Genesis Order Cards

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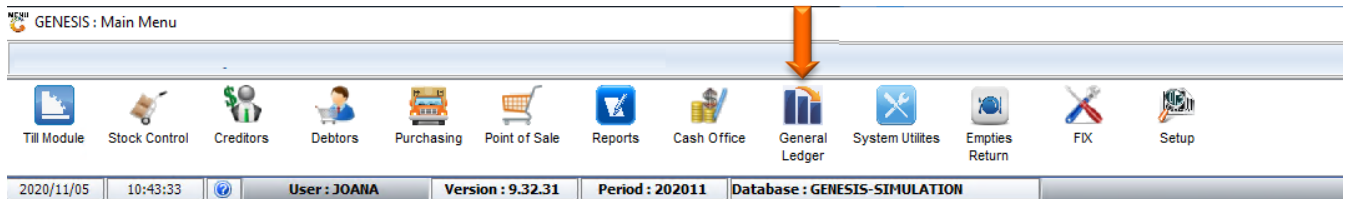
1. **Open** Genesis Menu.
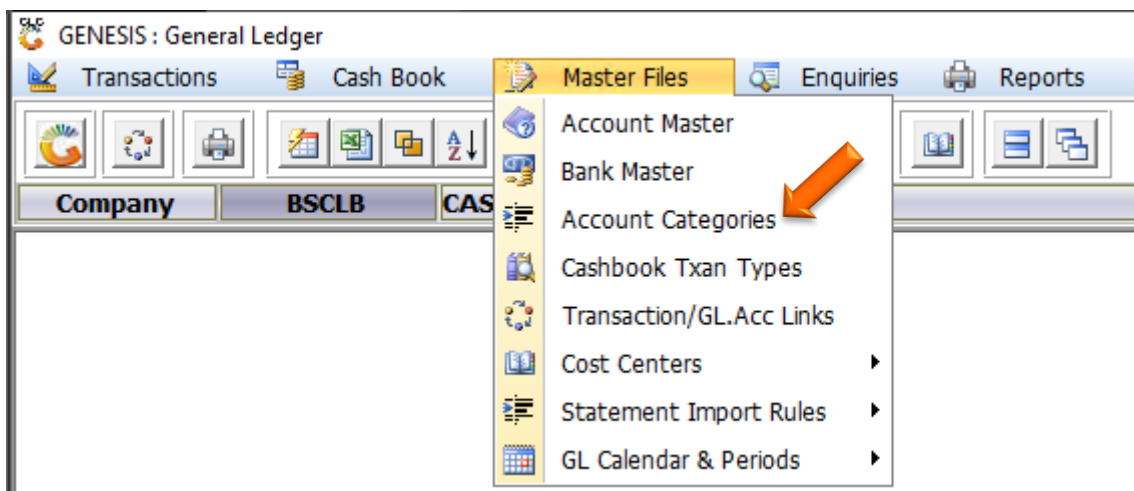

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2. Type **User code** and **Password.**

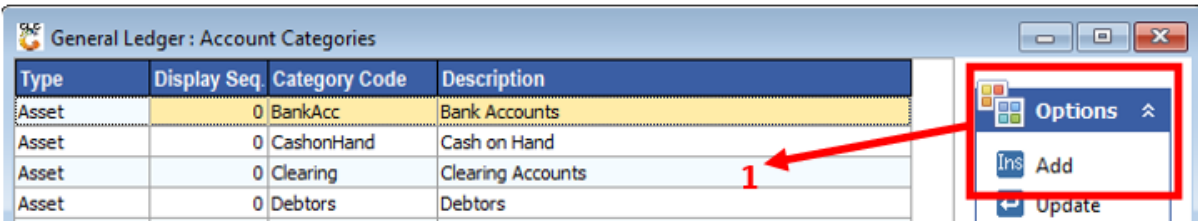3. Open **General Ledger** from the Main menu.

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

HOW TO CREATE A NEW ACCOUNT CATEGORY.

