



GENESIS

Genesis Setup GL Calendar

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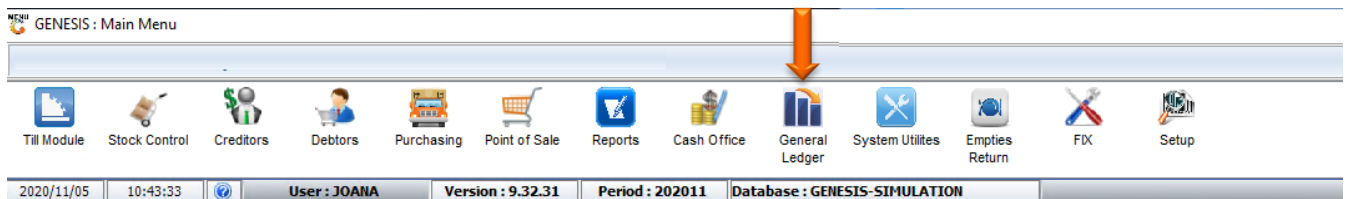
1. **Open** Genesis Menu.



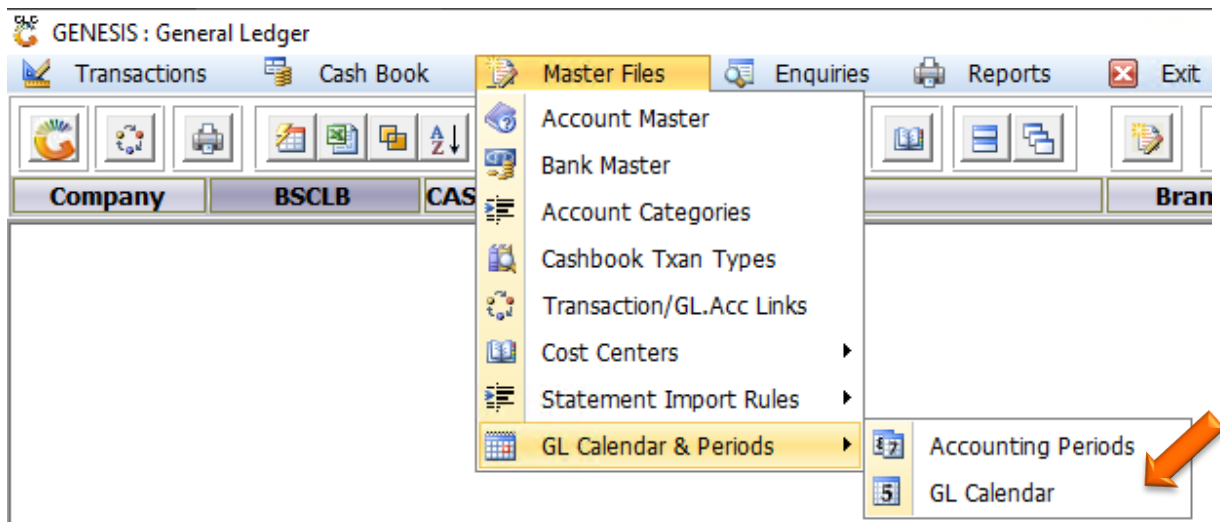
2. Type **User code** and **Password**.



