

Genesis Setup GL Calendar

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company BLUE B	OTTLE LIQUOR SIMULATIO	N 🔻
	User Code Password	
GENESIS	😵 <u>C</u> ancel	🧭 ок
CMN999 GENE	SIS Main Module	Version : 10.33.51

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

👹 GENESIS :	Main Menu													
									-					
	4	\$6	-	7	Щ.	M	-		n	\times		X	S h	
Till Module	Stock Control	Creditors	Debtors	Purchasin	g Point of Sale	Reports	Cash Of	fice	General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	V	ersion : 9.32.31	Period :	Period : 202011 Database : GENESIS-SIMULATION							

4. In General Ledger, Master Files Then GL Calendar

👸 GENESIS : General Ledger								
🕍 Transactions 🛛 😼 Cash Book		Master Files	Q	Enqui	ries	۵	Reports	🔀 Exit
		Account Master						-
	9	Bank Master						
Company BSCLB CAS	*	Account Catego	ories					Bran
	í۵,	Cashbook Txan	Турез	5				
	0 ⁷⁰	Transaction/GL.	Acc Li	inks				
		Cost Centers			•			
		Statement Imp	ort Ru	les	•			
		GL Calendar & P	eriods	5	€ 7	Ac	counting P	eriods
					5	GL	Calendar	

HOW TO SET UP THE GL CALENDAR.

🖑 General Ledger Calendar 📃 🖃 💌									
GL Year	Start Period	End Period							
2016	201503	201602		Options *					
2017	201603	201702							
2021	202101	202112		Ins Add					
				🛃 Update					
		1		Del Delete					

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.
- 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 A	ccounting Period				– 🗆 ×
Period	From Date	To Date	Active	Open	
202006	2020/06/01	2020/06/30	✓	 Image: A start of the start of	Options \$
202007	2020/07/01	2020/07/31	✓	 Image: A start of the start of	
202008	2020/08/01	2020/08/31	✓	✓	Content Conten
202009	2020/09/01	2020/09/30	✓		ESC Exit
202010	2020/10/01	2020/10/31	✓		
202011	2020/11/01	2020/11/30	✓		
202012	2020/12/01	2020/12/31	✓		
202101	2021/01/01	2021/01/31	✓		
202102	2021/02/01	2021/02/28	✓		
202103	2021/03/01	2021/03/31	✓		
202104	2021/04/01	2021/04/30	✓		
202105	2021/05/01	2021/05/31			4
202106	2021/06/01	2021/06/30			
202107	2021/07/01	2021/07/31	✓		
202108	2021/08/01	2021/08/31			
202109	2021/09/01	2021/09/30			
202110	2021/10/01	2021/10/31			
202111	2021/11/01	2021/11/30	I	✓	
202112	2021/12/01	2021/12/31			
202201	2022/01/01	2022/01/31			
202202	2022/02/01	2022/02/28	✓	✓	
202203	2022/03/01	2022/03/31		 Image: A state of the state of	

- 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.