



GENESIS

How to do a Creditors Single Journal Processing

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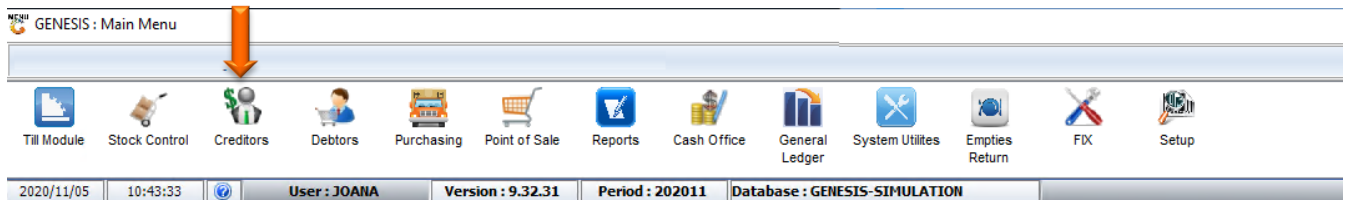
1. **Open Genesis Menu.**



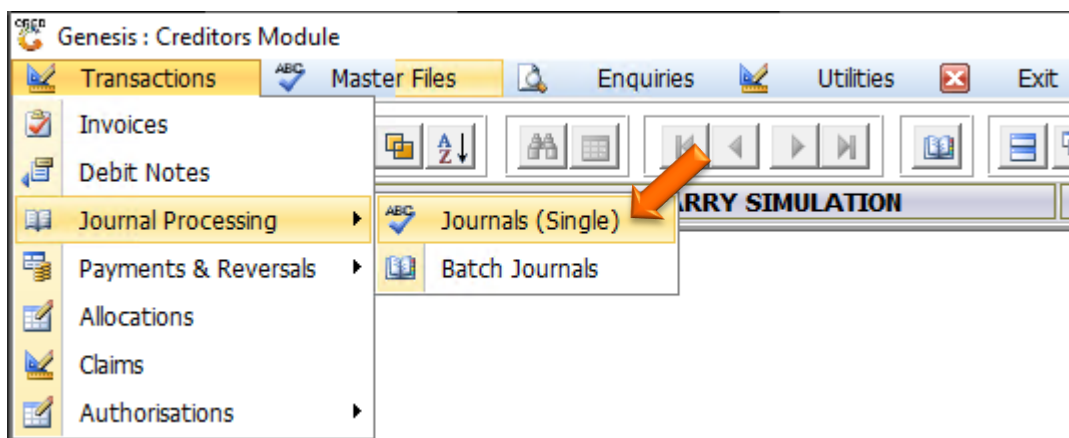
2. Type **User code** and **Password**.



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



4. In **Creditors, Transactions** select **Journal Processing** then **Journals (Single)**.



5. You will now be prompted to the below image where the manual invoice will be captured.
 - a. Firstly, a Creditor will need to be selected. You can type in the Account number if you know it, alternatively you can click on the (?) Question mark option which will open all the Creditors. When a Creditor is selected press enter to select the Creditor

Creditors : Journals

Account No. [?] []

Main Account [] []

Journal Date: 2022/07/12 [£Z]

Debit/Credit [v] Posting Date: 2022/07/12

Reference []

Details []

Amount (Incl.): 0.00 Allocated: 0.00

V.A.T: 0.00 VAT Rate: 15.00 %

Contra GL..Acc.No: 0 [?] []

Source Branch: BSCLB - CASH & CARRY SIMULATION [v]

Journal Notes

[]

CRD020 [?] **Creditors Journals**

Options

- F10 Post Journal
- Esc Exit

Functions

- F5 Allocations
- F9 Split GL Posti...

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	
ICC001	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**

Options

- Select Creditor
- Esc Exit

Search

- F2 Account No.
- F3 Creditor Name
- F7 Restore Grid

6. Now that we have selected the Account we need to stipulate if it will be a Debit journal or Credit Journal. For this we will be using D for Debit Journal.
- a. **Debits:** A debit is an accounting transaction that increases either an asset account like cash or an expense account like utility expense. Debits are always entered on the left side of a journal entry.
 - b. **Credits:** A credit is an accounting transaction that increases a liability account such as loans payable, or an equity account such as capital. A credit is always entered on the right side of a journal entry.

