



# GENESIS

## Genesis GL Transactions

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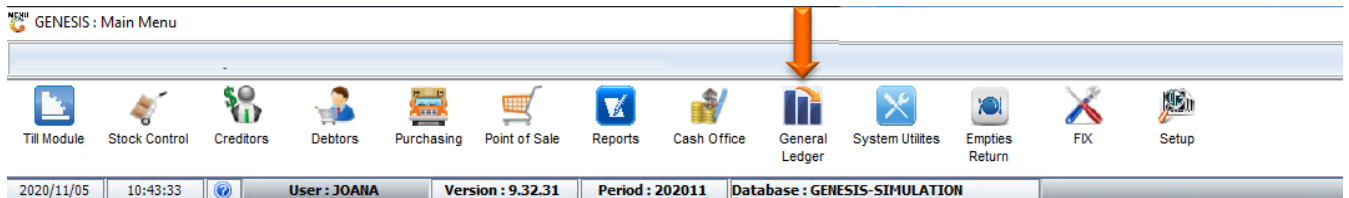
1. **Open** Genesis Menu.



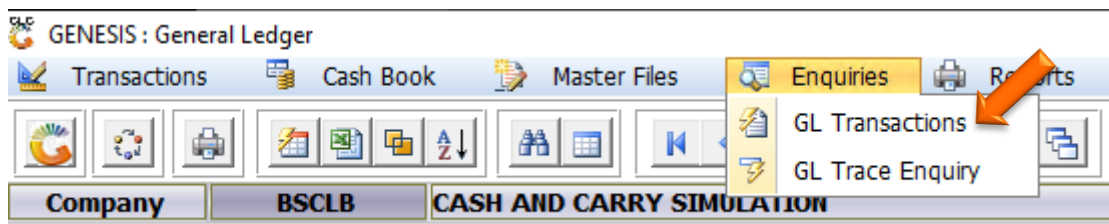
2. Type **User code** and **Password**.



