GENESIS

How to Guide
How to Take-on balances

1. **Open** Genesis Menu.

GENESIS
MENU

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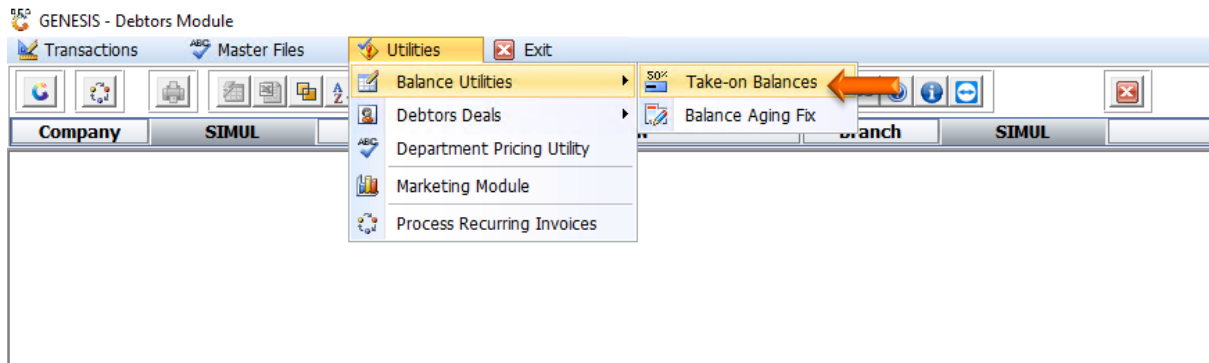

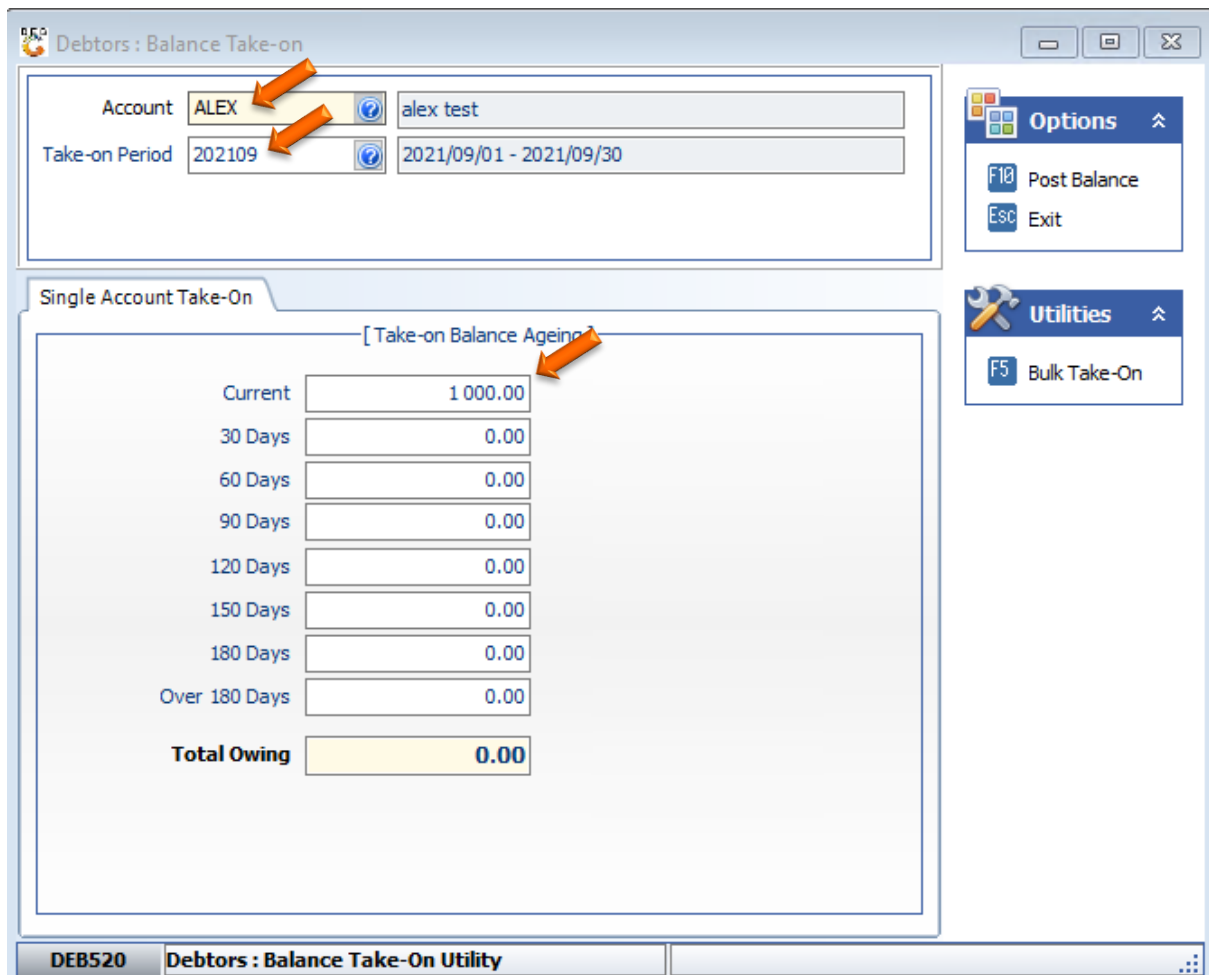3. Open **Debtors** from the Main menu.
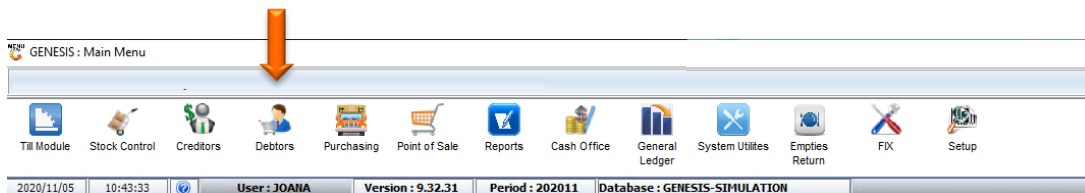
4. Click on **Master Files.**
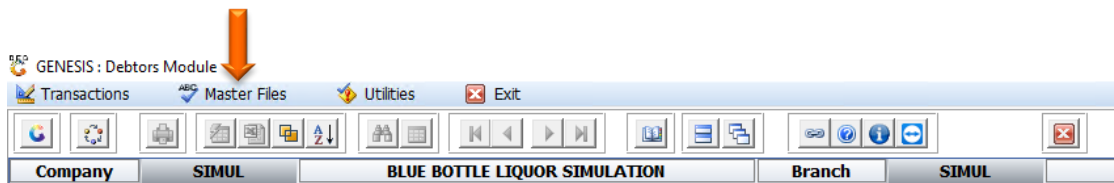
5. Click on **Utilities – Balance Utilities – Take-on Balance**

6. Once opened you will be prompted to the below image. Here you can enter the Account details and Take-on period with the take on Balance that you are applying. Once completed you can **Press F10** or **click** on **Post Balance**.

7. If you **click** on **F5** or **Bulk Take-on** it will take you to the below image. Here you can **import** bulk Accounts all at once using a **CSV file**.