Genesis GL Transactions

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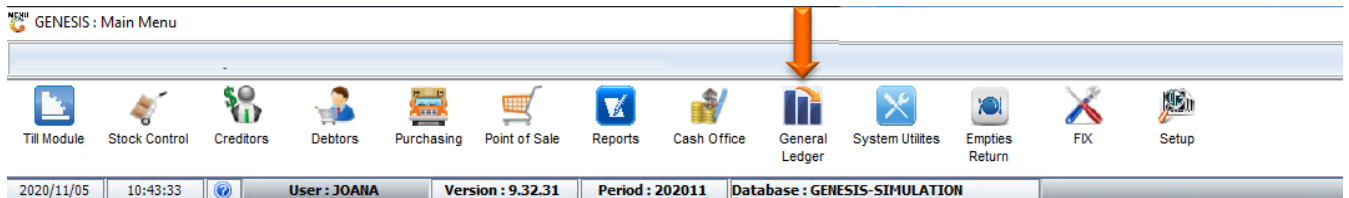*Tel: (012) 654 0300*

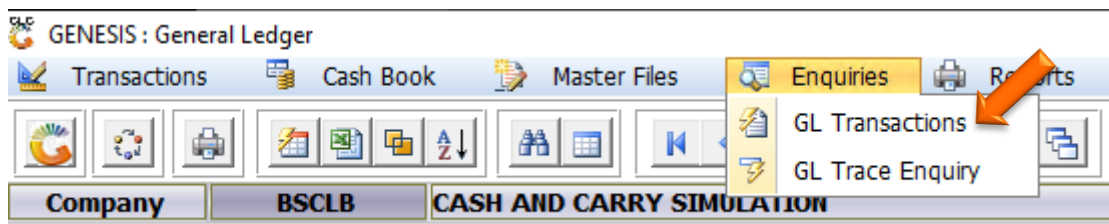*Mail: helpdesk@mrj.co.za*

1. **Open** Genesis Menu.

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

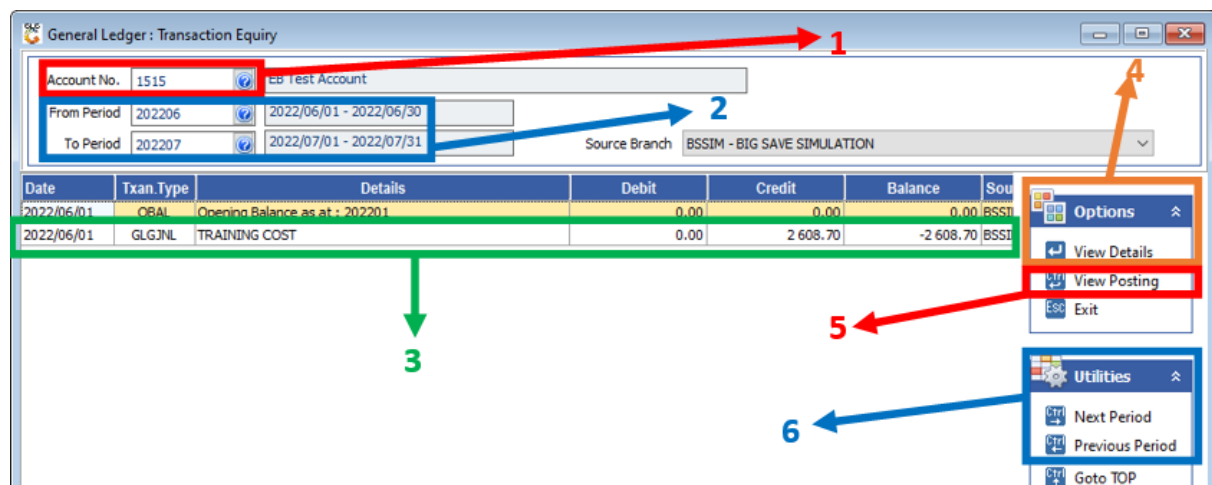3. Open **General Ledger** from the Main menu.

