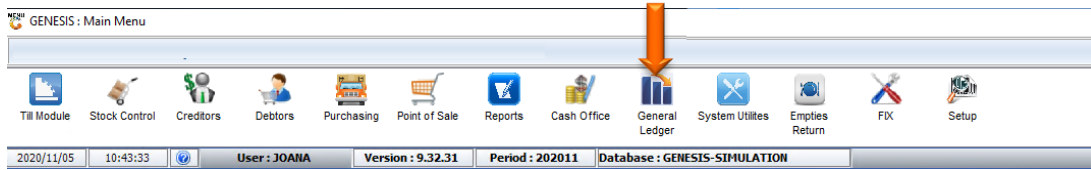
1. We need to now have a look at the **Accounting Periods** Firstly we will have to go to the GL module, Master Files then GL Calendar



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



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



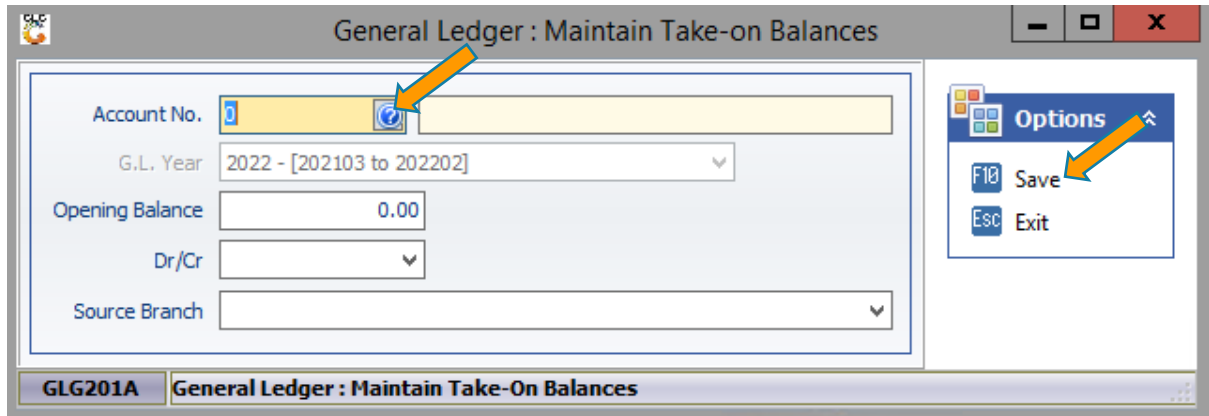
- Once opened select the desired financial year then press enter. This will then auto prompt all the data

The screenshot shows the 'General Ledger : Take-on Balance Maintenance' window. At the top, there is a dropdown for 'G.L. Year' set to '2022 - [202103 to 202202]'. Below this is a table with columns: Account No., Debit, Credit, Balance, Source Branch, and BI. An orange arrow points to the '2022 - [202103 to 202202]' row in the dropdown. On the right side, there is an 'Options' menu with buttons for Add, Update, Delete, and Exit.

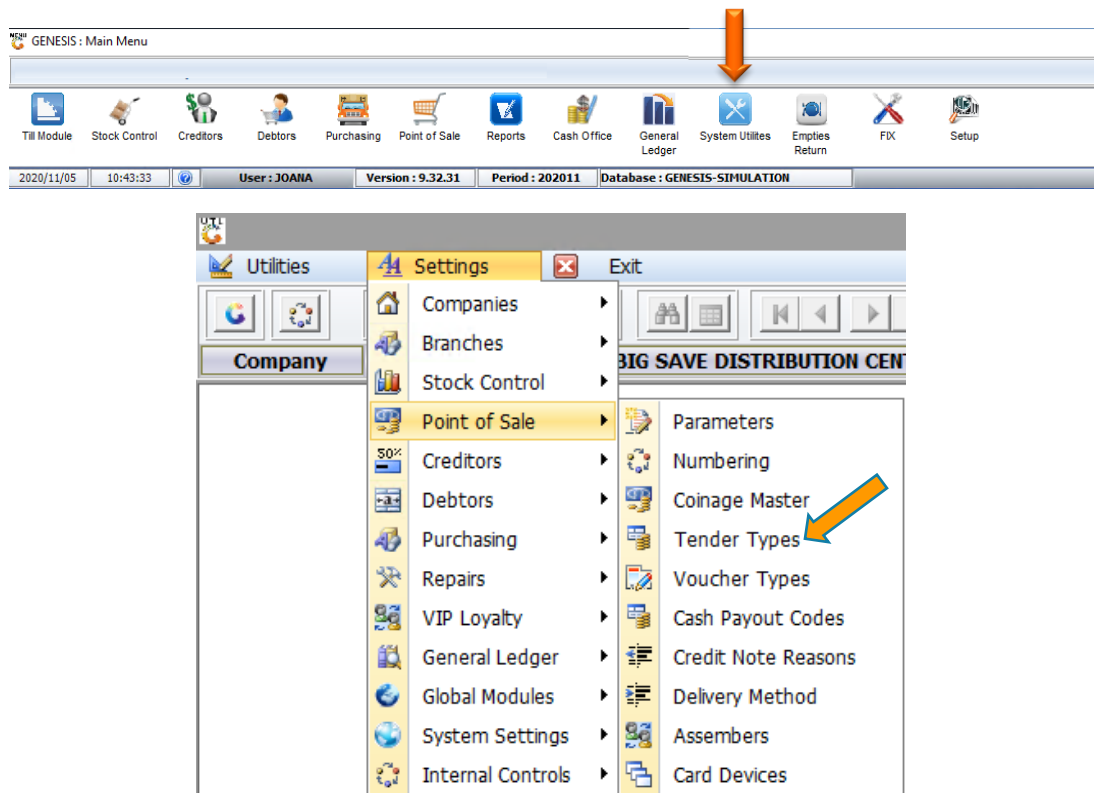
Account No.	Debit	Credit	Balance	Source Branch	BI	
2020	2 306 089.42	0.00	2 306 089.42	BSCDC	BI	
2021	0.00	1 571 203.70	-1 571 203.70	BSCDC	BI	
2025	263 042.61	0.00	263 042.61	BSCDC	BI	
2026	Motor Vehides - Accum Dep	0.00	213 272.43	-213 272.43	BSCDC	BI
2030	Delivery Vehides - @ Cost	10 150 298.68	0.00	10 150 298.68	BSCDC	BI
2031	Delivery Vehides - 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