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

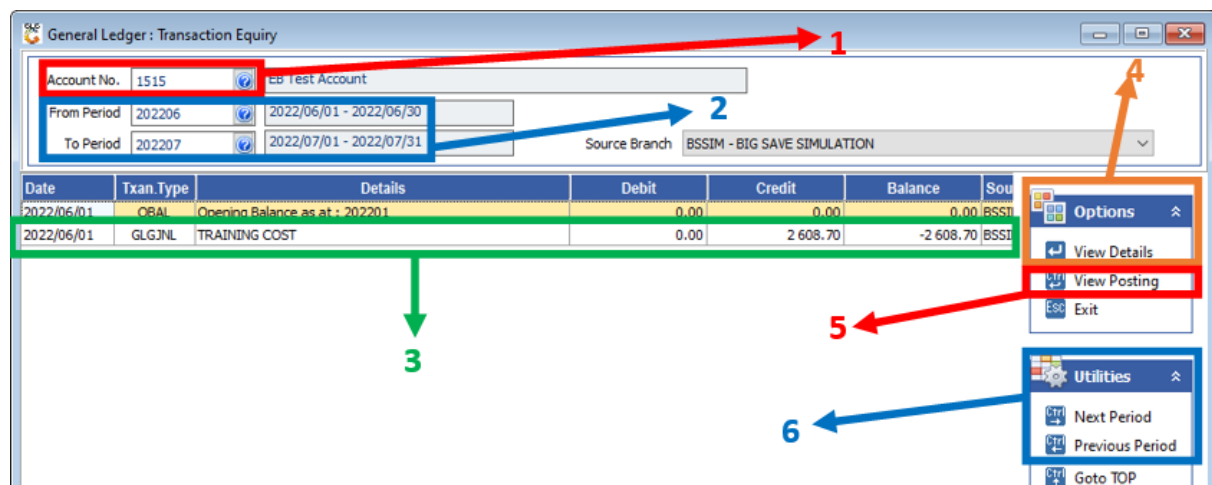


4. In **General Ledger, Master Files** Then **GL transactions**

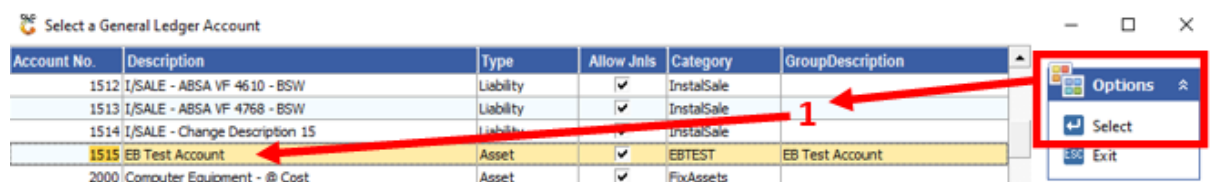


## HOW TO CHECK TRANSACTIONS.

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:

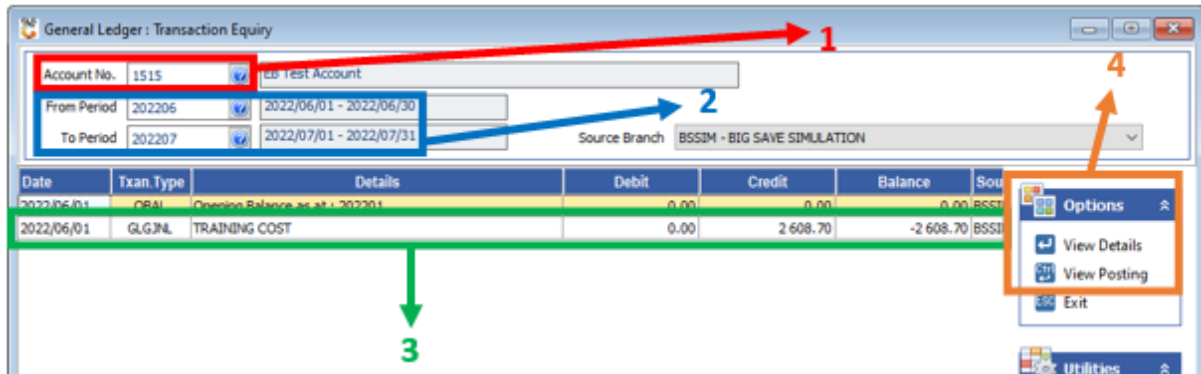
Date	Txan.Type	GL Account	Description	Debit	Credit	D
2022/06/01	GLGJNL	1515	EB Test Account	0.00	2 608.70	TR
2022/06/01	GLGJNL	5011	VAT Output	0.00	391.30	TR
2022/06/01	GLGJNL	7014	Staff Training	2 608.70	0.00	TR
2022/06/01	GLGJNL	5012	VAT Input	391.30	0.00	TR
<b>Posting Total</b>				<b>3 000.00</b>	<b>3 000.00</b>	

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

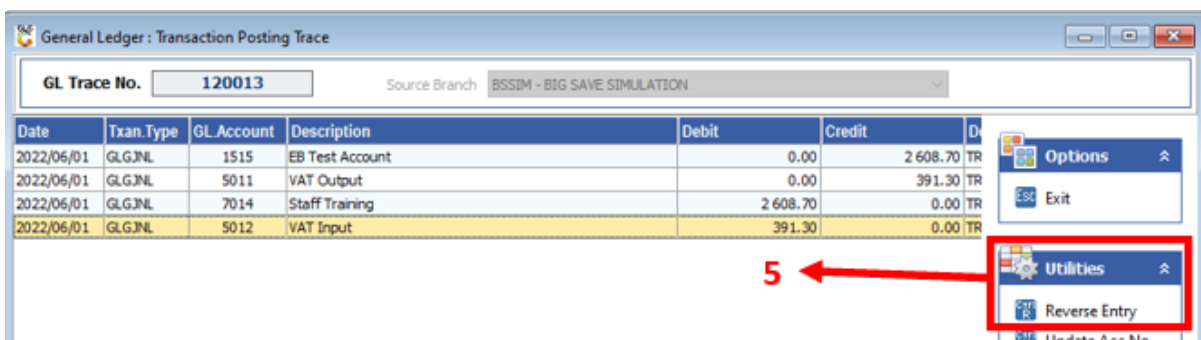
## HOW TO REVERSE A TRANSACTION ENTRY.