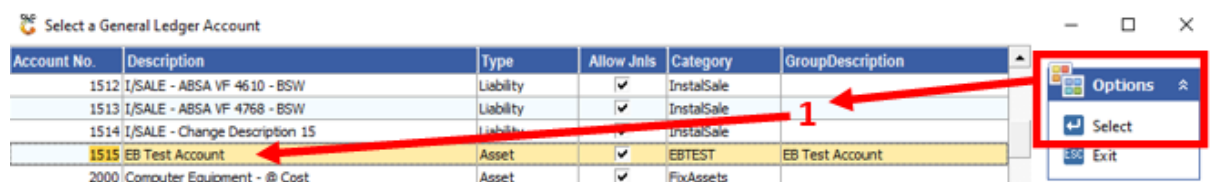4. In **General Ledger, Master Files** Then **GL transactions**

HOW TO CHECK TRANSACTIONS.

Once open the following window will display on your screen:

1) Type the Account No. of the account you want to view. You can type the No. or use the search option to select the Account:

2) Type the periods to be included in this search. You can type the Period or use the search option to select the date.

3) All transactions on this account for the selected period will display in this list. Select the transaction you want to view.

4) Press **Enter** or click on the **View Details** option:

5) Alternatively, you can press **<CTRL>+Enter** or click on the **View Posting** option to view both Accounts involved in the transaction:
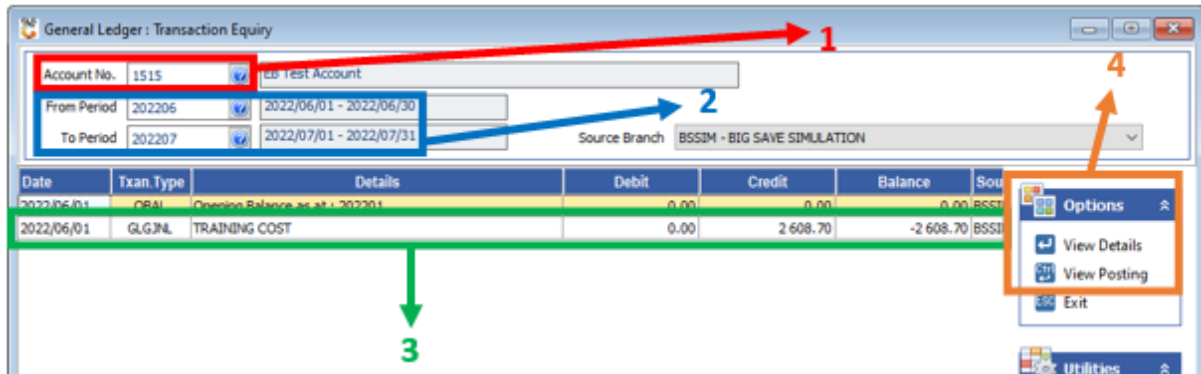

6) To move between different periods:
   a. Press **<CTRL>+→** or click on the **Next Period** option.
   b. Press **<CTRL>+←** or click on the **Previous Period** option.

How to reverse a Transaction entry.

Log In → General Ledger → Enquiries → GL Transactions

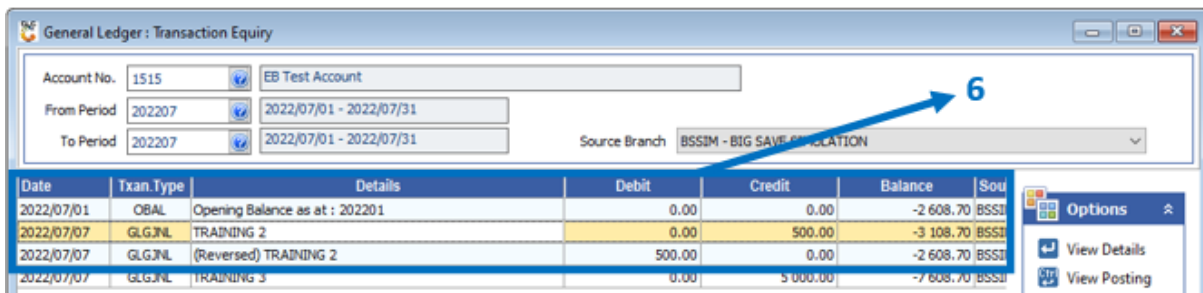Once open the following window will display on your screen:

1) Type the Account No. of the account you want to view. You can type the No. or use the search option to select the Account:

2) Type the periods to be included in this search. You can type the Period or use the search option to select the date.

