



GENESIS

Genesis Order Cards

MRJ Consultants

*Bondev Office Park, 140 Cattle Egret Rd,
Eldoraigne, Centurion, 0171*

Tel: (012) 654 0300

Mail: helpdesk@mrj.co.za



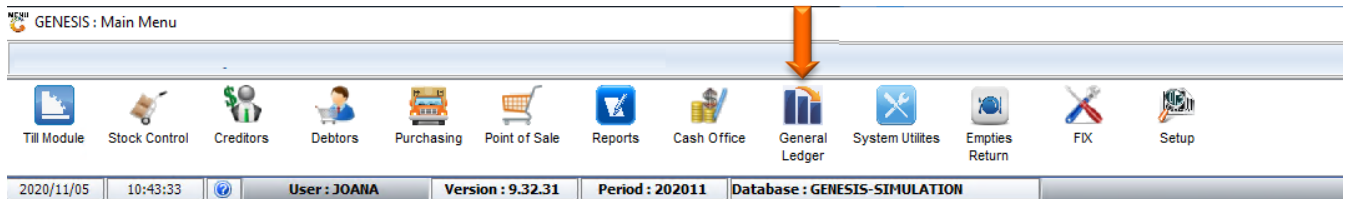
1. **Open** Genesis Menu.



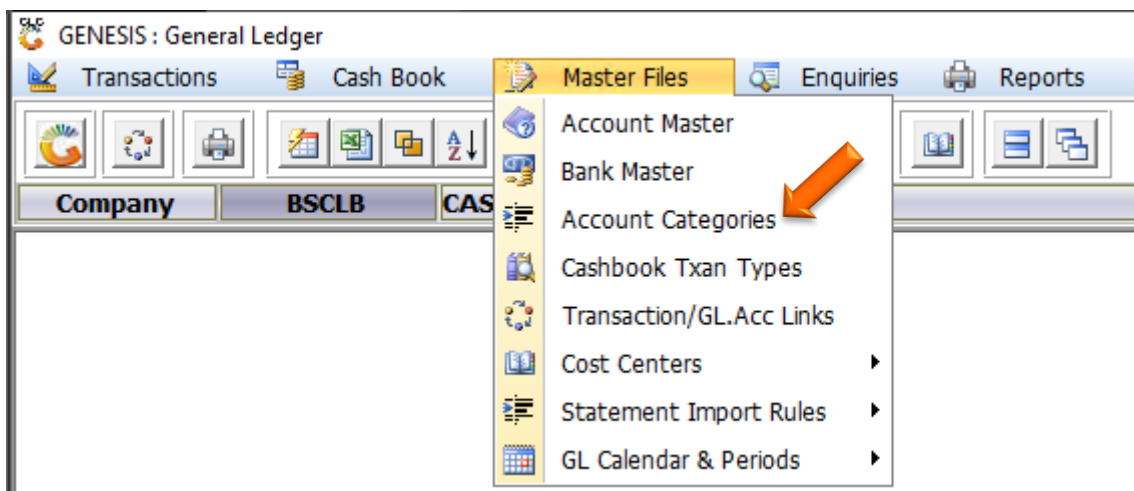
2. Type **User code** and **Password**.



3. Open **General Ledger** from the Main menu.

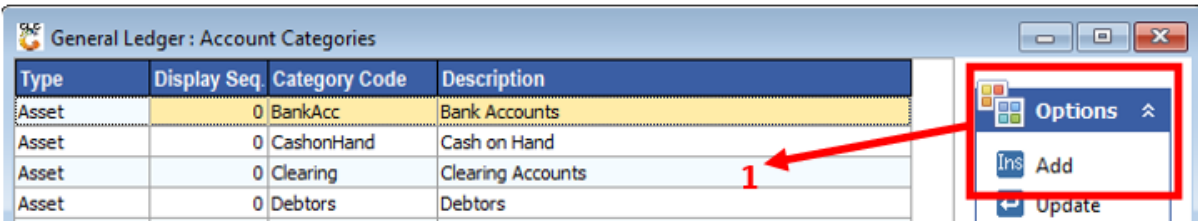


4. In **General Ledger, Master Files** Then **Account Categories**



HOW TO CREATE A NEW ACCOUNT CATEGORY.

