



GENESIS

How to do a Creditors Batch Journal Processing

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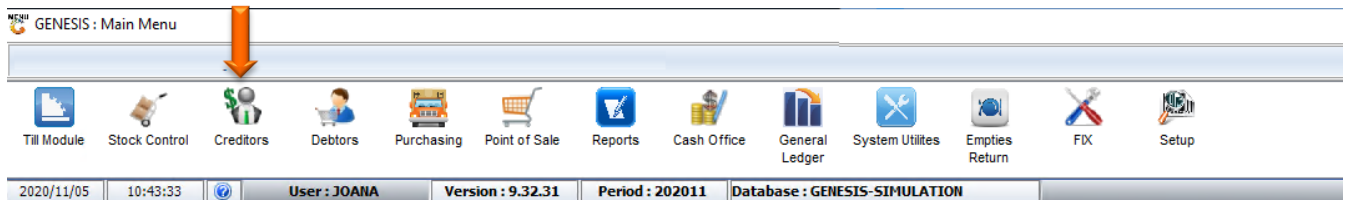
1. **Open Genesis Menu.**



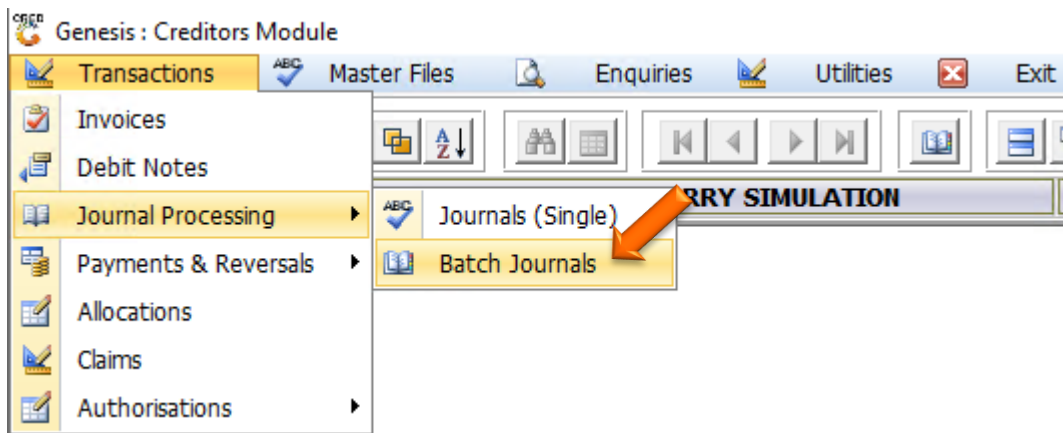
2. Type **User code** and **Password**.