3) All transactions on this account for the selected period will display in this list. Select the transaction you want to view.

4) Press **<CTRL>+Enter** or click on the **View Posting** option to view the transaction:
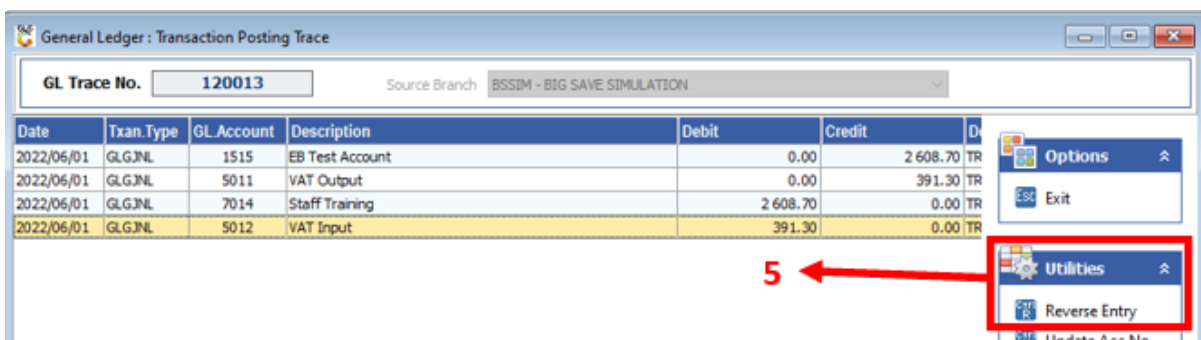
5) Press **<CTRL>+<R>** or click on the **Reverse Entry** option to reverse the transaction.

When prompted to Reverse Transaction? Press **Y** or click on the **Yes** option.
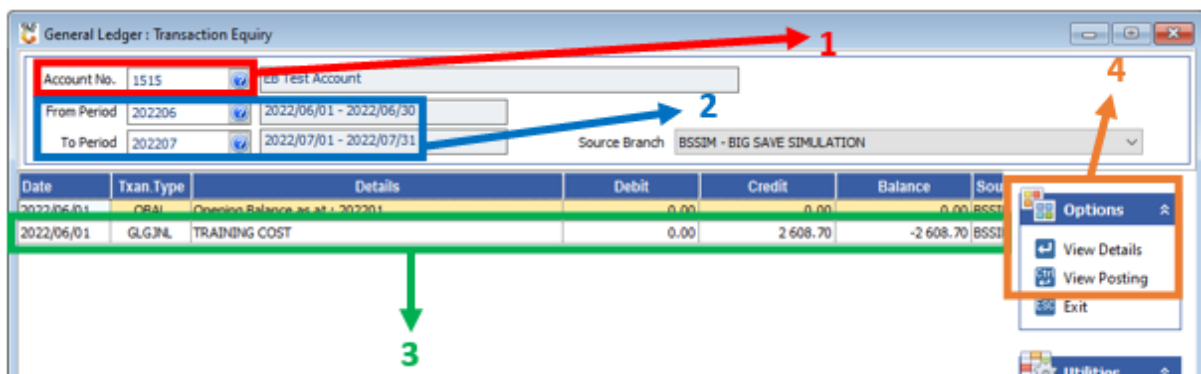

6) A new transaction will now display showing that the transaction was Reversed.

HOW TO UPDATE A TRANSACTION ACCOUNT NO.