Once open the following window will display on your screen:

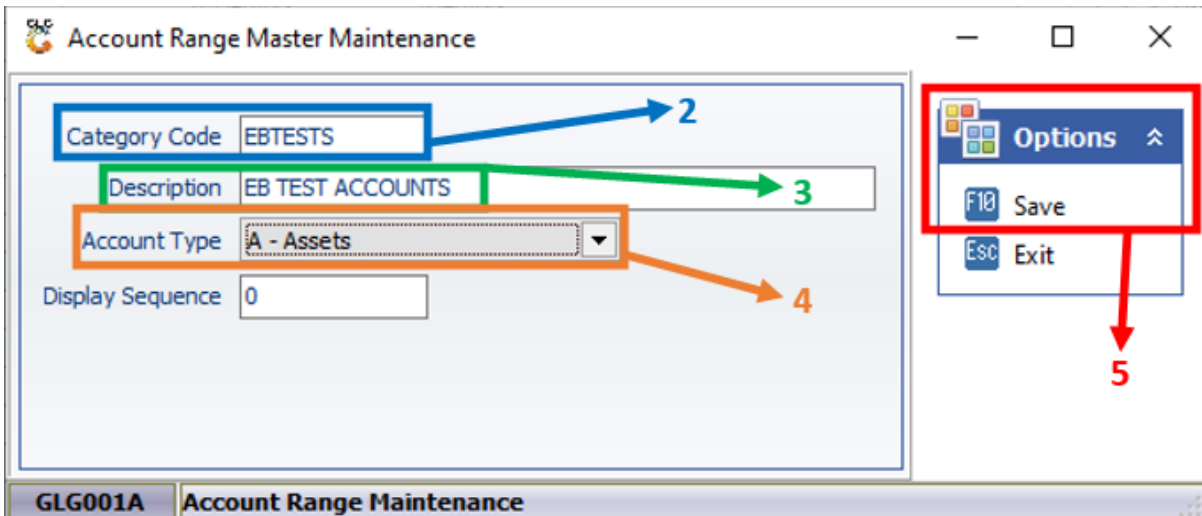


The screenshot shows a window titled "General Ledger : Account Categories". It contains a table with the following data:

Type	Display Seq	Category Code	Description
Asset	0	BankAcc	Bank Accounts
Asset	0	CashonHand	Cash on Hand
Asset	0	Clearing	Clearing Accounts
Asset	0	Debtors	Debtors

To the right of the table is an "Options" menu with a red box around it. The menu items are "Add" (with an "Ins" icon) and "Update". A red arrow labeled "1" points to the "Add" option.

- 1) Press **Insert** or click on the **Add** option.



The screenshot shows a window titled "Account Range Master Maintenance". It contains several input fields:

- Category Code: EBTESTS (indicated by a blue box and arrow labeled "2")
- Description: EB TEST ACCOUNTS (indicated by a green box and arrow labeled "3")
- Account Type: A - Assets (indicated by an orange box and arrow labeled "4")
- Display Sequence: 0

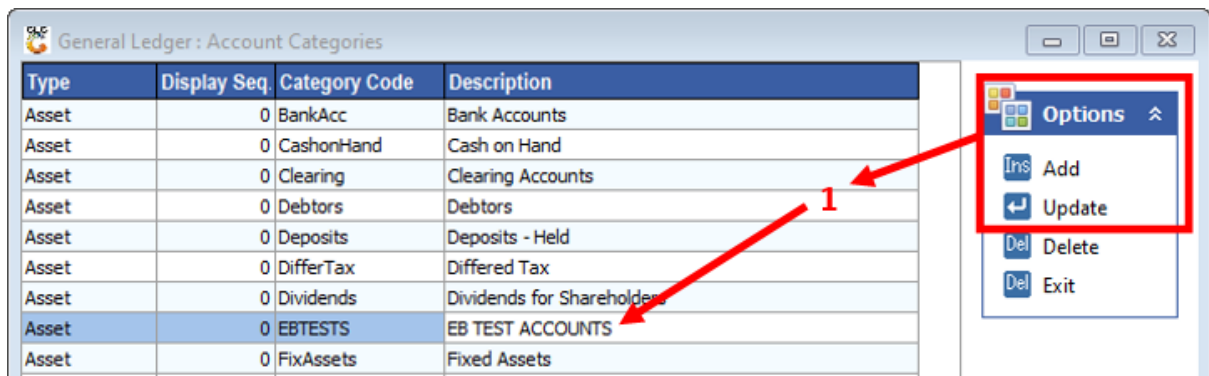
To the right is an "Options" menu with a red box around it. The menu items are "Save" (with an "F10" icon) and "Exit" (with an "ESC" icon). A red arrow labeled "5" points to the "Save" option.

At the bottom of the window, there is a status bar with "GLG001A" and "Account Range Maintenance".