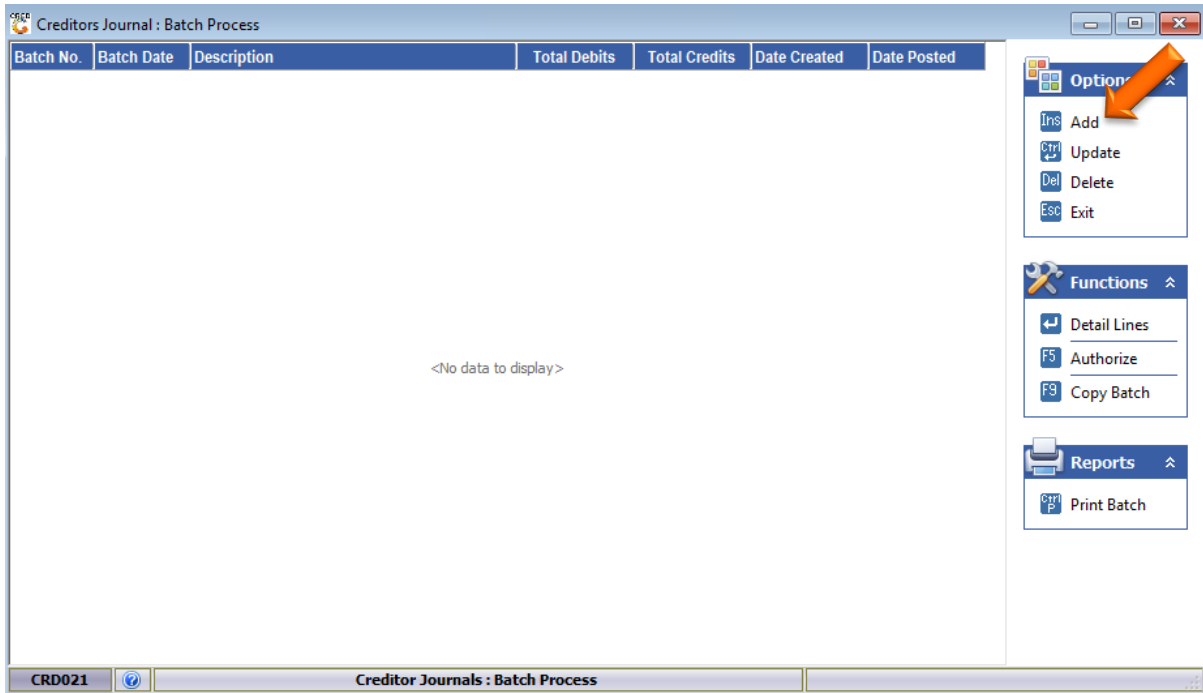
3. Open **Creditors** from the Main menu.



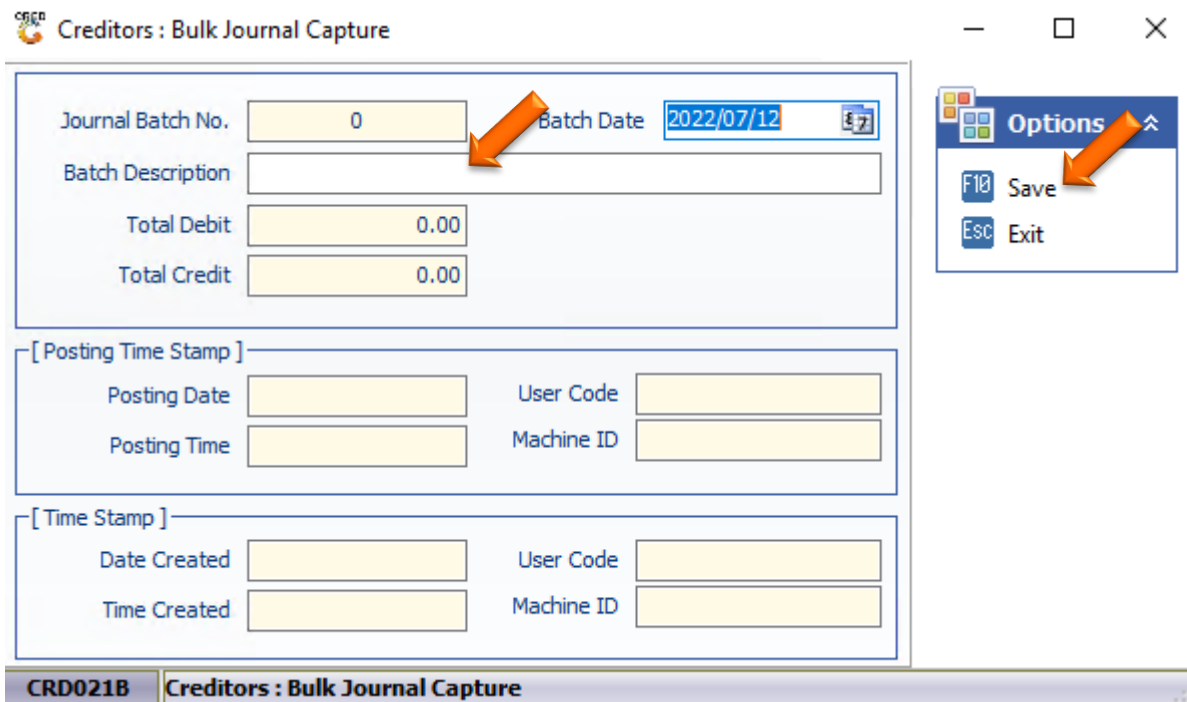
4. In **Creditors, Transactions** select **Journal Processing** then **Batch Journals**.