Once open the following window will display on your screen:

1) Type the Account No. of the account you want to view. You can type the No. or use the search option to select the Account:

2) Type the periods to be included in this search. You can type the Period or use the search option to select the date.

3) All transactions on this account for the selected period will display in this list. Select the transaction you want to view.

4) Press **<CTRL>+Enter** or click on the **View Posting** option to view the transaction:
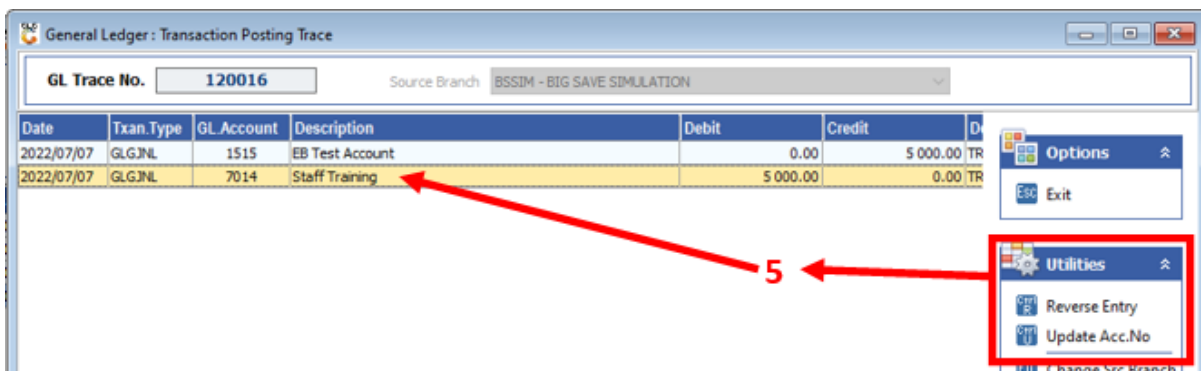
5) Select the Account that needs to change. Then press **<CTRL>+<U>** or click on the **Update Acc. No** option.

Amend GL Account Number

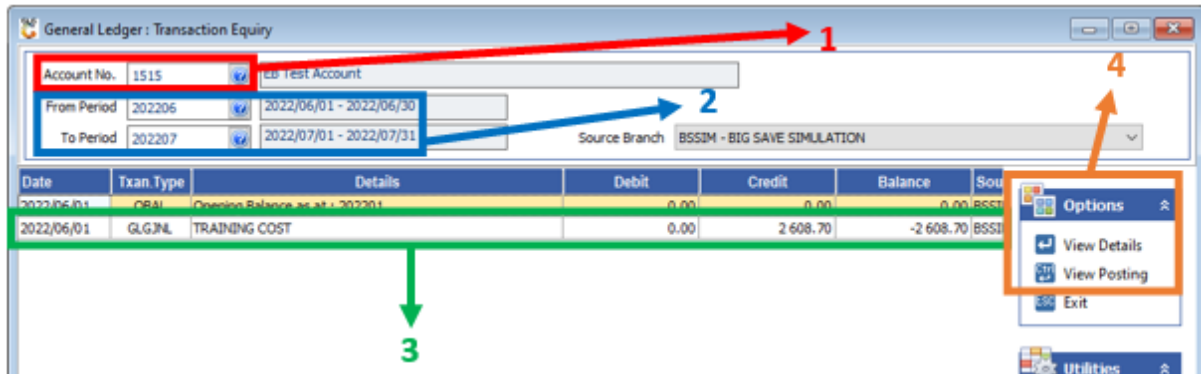|	
GL.Account No.	7014
Account Name	Staff Training
Details	TRAINING 3
Amount	5 000.00 **Debit**

Cancel   Update

6) Type the new Account No. Or use the search option to select the correct Account No

7) Click on the **Update** option.

HOW TO DO AN AMENDMENT AUDIT.

## Log In → General Ledger → Enquiries → GL Transactions

Once open the following window will display on your screen:

1) Type the Account No. of the account you want to view. You can type the No. or use the search option to select the Account:

2) Type the periods to be included in this search. You can type the Period or use the search option to select the date.