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

Once open the following window will display on your screen:

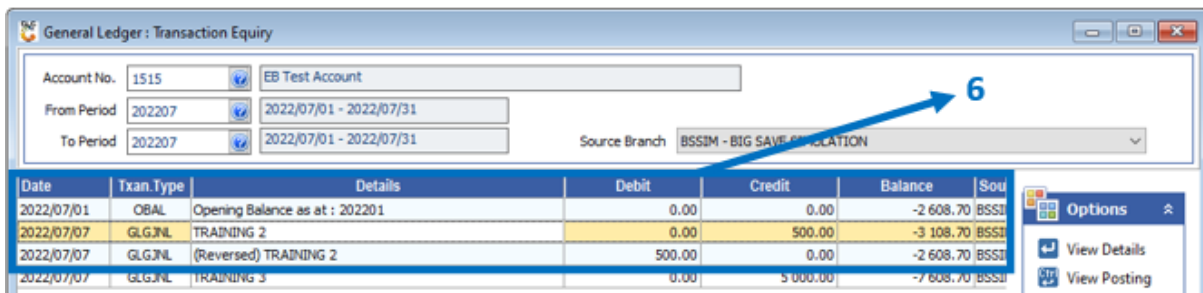


- 1) Type the Account No. of the account you want to view. You can type the No. or use the search option to select the Account:
- 2) Type the periods to be included in this search. You can type the Period or use the search option to select the date.
- 3) All transactions on this account for the selected 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.



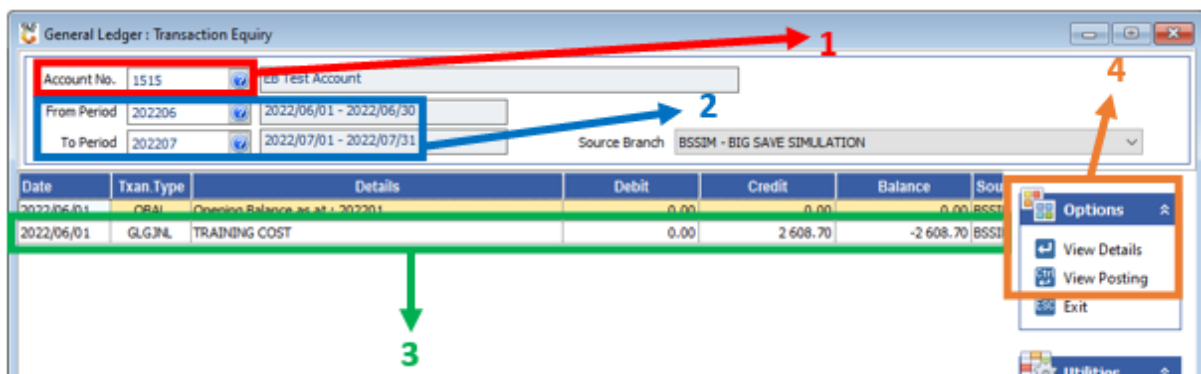
The screenshot shows a software window titled "General Ledger: Transaction Enquiry". At the top, there are input fields for "Account No." (1515), "From Period" (202207), and "To Period" (202207). The "Source Branch" is set to "BSSIM - BIG SAVE ASSOCIATION". Below these fields is a table with columns: Date, Txan. Type, Details, Debit, Credit, Balance, and Sou. The table contains four rows of data. A blue arrow points from the "Source Branch" field to the number "6".

Date	Txan. Type	Details	Debit	Credit	Balance	Sou
2022/07/01	OBAL	Opening Balance as at : 202201	0.00	0.00	-2 608.70	BSSI
2022/07/07	GLGJNL	TRAINING 2	0.00	500.00	-3 108.70	BSSI
2022/07/07	GLGJNL	(Reversed) TRAINING 2	500.00	0.00	-2 608.70	BSSI
2022/07/07	GLGJNL	TRAINING 3	0.00	5 000.00	-7 608.70	BSSI

