



# GENESIS

## How to Guide How to Take-on balances

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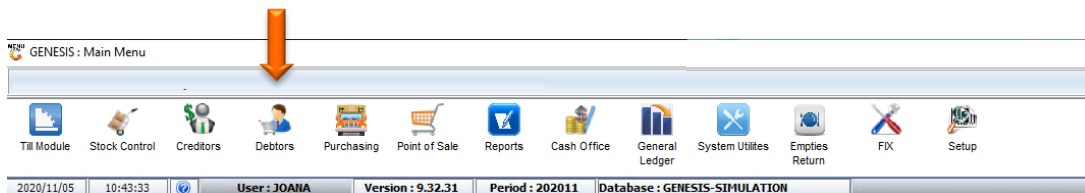
1. **Open** Genesis Menu.



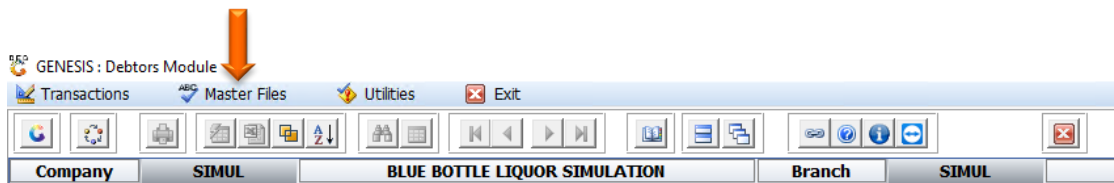
2. Type **User code** and **Password**.

A screenshot of the "GENESIS Main Module" login window. At the top, it says "GENESIS Main Module". Below that is a "Select Company" dropdown menu with "BLUE BOTTLE LIQUOR SIMULATION" selected. To the left is the Genesis logo. To the right are two input fields: "User Code" and "Password". Two orange arrows point to these fields from the right. Below the input fields are "Cancel" and "OK" buttons. At the bottom, there is a status bar with "CMN999", "GENESIS Main Module", and "Version : 10.33.51".

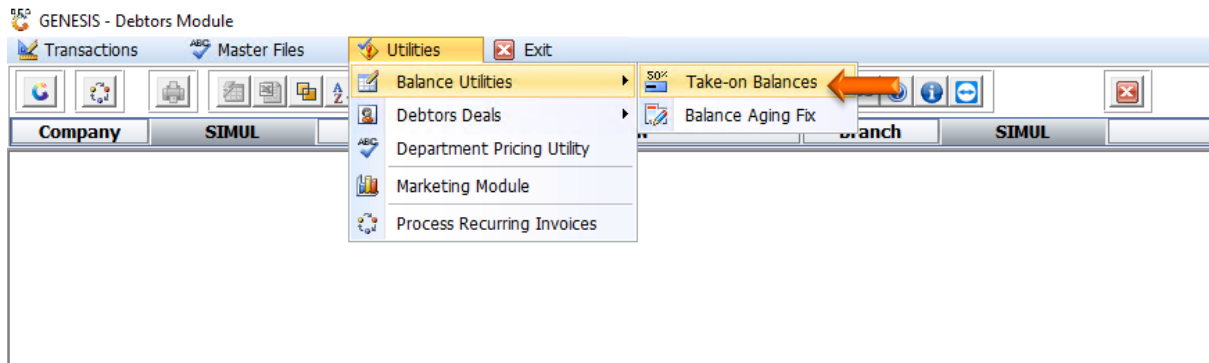
3. Open **Debtors** from the Main menu.



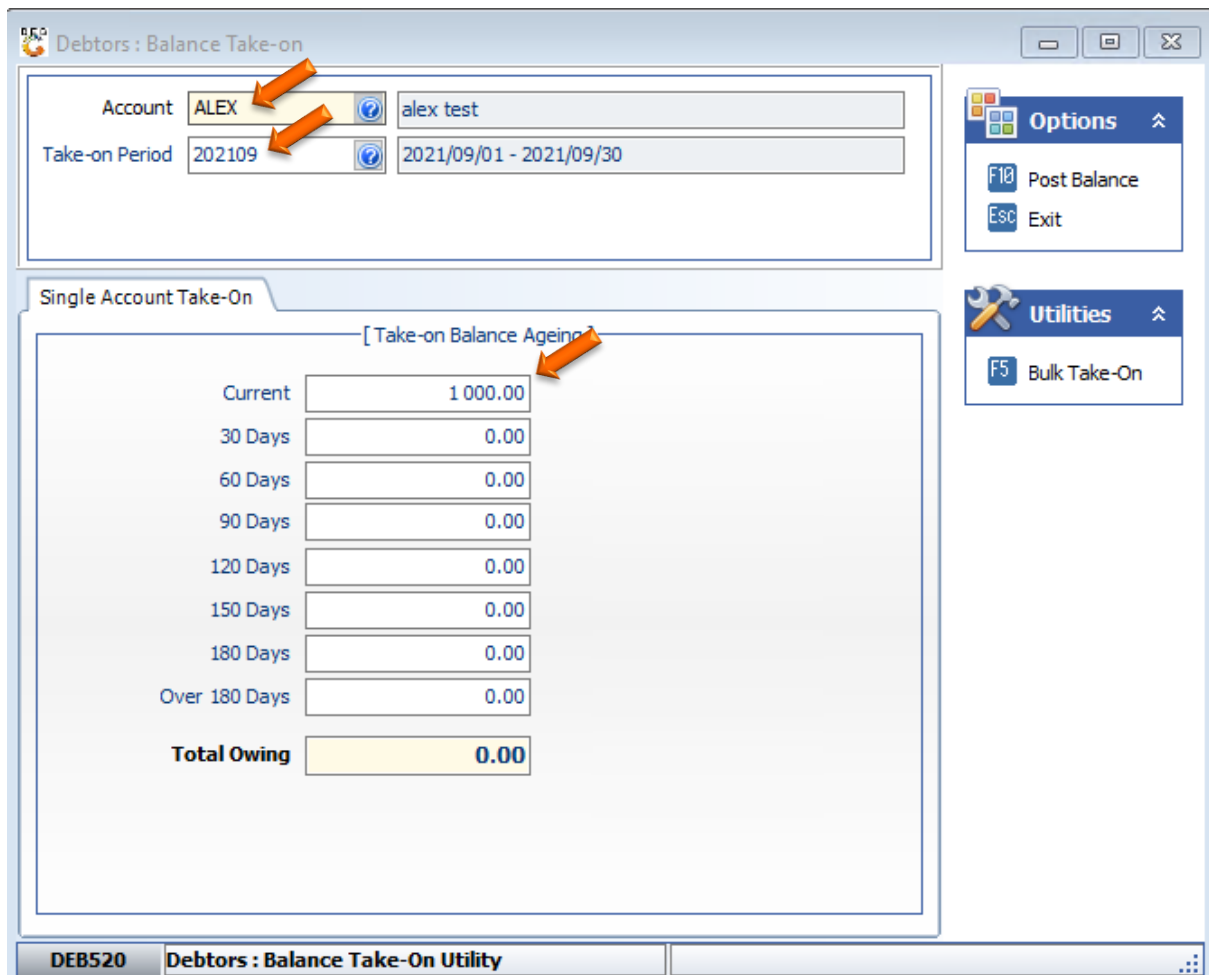
4. Click on **Master Files**.



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**.