3) All transactions on this account for the selected period will display in this list. Select the transaction you want to view.

4) Press **<CTRL>+Enter** or click on the **View Posting** option to view the transaction:
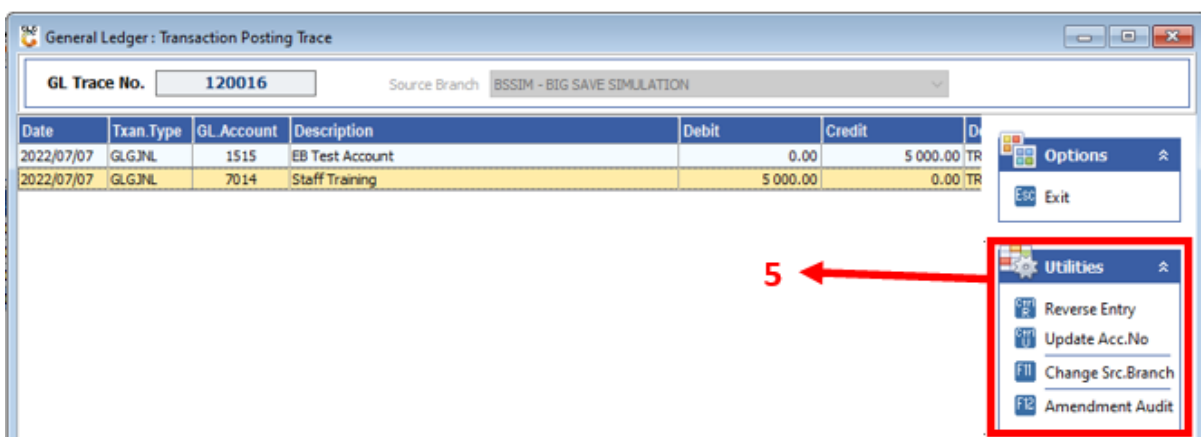
5) Press **F12** or click on the **Amendment Audit** option.
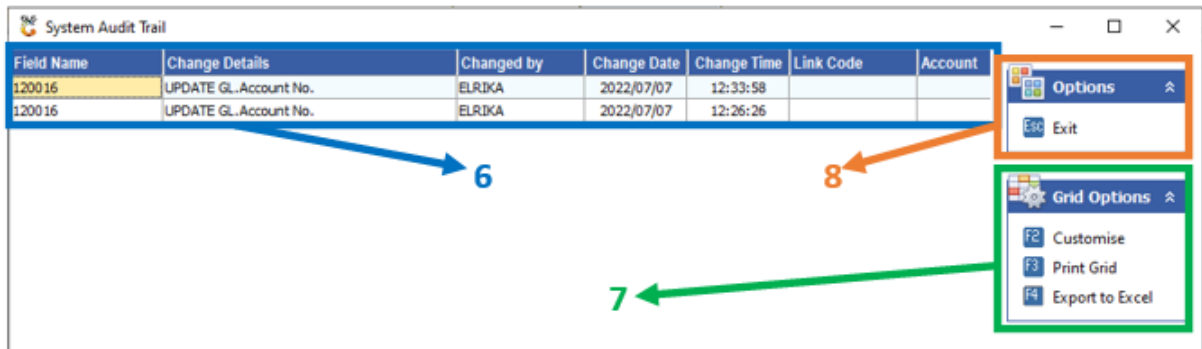
6) All changes made to the Account will display here.