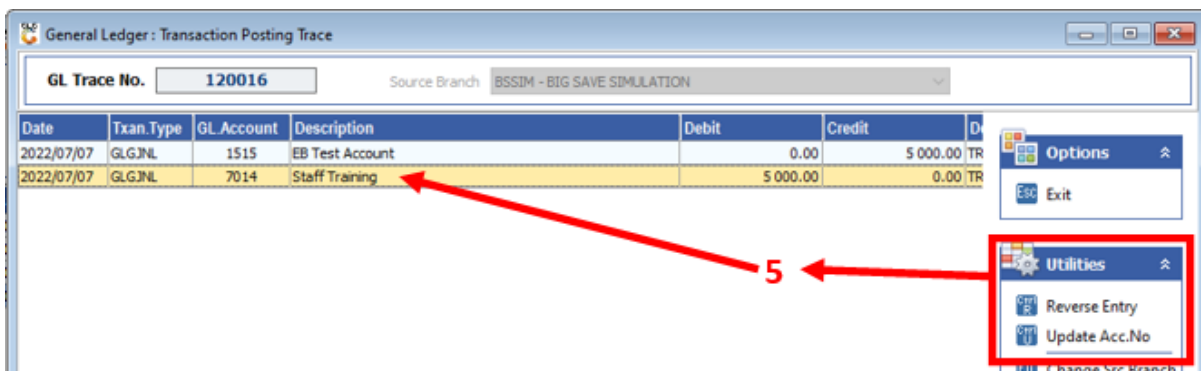
- 6) A new transaction will now display showing that the transaction was Reversed.

## 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	→ 6
Account Name	Staff Training	
Details	TRAINING 3 → 7	
Amount	5 000.00	Debit
 <b>Cancel</b>		 <b>Update</b>

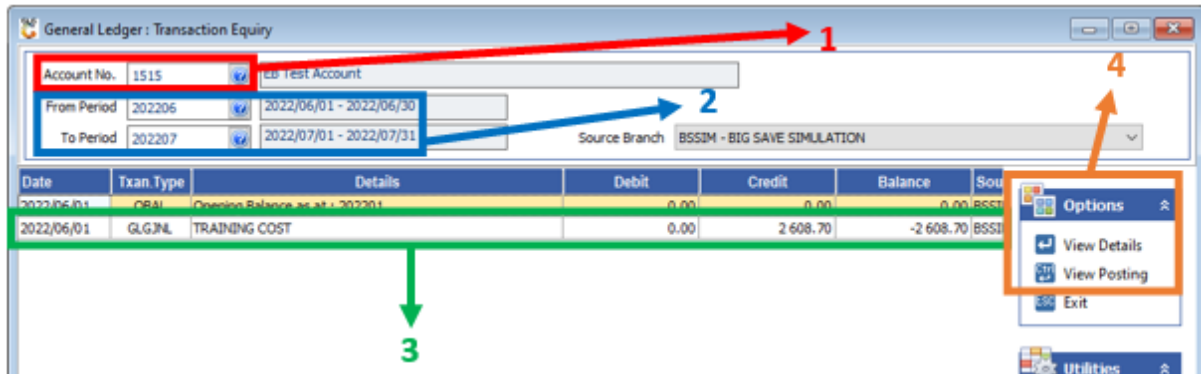
- 6) Type the new Account No. Or use the search option to select the correct Account No
- 7) Click on the **Update** option.



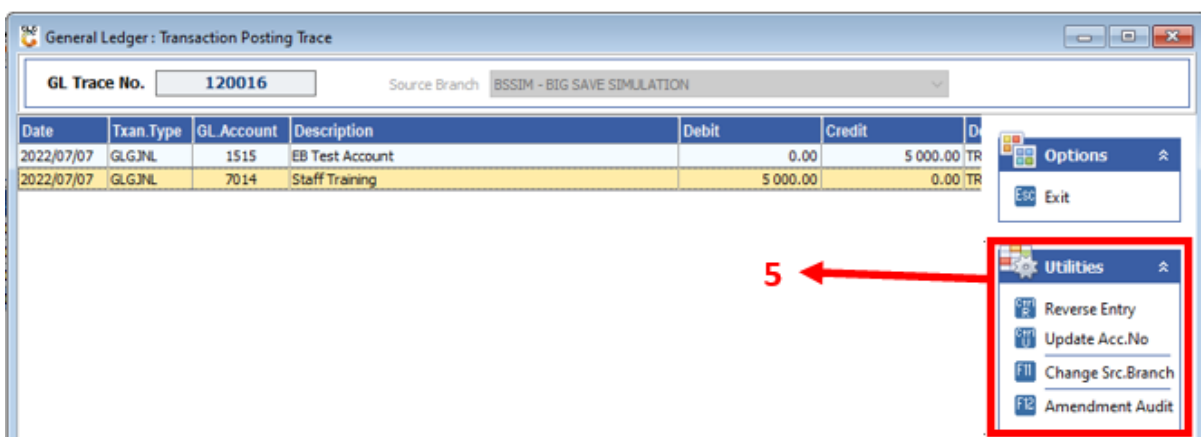
## HOW TO DO AN AMENDMENT AUDIT.