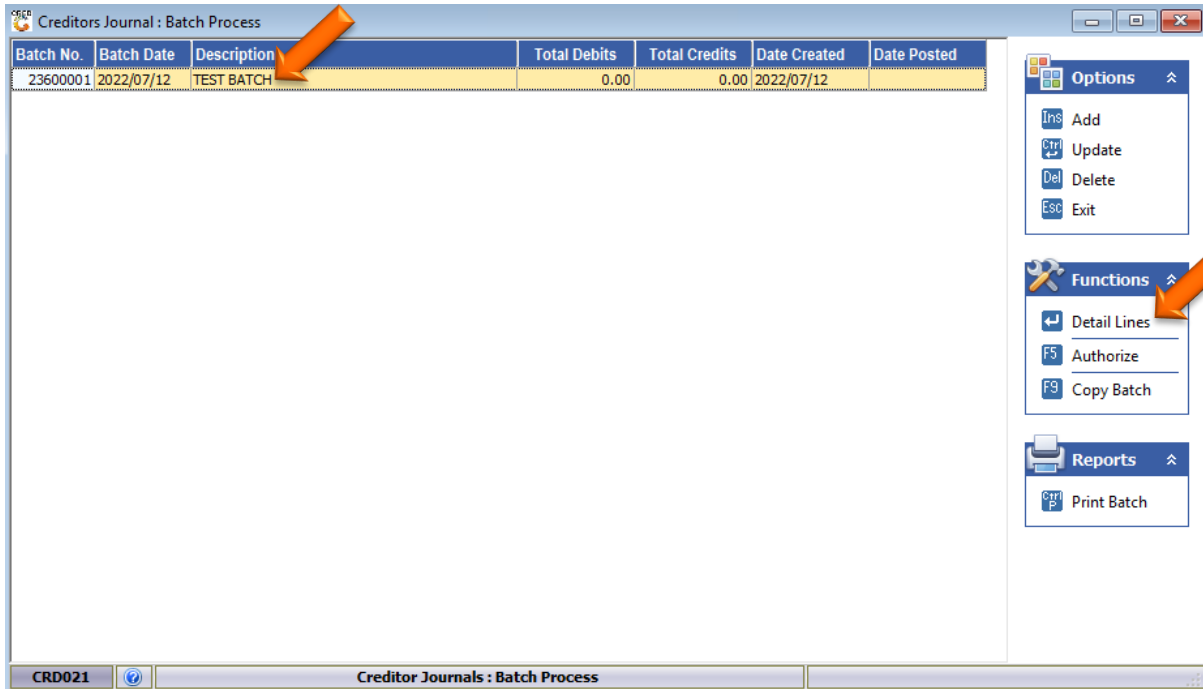
5. The below page will open, and we can now add a batch. To do so press INS on your keyboard or click on add.