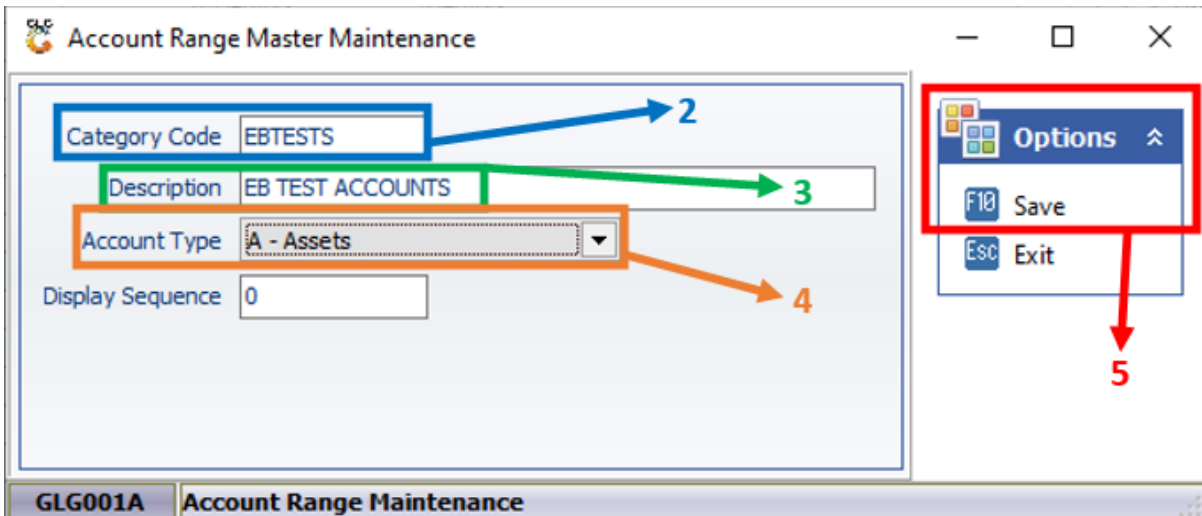Once open the following window will display on your screen:

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

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.
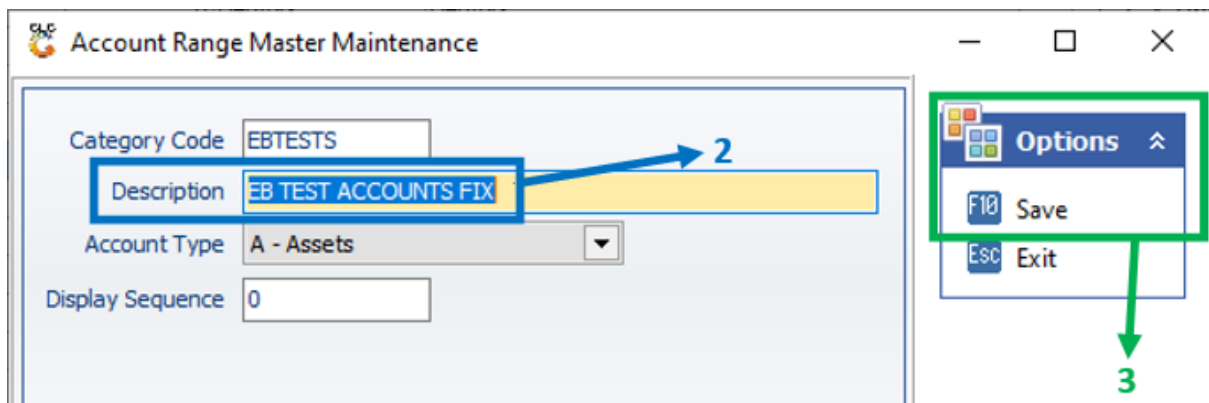
HOW TO UPDATE AN ACCOUNT CATEGORY.