7) You can use the **Grid Options** section for extra functions:

    a. Press **F2** or click on the **Customise** option to change the layout of the grid:
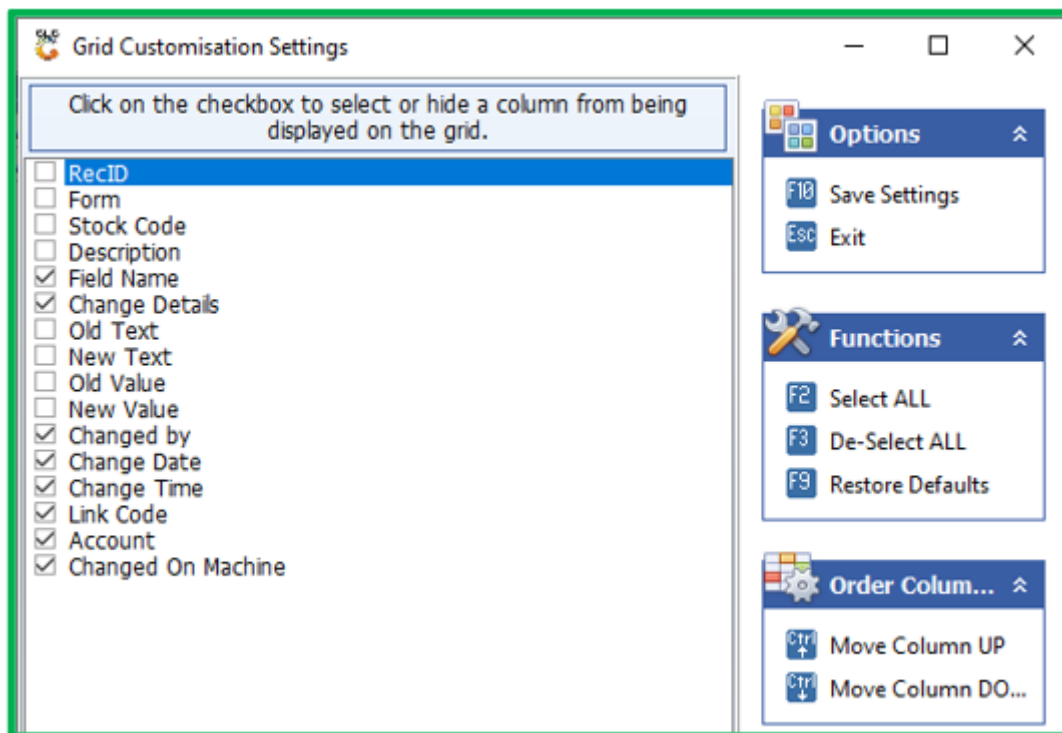
    b. Press **F3** or click on the **Print Grid** option to print the Audit.

    c. Press **F4** or click on the **Export to Excel** option to export Audit to an Excel Spreadsheet:

8) When you are done press **Esc** or click on the **Exit** option.

HOW TO CHECK GL TRACE NO OF A TRANSACTION.

Log In → General Ledger → Enquiries → GL Transactions

Once open the following window will display on your screen:

1)   Type the Account No. of the account you want to view. You can type the No. or use the search option to select the Account:

2)   Type the periods to be included in this search. You can type the Period or use the search option to select the date.

3)   All transactions on this account for the selected period will display in this list. Select the transaction you want to view.

4)   Press **<CTRL>+Enter** or click on the **View Posting** option to view the transaction:
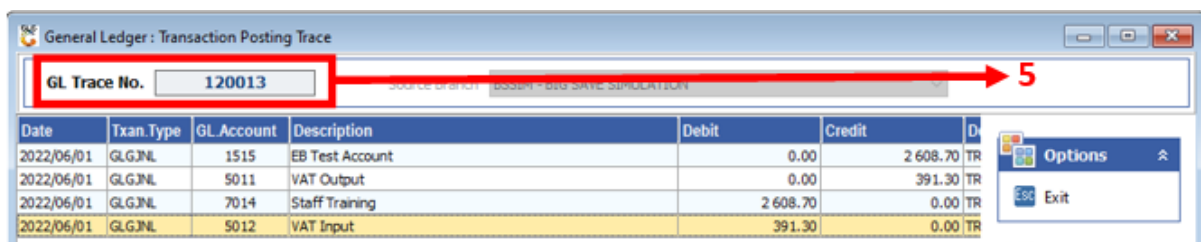
5)   The specific GL Trace No. will display here.