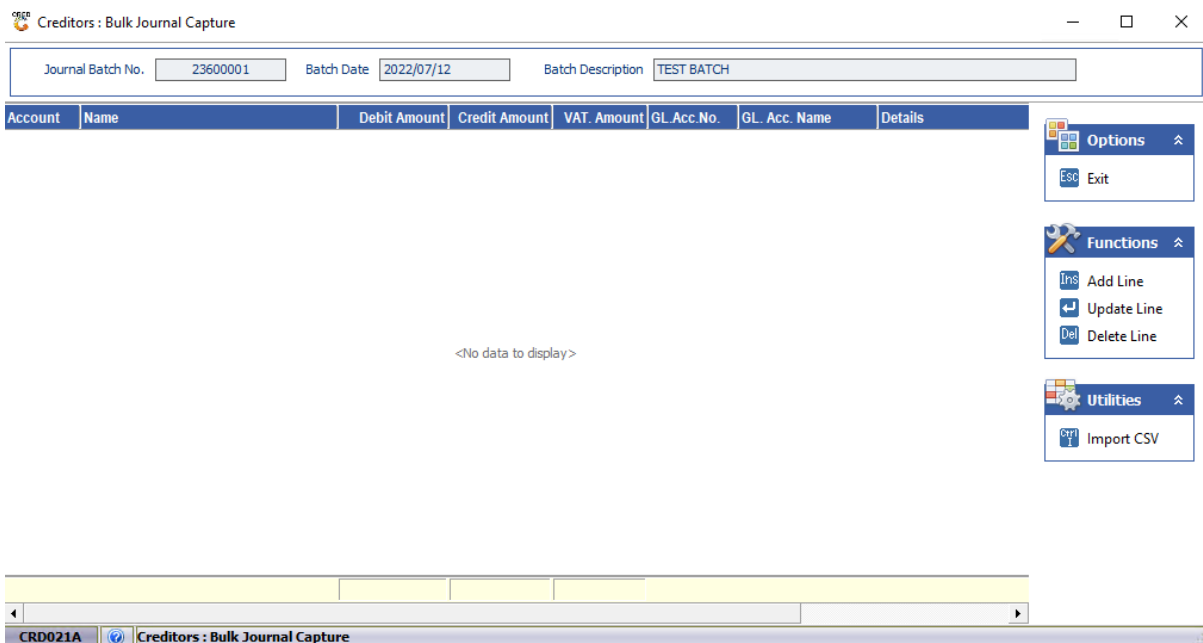
6. We will now have to manually type in the Batch description. For this example we are using TEST BATCH as the description then pressing F10 on the keyboard or clicking on save.



7. Now that there is a batch, we need to add detail lines. To add Detail lines double click on the TEST BATCH or press enter.



8. Press INS on your keyboard to now add the line.




9. Firstly, select the desired account, either manually type it in or click on the (?) Question mark to open the account dropdown selection.


ocean CREDITORS : Bulk Journal Capture

Journal Batch No. 23600001 Batch Date 2022/07/12 Batch Description TEST BATCH

Account	Name	Debit Amount	Credit Amount	VAT. Amount	GL Acc.No.	GL. Acc. Name	Details
<No data to display>							

Account 

Supp.Doc.No. Reference

Default GL Account 0 

Source Branch BSCLE - CASH & CARRY SIMULATION

Debit Amount

Credit Amount

VAT. Amount

CRD021A CREDITORS : Bulk Journal Capture

ocean Select a Creditor

Account No.	Creditor Name	Telephone	Fax No.	Contact Person
GET001	(DO NOT USE) GLEN EDEN TRADING			
JAM001	(DO NOT USE) JAMIROX JOHANNESBURG MARKET			
LSA001	(DO NOT USE) LEON SLOTOW ATTORNEY			
MAH002	(DO NOT USE) MAHUTSASETE TRADING AND PROJECTS	012 7715960	0867707212	
TCG001	(DO NOT USE) MAIN STREET 1310 T/A TWINCARE	0117997111	0117997225	DEFAULT
MOB001	(DO NOT USE) MODEL BUTCHERY	011 837 2433/9607	011 837 5715/1759	
NOF001	(DO NOT USE) NOORFED			
NRD001	(DO NOT USE) NORTHERN DIESEL	012-803-1224	086-111-4390	
OFN002	(DO NOT USE) ORANGE FARM NEWS	011 850 1160	086 263 9988	
PRE002	(DO NOT USE) PRETORIA COMMUNICATION			
PUN001	(DO NOT USE) PUNCH PRODUCTIONS			
REN001	(DO NOT USE) RENT			
THE011	(DO NOT USE) THE ALTERNATIVE BEV.CORP			
VAL003	(DO NOT USE) VALUE MATERIALS	012657 0420	012657 0428	DEFAULT
WMC001	(DO NOT USE) WATLOO MEAT & CHICKEN	012 803 7232	012 803 7232	
1CC001	1ST CHOICE CASH AND CARRY	0147364800	0147362080	
3MS001	3M S.A	011		DEFAULT
IAH001	A I HEALTHCARE			
ASW001	A&S WHOLESALERS			
AJN001	A.J.NORTH (PTY) LTD			
A2Z001	A2Z TRUCKS (PTY) LTD			
AAF001	AA FORKLIFT TRAINING CENTRE CC	082 0817 4189		KOKETSO
AAD001	AADIL PLASTICS	0126668909	0126667585	
ABF001	AB FRESH	011 613 6524	011 613 6524	
ABC001	ABC SWEETS WAREHOUSE			DEFAULT
ABI001	ABI	0123778160	0123797155	DEFAULT