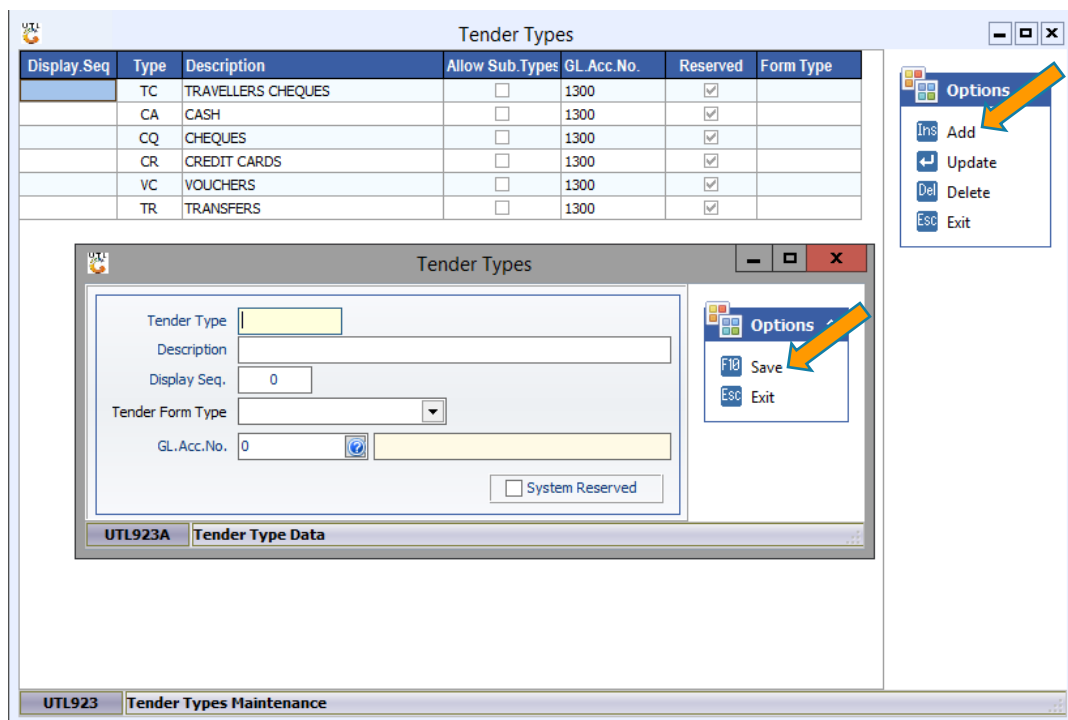
5. To add a new Account press, add or select Ins on the keyboard. You will then see the below image where you can select an account number or manually type one in, complete any other relevant information pertaining to that new account then save.