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

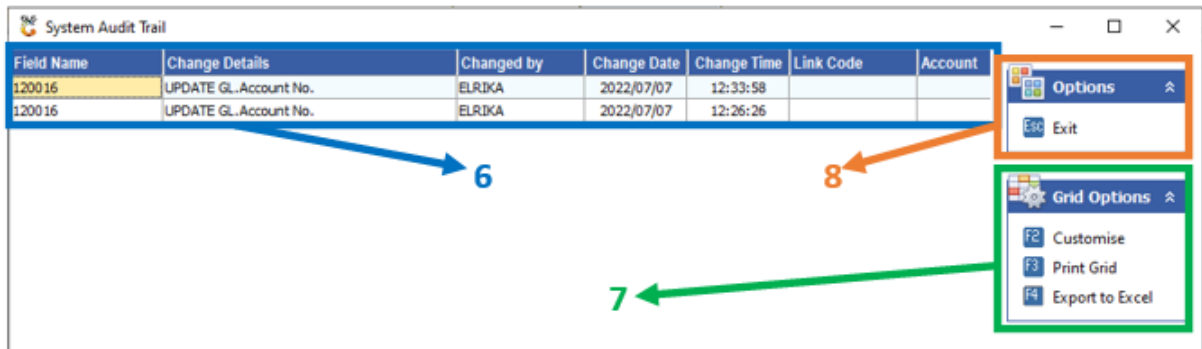
Once open the following window will display on your screen:



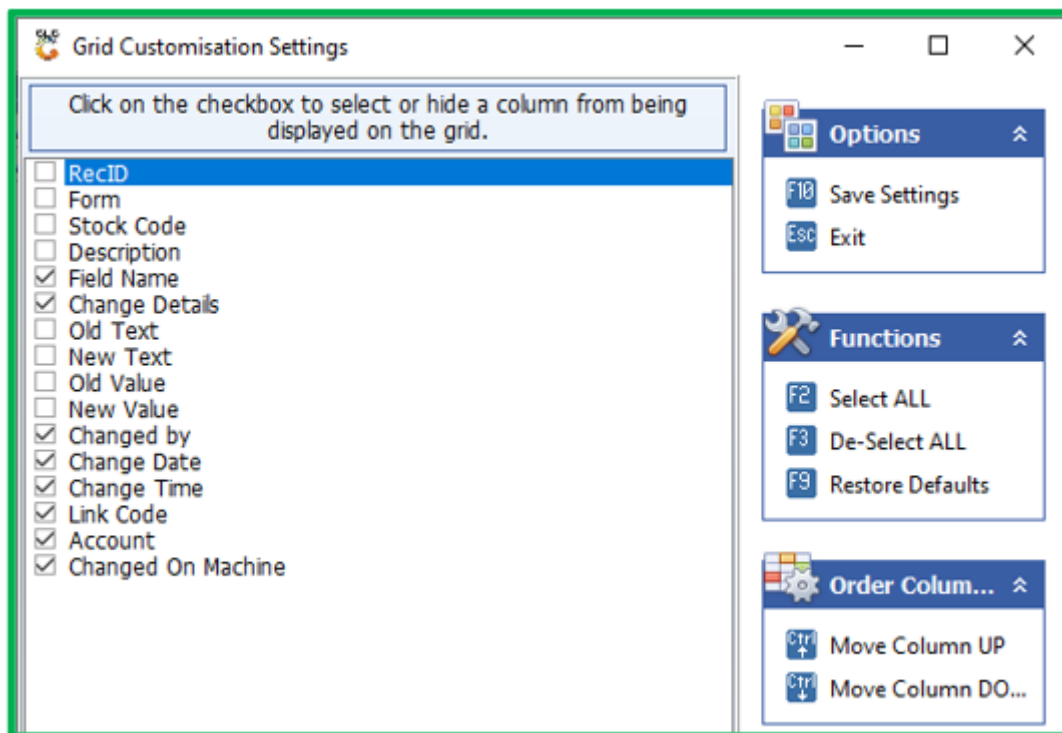
- 1) Type the Account No. of the account you want to view. You can type the No. or use the search option to select the Account:
- 2) Type the periods to be included in this search. You can type the Period or use the search option to select the date.
- 3) All transactions on this account for the selected 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:

The screenshot shows the Microsoft Excel interface in Compatibility Mode. The ribbon is set to 'Home'. The active cell is A1, which contains the text 'Field Name'. The table below is a data table with the following content:

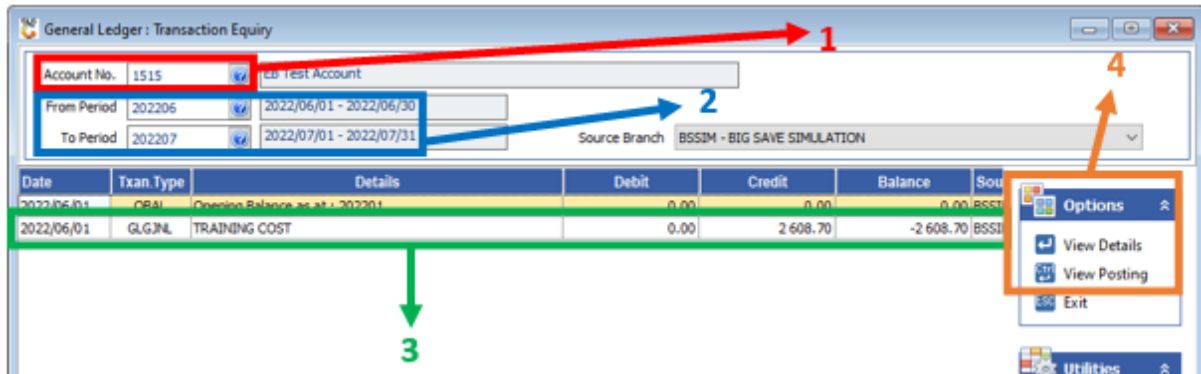
	A	B	C	D	E	F	G	H
1	Field Name	Change Details	Changed by	Change Date	Change Time	Link Code	Account	Changed On Machine
2	120016	UPDATE GL Account No.	ELRKA	2022/07/07	12:33:58			LAPTOP-V7PNFLIL
3	120016	UPDATE GL Account No.	ELRKA	2022/07/07	12:26:26			LAPTOP-V7PNFLIL

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

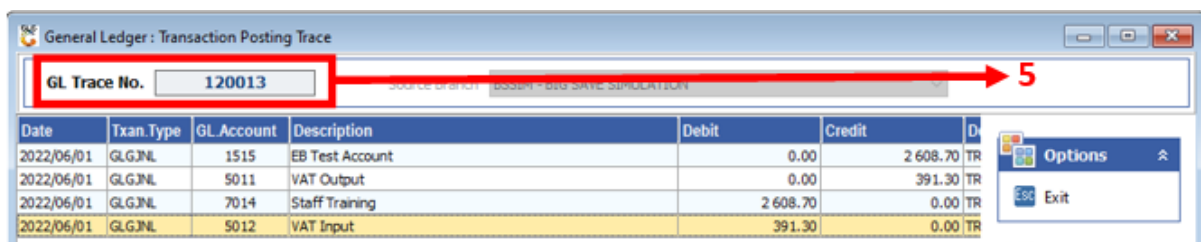
## HOW TO CHECK GL TRACE NO OF A TRANSACTION.

**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.