GEN001 Select a Creditor

10. Now that the account has been selected, Select the Supplier Document number if you have one, skip this if you do not have one.

- Manually type in the Reference and Details then select the GL Account.
- Once all the relevant information has been inputted you will now have to put in a Debit or Credit Amount.
- Press Enter to save and continue to the next line or exit when in done.

Account No. Creditor Name

Doc.Date	Doc.No	GRV No.	GRV Date	Reference	Amount	Doc.Balance
<No data to display>						

Options
Select
Exit

Account ABC SWEETS WAREHOUSE

Supp.Doc.No. Reference Details

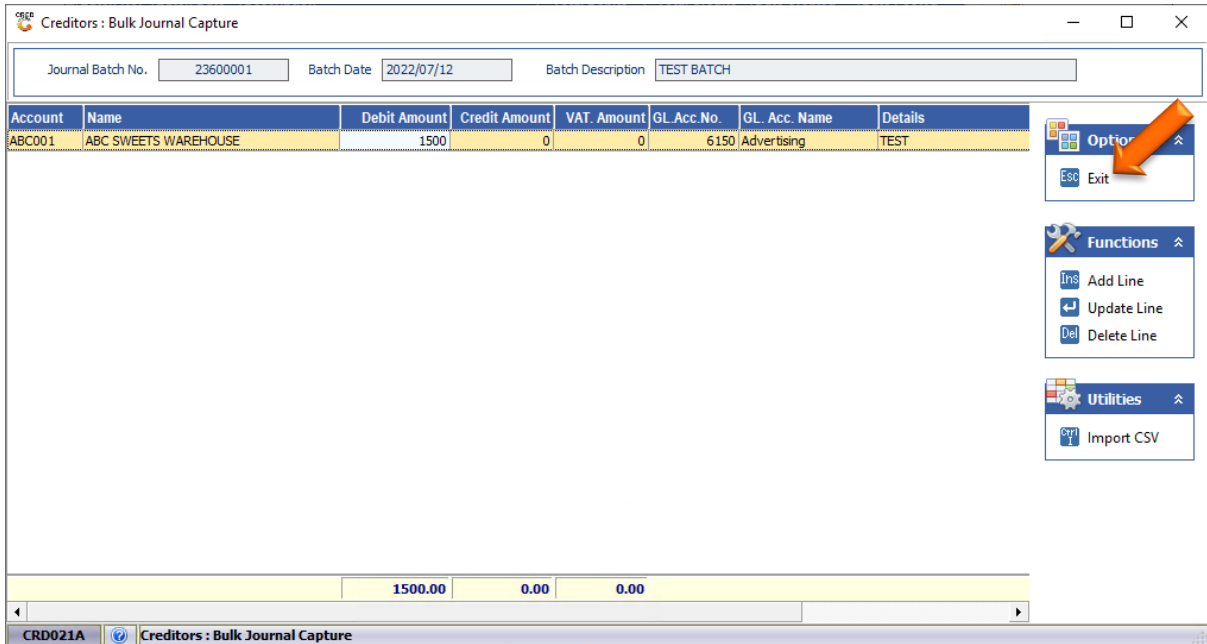
Default GL Account Advertising

Source Branch

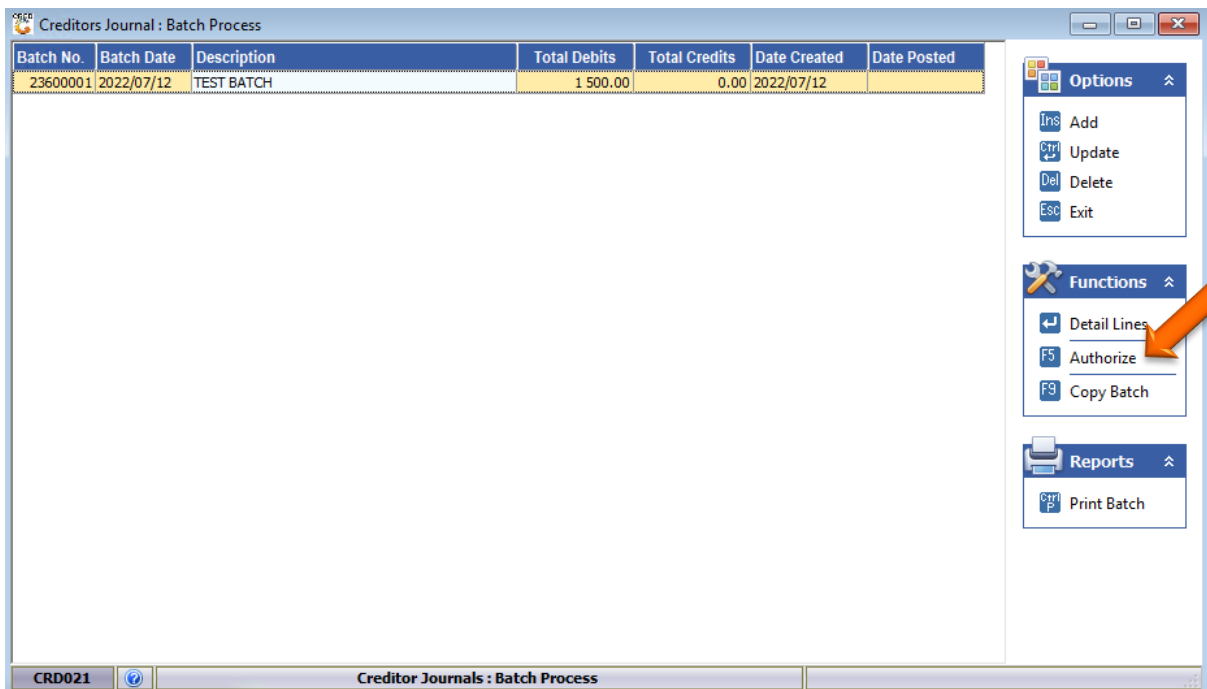
Debit Amount	<input type="text" value="1 500.00"/>
Credit Amount	<input type="text" value="0.00"/>
VAT. Amount	<input type="text" value="0.00"/>

CRD021A Creditors : Bulk Journal Capture

11. The line that was previously completed now appears in the batch and the Debit amount has been increased to R1500, once completed press ESC or click on escape.



12. Now that we are happy with everything, we can Authorize the batch. To authorize press F5 or click on the Authorize option.



CR66 Creditors Journal : Batch Process

Batch No.	Batch Date	Description	Total Debits	Total Credits	Date Created	Date Posted
23600001	2022/07/12	TEST BATCH	1 500.00	0.00	2022/07/12	

System Prompt

Bulk Journal Capture

Post Journals?

Options

- Ins Add
- Ctrl+U Update
- Del Delete
- Esc Exit

Functions

- Detail Lines
- F5 Authorize
- F9 Copy Batch

Reports

- Ctrl+P Print Batch

CRD021 Creditor Journals : Batch Process