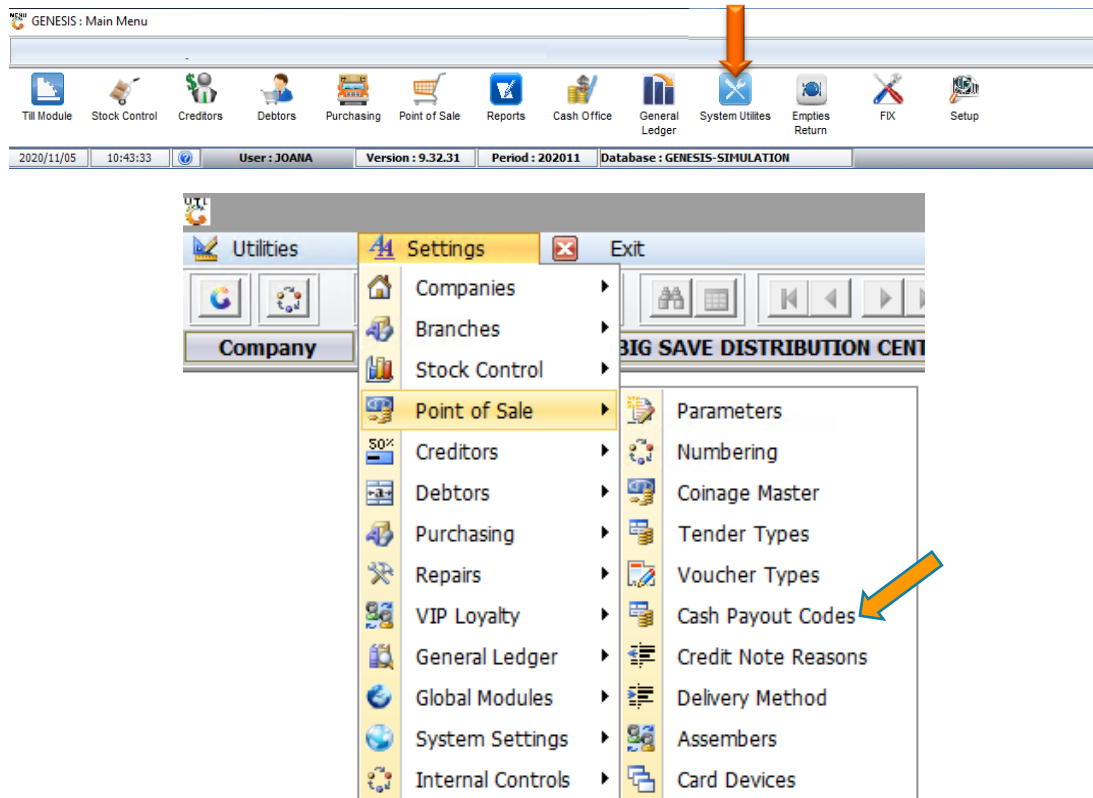
- We will now have a look and add **Tender Types**, Open the System Utility module, Point of sales then Tender Types



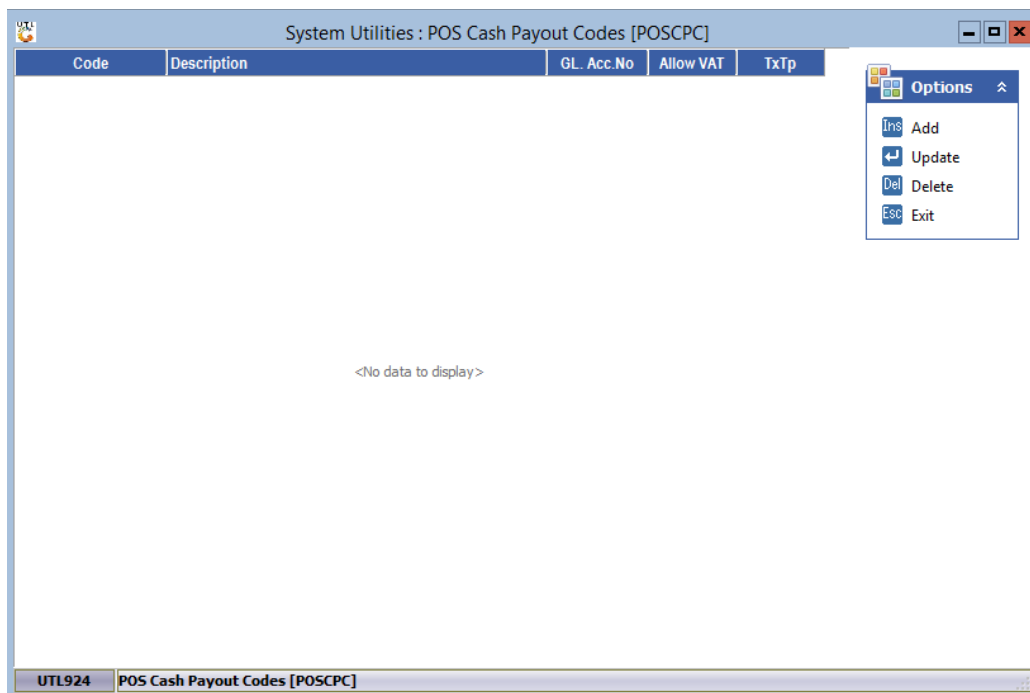
- Once opened you will see all the Tender types and to add a a new tender type select add or press Ins on your keyboard. Once opened you can type in the tender type details and save.



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



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



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