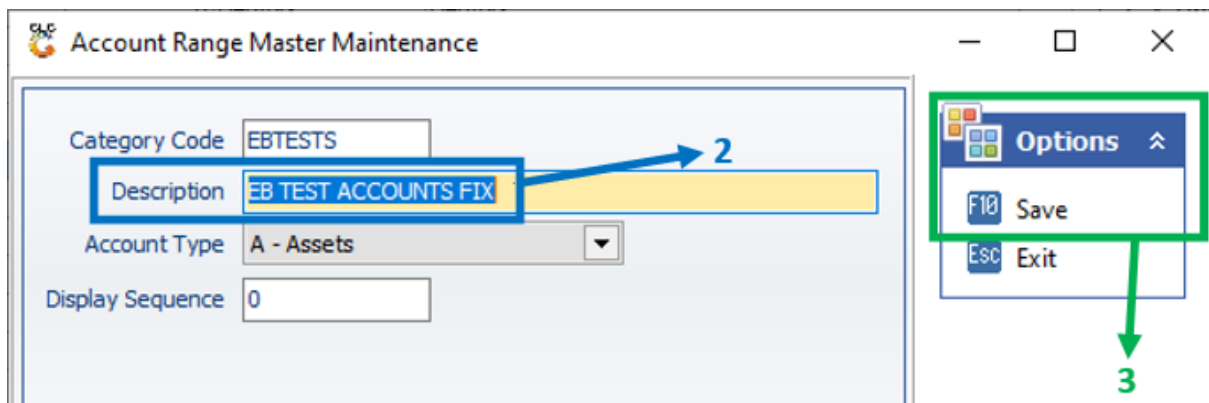
- 2) Type a Category Code.
- 3) Type a Description.
- 4) From the drop-down list select the Account Type.
- 5) Press **F10** or click on the **Save** option.

HOW TO UPDATE AN ACCOUNT CATEGORY.

Once open the following window will display on your screen:



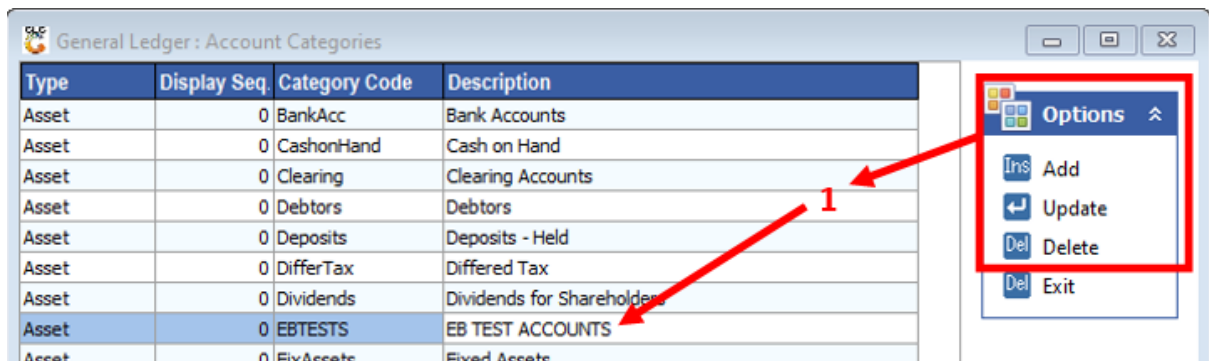
- 1) Select the Category to update and press **Enter** or click on the **Update** option.



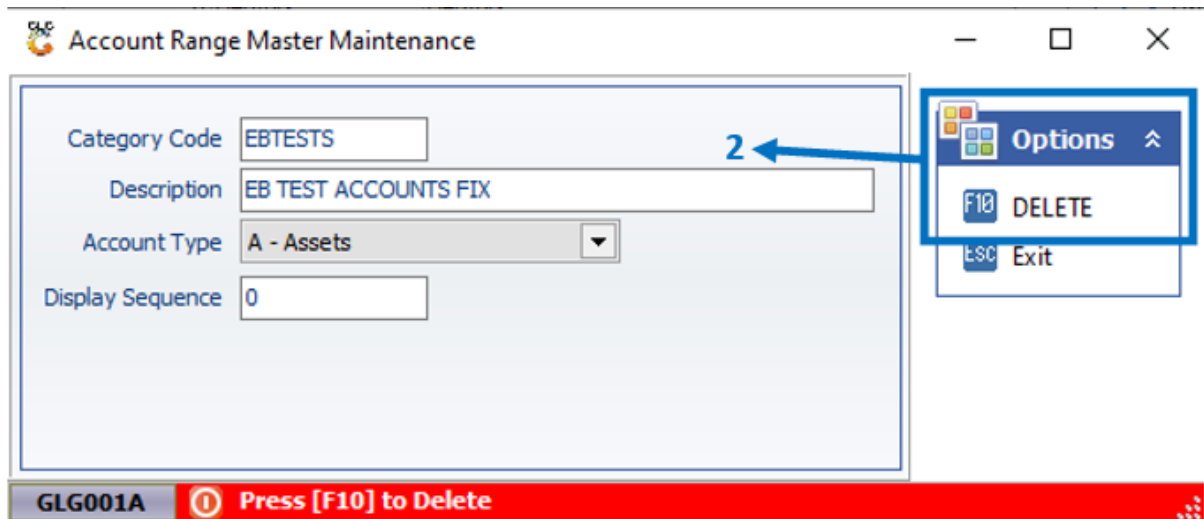
- 2) Make the necessary changes.
- 3) Press **F10** or click on the **Save** option.

HOW TO DELETE AN ACCOUNT CATEGORY.

Once open the following window will display on your screen:



- 1) Select the Category to delete and press **Delete** or click on the **Delete** option.



- 2) Press **F10** or click on the **DELETE** option.