Journal Date: 2022/07/12

Debit/Credit: D - Debit Journal

Posting Date: 2022/07/12

Reference: C - Credit Journal

Amount (Incl.): 0.00

Allocated: 0.00

V.A.T: 0.00

VAT Rate: 15.00 %

Contra GL.Acc.No: 0

Source Branch: BSCLB - CASH & CARRY SIMULATION

Journal Notes

Options: F10 Post Journal, ESC Exit

Functions: F5 Allocations, F9 Split GL Posti...

CRD020 Creditors Journals

7. The amount needs to be manually typed in then click on the calculator image to automatically count the VAT.

Account No. ABC001 ABC SWEETS WAREHOUSE

Main Account

Journal Date 2022/07/12

Debit/Credit D - Debit Journal Posting Date 2022/07/12

Reference TEST

Details Debit Journal

Amount (Incl.) 1500.00 Allocated 0.00

V.A.T 195.65 VAT Rate 15.00 %

Contra GL.Acc.No 0

Source Branch BSCLB - CASH & CARRY SIMULATION

Journal Notes

Options

- F10 Post Journal
- Esc Exit

Functions

- F5 Allocations
- F9 Split GL Posti...

CRD020 Creditors Journals

8. The contra GL account needs to be linked, click on the (?) Question mark to select the correct Contra Account.

Account No. ABC001 (?) ABC SWEETS WAREHOUSE

Main Account

Journal Date 2022/07/12

Debit/Credit D - Debit Journal Posting Date 2022/07/12

Reference TEST

Details Debit Journal

Amount (Incl.) 1500.00 Allocated 0.00

V.A.T 195.65 VAT Rate 15.00 %

Contra GL.Acc.No 6150 (?) Advertising

Source Branch BSCLB - CASH & CARRY SIMULATION

Journal Notes

We can put in any notes here

Options

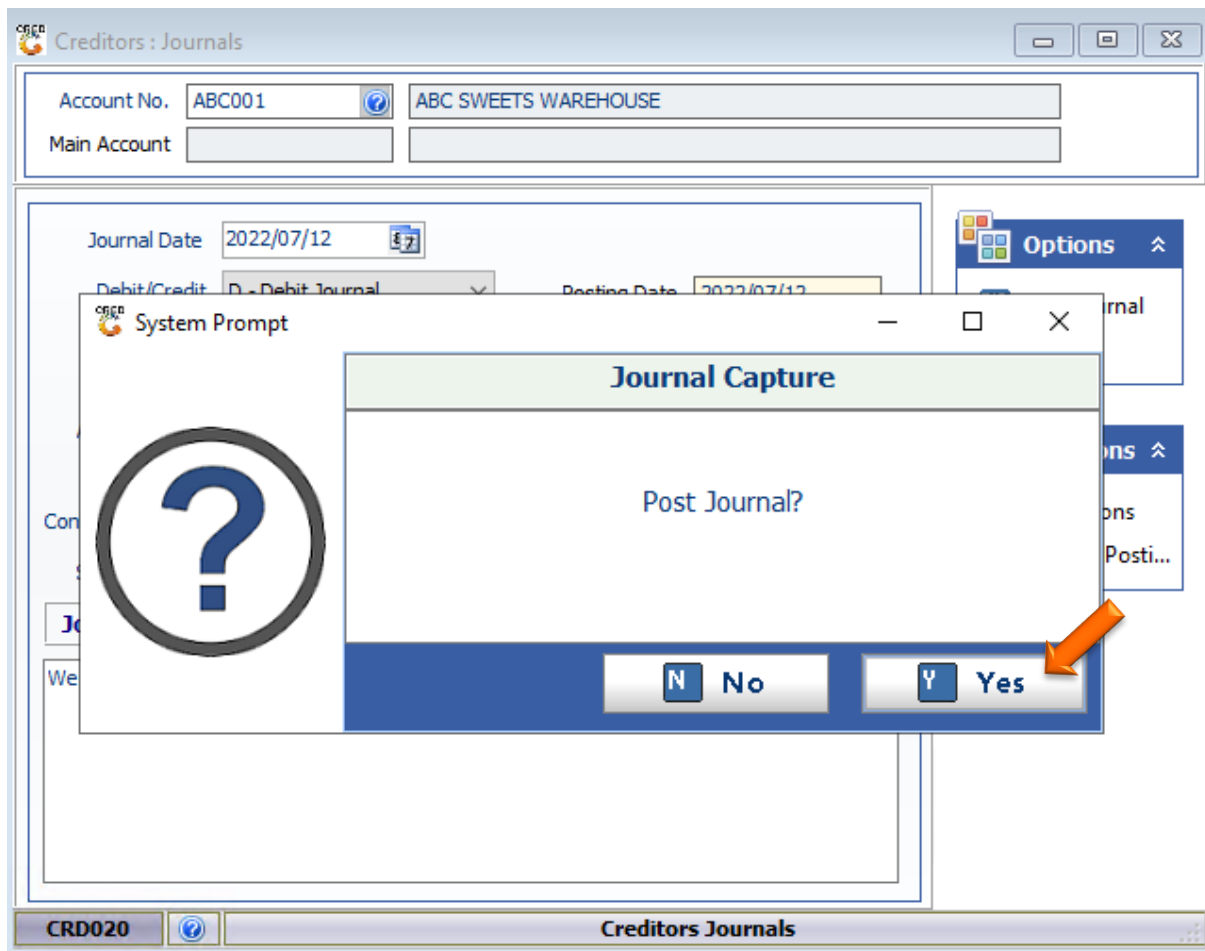
- F10 Post Journal
- ESC Exit

Functions

- F5 Allocations
- F9 Split GL Posti...

CRD020 (?) Creditors Journals

9. Once happy you can Press F10 on your keyboard or click on the post journal option to post.



