



GENESIS

Genesis GL Trace Enquiry

MRJ Consultants

*Bondev Office Park, 140 Cattle Egret Rd,
Eldoraigne, Centurion, 0171*

Tel: (012) 654 0300

Mail: helpdesk@mrj.co.za



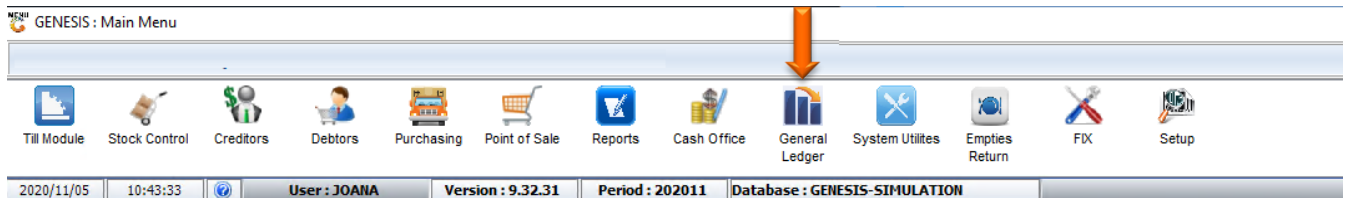
1. **Open** Genesis Menu.



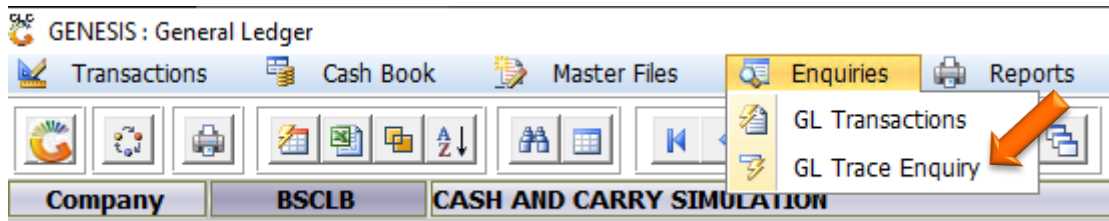
2. Type **User code** and **Password**.



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



4. In **General Ledger, Master Files** Then **GL Trace Enquiry**



HOW TO USE THE TRACE ENQUIRY.

Once open the following window will display on your screen:

Date	TxTp	GL Acc.No	Sub Acc.No	Description	Debit	Credit	Details	Source Branch	Formula
2022/06/01	GLGJNL	1515	0	EB Test Account	0.00	2 608.70	TRAINING COST	BSSIM	
2022/06/01	GLGJNL	5011	0	VAT Output	0.00	391.30	TRAINING COST	BSSIM	
2022/06/01	GLGJNL	5012	0	VAT Input	391.30	0.00	TRAINING COST	BSSIM	
2022/06/01	GLGJNL	7014	0	Staff Training	2 608.70	0.00	TRAINING COST	BSSIM	

- 1) Type or Paste the Trace No. and then press **Enter** to load the transaction.
- 2) The transaction details will show here. You can see the Accounts involved as well as the amounts debited and credited.
- 3) Once you are done press **Esc** or click on the **Exit** option.