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

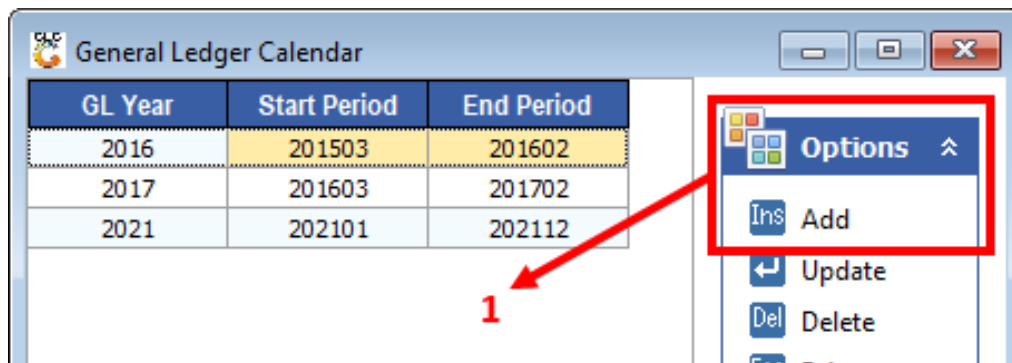


4. In **General Ledger, Master Files** Then **GL Calendar**

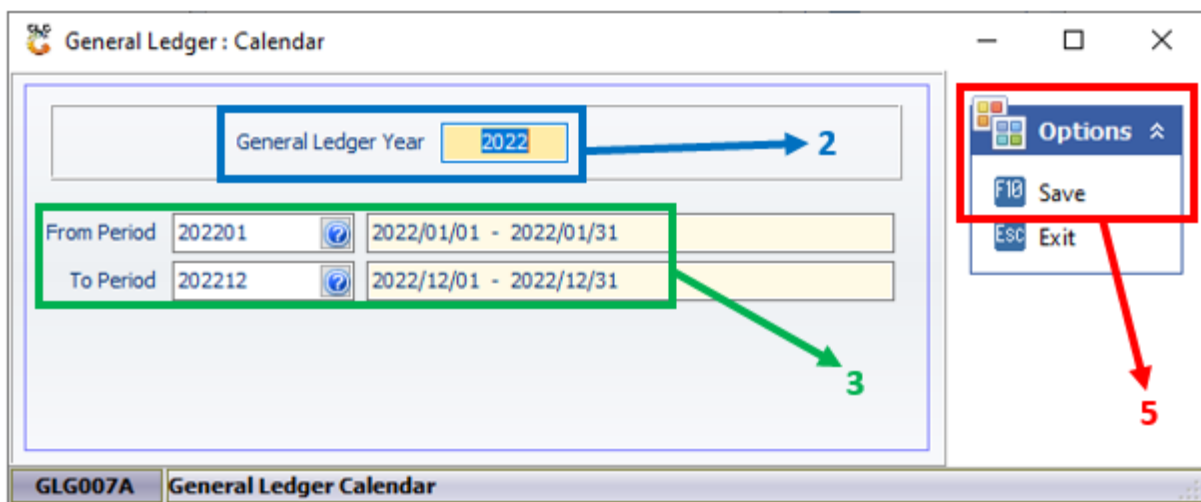


HOW TO SET UP THE GL CALENDAR.

Once open the following window will display on your screen:



- 1) Press **Insert** or click on the **Add** option.



- 2) Type the General Ledger Year to add.
- 3) Type the periods to be included in this Year. You can type the Period or use the search option to select the date:

Select an Accounting Period

Period	From Date	To Date	Active	Open
202006	2020/06/01	2020/06/30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202007	2020/07/01	2020/07/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202008	2020/08/01	2020/08/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202009	2020/09/01	2020/09/30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202010	2020/10/01	2020/10/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202011	2020/11/01	2020/11/30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202012	2020/12/01	2020/12/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202101	2021/01/01	2021/01/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202102	2021/02/01	2021/02/28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202103	2021/03/01	2021/03/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202104	2021/04/01	2021/04/30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202105	2021/05/01	2021/05/31	<input type="checkbox"/>	<input type="checkbox"/>
202106	2021/06/01	2021/06/30	<input type="checkbox"/>	<input type="checkbox"/>
202107	2021/07/01	2021/07/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202108	2021/08/01	2021/08/31	<input type="checkbox"/>	<input type="checkbox"/>
202109	2021/09/01	2021/09/30	<input type="checkbox"/>	<input type="checkbox"/>
202110	2021/10/01	2021/10/31	<input type="checkbox"/>	<input type="checkbox"/>
202111	2021/11/01	2021/11/30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202112	2021/12/01	2021/12/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202201	2022/01/01	2022/01/31	<input type="checkbox"/>	<input type="checkbox"/>
202202	2022/02/01	2022/02/28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
202203	2022/03/01	2022/03/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Options

- Select
- ESC Exit

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- 4) Select the date and Press **Enter** or click on the **Select** option. Do this for both the From Period and the To Period.
- 5) Press **F10** or click on the **Save** option.