FUNCTIONS-ALLOCATIONS

1. Let's say you would like to do an allocation to this manual invoice that is being captured. On the right-hand side of the screen, you will see the functions tab where you can press F5 on your keyboard or click on Allocations to open the allocations section.

Creditors : Manual Invoice Capture

Account No.

Main Account

Active Rebate

Posting Details | **Invoice Notes**

Source Branch:

Document No.

Reference

Details

VAT Code: STANDARD RATE |

Amount Excl. V.A.T

Amount Incl. Rate

Discount (Incl)

VAT on Discount Rate

Posting Date

Document Date

Extended Terms

Payment Due Date

VAT Indicator

GRV.Number

GRV.Date

Post to GL.Acc. Allocated

Terms Master Balance

[Extended Terms]

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0	0	0	0	0	0	0	0	0	0	0	0

Options

- F10 Post Inv.
- Esc Exit

Functions

- F5 Allocations
- F9 Split GL Posting

CRD010 Creditors : Manual Invoice Capture

2. Below is how the Creditor allocations screen looks and here we will be able to see if there are any documents that need to be allocated to. For this example, there are none but if there were you select the desired line then press F2 on your keyboard or click on Allocate Line. This will Allocate to the line then you can save and exit.

Creditor Allocations

Account No. Transaction Date Settlement Discount
Transaction Type Document No.
Amount (Incl.) V.A.T Amount
Discount Balance to Allocate

Debit
 Credit

Date	Doc.No	TxTp	Details	Doc.Amount	Debit	Credit	Balance	Alloc.Amnt	Alloc.Disc	Allocate
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Options
F10 Save & Exit
Esc Abort

