

How to do a Creditors Batch Journal Processing

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company BLUE B	OTTLE LIQUOR SIMULATION	۷ 🔽
	User Code Password	
GENESIS	😮 <u>C</u> ancel	🤣 ок
CMN999 GENES	SIS Main Module	Version : 10.33.51

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

🐮 GENESIS :	: Main Menu												
	*	8	-		5	M	*		\times		X	S	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off	ce General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Vers	tion : 9.32.31	Period :	202011	Database : GEN	ESIS-SIMULATIO	M			

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

	Gen (Genesis : Creditors I	Modu	le									
		Transactions	ABC	Mas	ter F	iles	4	Enqu	iries		Utilities	\mathbf{x}	Exit
	2	Invoices			B	AI	AA		14	4		60	
	1	Debit Notes				Z 🕴			14	1			
	Ш.	Journal Processin	g	•	ABC	Jourr	nals (Sir	ngle)	RR	Y SIM	ULATION		
	5	Payments & Reve	ersals	►	0	Batc	h Journ	als 🗠					
		Allocations											
l		Claims											
		Authorisations		•									

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.

😳 Creditors Journal : Bat	tch Process					
Batch No. Batch Date	Description	Total Debits	Total Credits	Date Created	Date Posted	Option Add Update Delete Exit Detail Lines Authorize Copy Batch Reports Print Batch
CRD021	Creditor Journals : Ba	itch Process				

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.

🖑 Creditors : Bulk Journal Capture	- 🗆 ×
Journal Batch No. 0 Batch Date 2022/07/12 E	Image: Options Image: Options Image: Options Image: Option
[Posting Time Stamp]	
Posting Date User Code Machine ID	
[Time Stamp]	
Date Created User Code	
Time Created Machine ID	
CRD021B Creditors : Bulk Journal Capture	

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.

🕲 Creditors Journal : Batch Process						
Batch No. Batch Date Description	Total Debits	Total Credits	Date Created	Date Posted		
23600001 2022/07/12 TEST BATCH	0.00	0.00	2022/07/12			Options *
					Ins	Add
					Ctrl	Update
					Del	Delete
					Esc	Exit
					$\mathbf{\tilde{x}}$	Functions
						Detail Lines
					r J	Authorize
					F9	Copy Batch
						Reports *
					Ctrl	Print Batch
						·
CRD021 📀 Creditor Journals : Bat	tch Process					

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

🐮 Creditors : Bulk Journal Capture	– 🗆 X
Journal Batch No. 23600001 Batch Date 2022/07/12 Batch Description TEST BATCH	
Account Name Debit Amount Credit Amount VAT. Amount GL. Acc. Name Details	Options * Exit Exit Functions * Mark Update Line Delete Line Delete Line Utilities * Import CSV Import CSV
CRD021A 🕜 Creditors : Bulk Journal Capture	

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

👺 Creditors : Bulk Journal Capture		- C) ×
Journal Batch No. 23600001 Batch Date 2022	07/12 Batch Description TEST BATCH		
Account Name Debit Ar	ount Credit Amount VAT. Amount GL.Acc.No. GL. Acc. Name Details	Image: Second system Image: Second system Image: Add Li Image: Operation system I	ns 🛠 ions 🛠 ne E Line Line
Account Account Account Account Control Contro Control Control Control Control Control Co	Debit Amount 0.00 Credit Amount 0.00 VAT. Amount 0.00	Utilitie	es : CSV

👸 Select a C	reditor					-	-		Х
Account No.	Creditor Name	Telephone	Fax No.	Contact Person					
GET001	(DO NOT USE) GLEN EDEN TRADING	Í	Í	Í	7—		Ор	tions	*
JAM001	(DO NOT USE) JAMIROX JOHANNESBURG MARKET				1		-		
LSA001	(DO NOT USE) LEON SLOTOW ATTORNEY					E E	Sele	act Credi	itor
MAH002	(DO NOT USE) MAHUTSASETE TRADING AND PROJECTS	012 7715960	0867707212			Es	C Exit	1	
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					\mathbb{Q}	Sea	arch	*
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			Fa	Acc	count No) .
PRE002	(DO NOT USE) PRETORIA COMMUNICATION					F3	Cre	ditor Na	me
PUN001	(DO NOT USE) PUNCH PRODUCTIONS					Ct	Rer	tore Griv	4
REN001	(DO NOT USE) RENT					R	g nes	tore one	1
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					
(AH001	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.

ccount No.	ABC001	Credito	r Name AB	C SWEETS WARE	IOUSE					
Date Doc	.No	GRV No.	GRV Dat	e Reference		Amount	Doc.Balance		Options	*
								Esc	Exit	
			<no da<="" td=""><td>ata to display></td><td></td><td></td><td></td><td></td><td></td><td></td></no>	ata to display>						
N005				Selec	t a Supplier Do	cument				
Accou	Int ABC001	ABC S	WEETS WARE	HOUSE			Debit Amo	unt	1 500	.00
Supp.Doc.N	lo.	0	Refere	TEST			Credit Amo	unt	0	.00
ault GL Accou	int 6150	Adver	tising				VAT. Amo	unt	0	.00
Course Draw	ch BSCLB - CAS	H & CAPPY STA					~			

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.

🖑 Credit	ors : Bulk Journal Capture					- 0	×
Journ	al Batch No. 23600001 Bat	ch Date 2022/07/12	Batch Description	TEST BATCH			
Account ABC001	Name ABC SWEETS WAREHOUSE	Debit Amount Credit Amo 1500	unt VAT. Amount G	SL. Acc. Name 6150 Advertising	Details TEST	Coption Evit Evit Evit Evit Evit Coption Evit Evit Evit Evit Update Line Delete Line Delete Line Utilities Import CSV	*
<	A 00 Creditors : Bulk Journal Capt	1500.00 0	.00 0.00		Þ		

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

🐮 Creditor	rs Journal : Bat	tch 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			Options	*
							Ins Cyrl Del Esc	Add Update Delete Exit Functions	*
								Detail Lines Authorize Copy Batch Reports	*
							Ctri	Print Batch	
CRD021		Creditor Journals : Bat	ch Process						:

🐮 Créditors Journal : Batch Process				
Batch No. Batch Date	Description	Total Debits Total Credits Date	e Created Date Posted	
23600001 2022/07/12	TEST BATCH	1 500.00 0.00 2022/	2/07/12	Options *
	56g0 c			Ins Add I Update Del Delete
	C System Prompt – L X Bulk Journal Capture			
				50.
	(?)	Post Journals?		Functions \$ Image: Detail Lines Image: Detail Lines Image: Detail Lines <td< th=""></td<>
		No No	Yes Yes	Reports *
CRD021	Creditor Journals : Ba	tch Process		