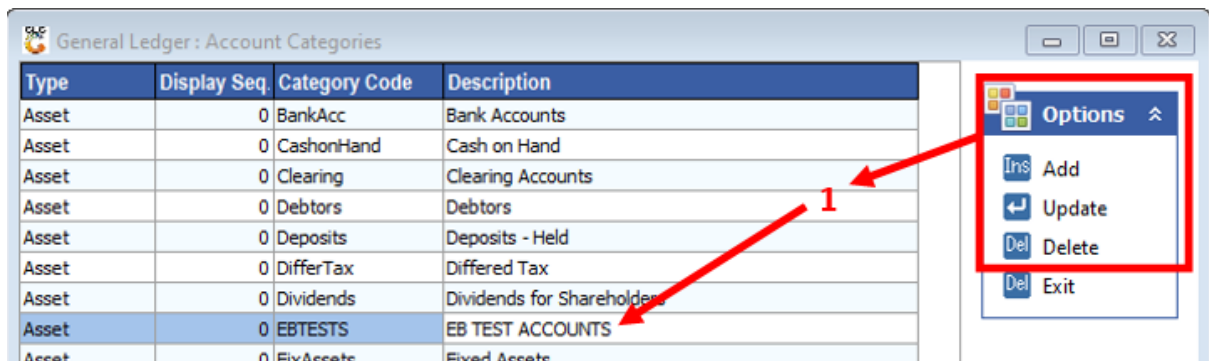Once open the following window will display on your screen:
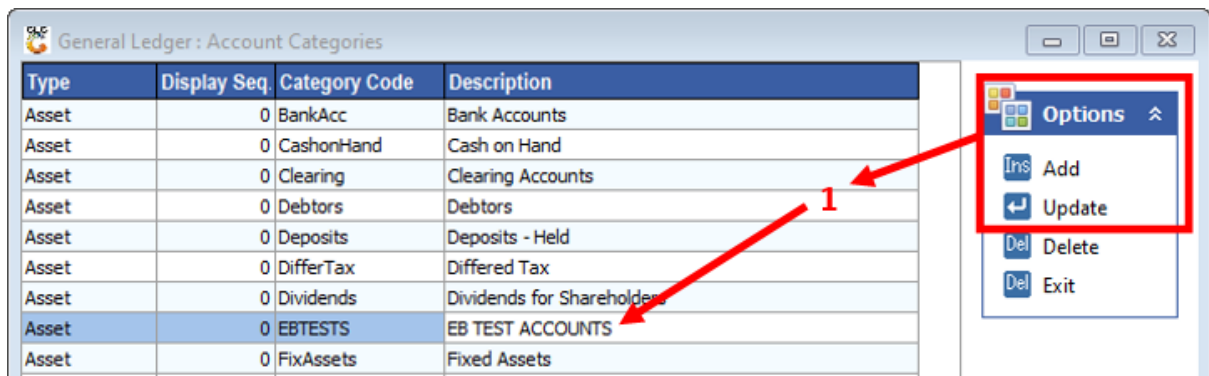
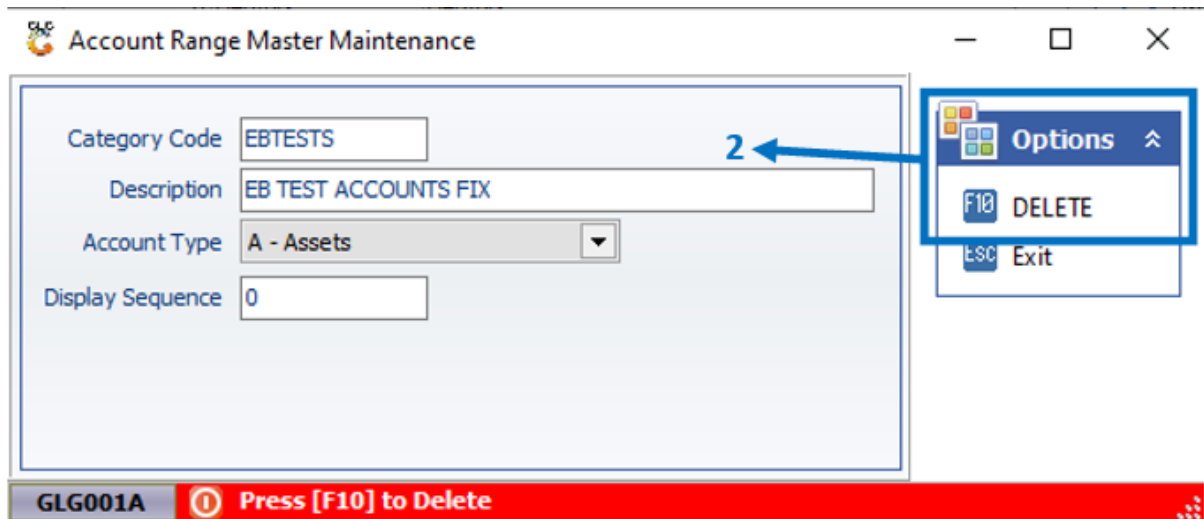1)   Select the Category to update and press **Enter** or click on the **Update** option.

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.