

## **Genesis GL Trace Enquiry**

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company BLUE B	OTTLE LIQUOR SIMULATION	N 🔽
	User Code Password	
GENESIS	😮 <u>C</u> ancel	🧭 ок
CMN999 GENE	Version : 10.33.51	

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

🐮 GENESIS :	Main Menu													
	\$	<b>%</b>	-		5	🔽 💕			N	$\times$		X	<b>B</b>	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office		eneral edger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Ver	sion : 9.32.31	Period : 202011 Database :				base : GENESIS-SIMULATION				

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

👸 GENESIS : General Ledger	
🕍 Transactions 📑 Cash Book 🎲 Master Files	🧔 Enquiries 🔒 Reports
	GL Transactions
	😼 GL Trace Enquiry 🗲 🔛
Company BSCLB CASH AND CARRY SIM	DLATION

## HOW TO USE THE TRACE ENQUIRY.

Once open the following window will display on your screen:

🗧 General Ledger : Transaction Posting Trace Enquiry 💿 💿 💌												
GL Trace No. 120013				→1								
Date	ТхТр	GL.Acc.No	Sub.Acc.No	Description	Debit	Credit	Details	Source Branch	emar	fee)-		
2022/06/01	GLGJNL	1515	0	EB Test Account	0.00	2 608.70	TRAINING COST	BSSIM			Options	*
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		ESO	Exit	
2022/06/01	GLGJNL	7014	0	Staff Training	2 608.70	0.00	TRAINING COST	BSSIM				
				2				3		<b>%</b> F5	Functions View Txan.E	* inq.

- 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.