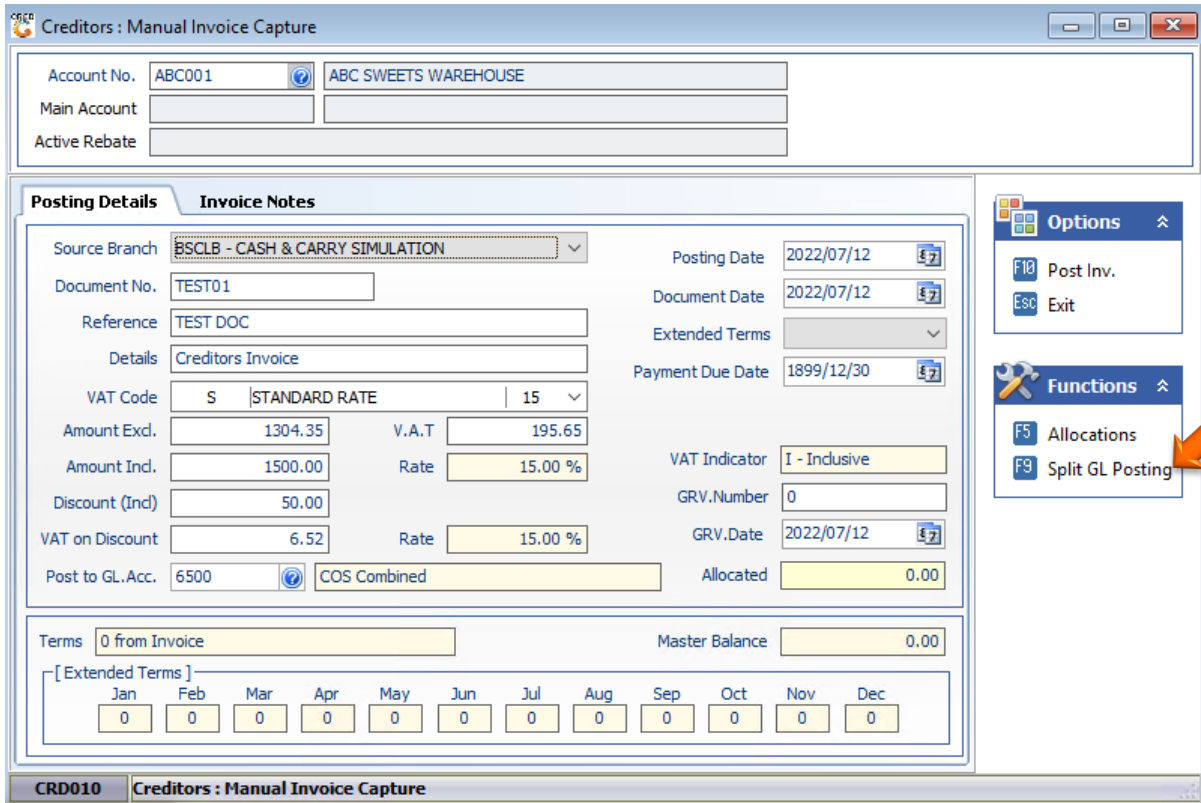
Functions
F2 Allocate Line
F9 Auto-Alloc
F11 Clear Allocati...

Credit Allocation Credit Discount Nett Allocated
Debit Allocation Debit Discount Nett Discount

CRD099 NO UnAllocated Transaction Exist for this account

FUNCTIONS-SPLIT GL POSTING

1. If there is a need for the Split GL Posting scenario, under the functions tab click on split GL Posting or press F9 on your keyboard.



Creditors : Manual Invoice Capture

Account No.

Main Account

Active Rebate

Posting Details | **Invoice Notes**

Source Branch: Posting Date:

Document No. Document Date:

Reference Extended Terms:

Details Payment Due Date:

VAT Code: STANDARD RATE | 15 | VAT Indicator:

Amount Excl. V.A.T GRV.Number:

Amount Incl. Rate GRV.Date:

Discount (Incl) Allocated:

VAT on Discount Rate

Post to GL.Acc.

Terms Master Balance

[Extended Terms]

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0	0	0	0	0	0	0	0	0	0	0	0

CRD010 | **Creditors : Manual Invoice Capture**

Options

- F10 Post Inv.
- Esc Exit

Functions

- F5 Allocations
- F9 Split GL Posting

2. The below page will open where the split posting can be added. To add a line press INS on your keyboard or click on add line.

General Ledger : Split Posting

Posting Amount: 1 500.00 Posting VAT Amount: 195.65

GL Acc.No	Account Name	V.A.T	Amount	Brar
<No data to display>				

Options

- F10 Accept
- Esc Exit

Line Function

- Ins Add Line
- ← Update Line
- Del Delete Line

GLG900 General Ledger : Split Account Posting

