



GENESIS

Genesis Account Master

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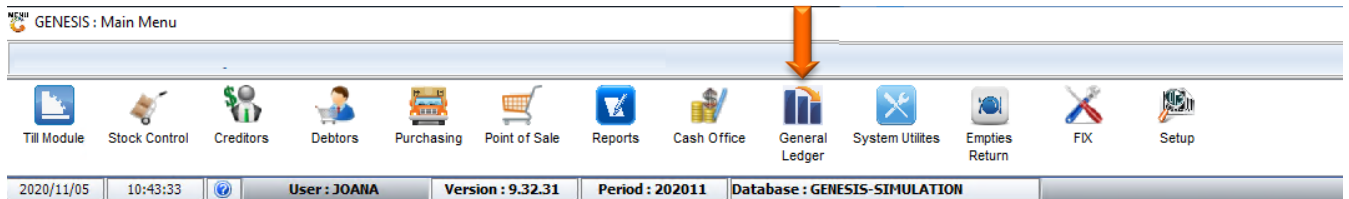
1. **Open** Genesis Menu.



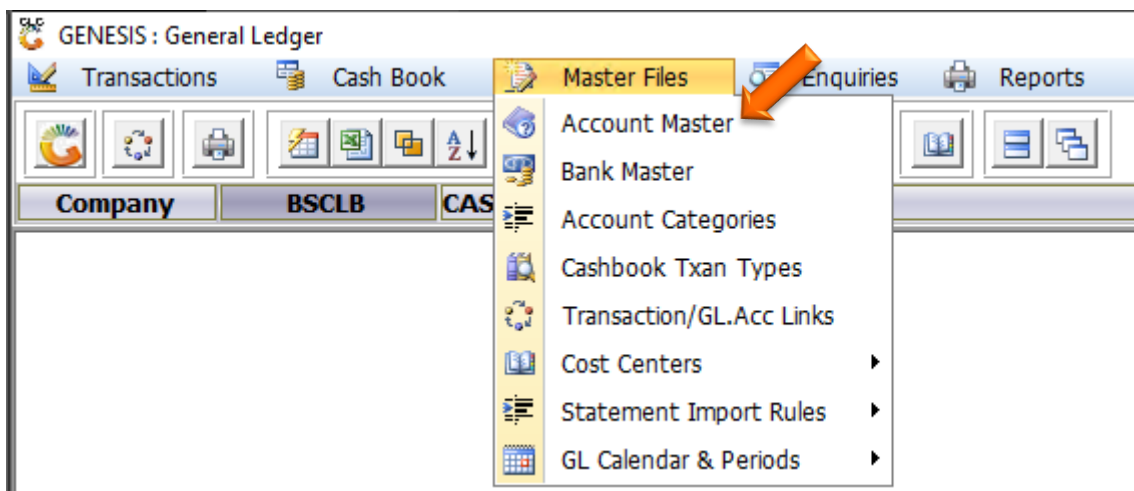
2. Type **User code** and **Password**.



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

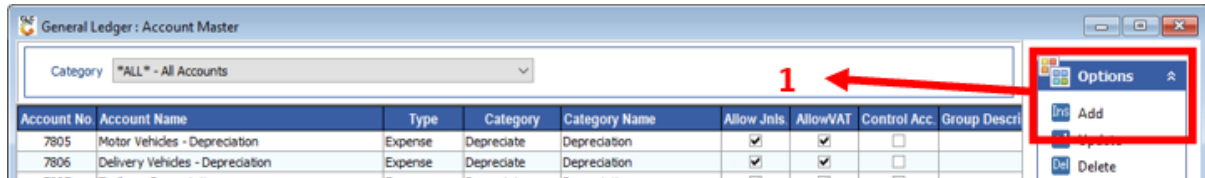


4. In **General Ledger, Master Files** Then **Account Master**

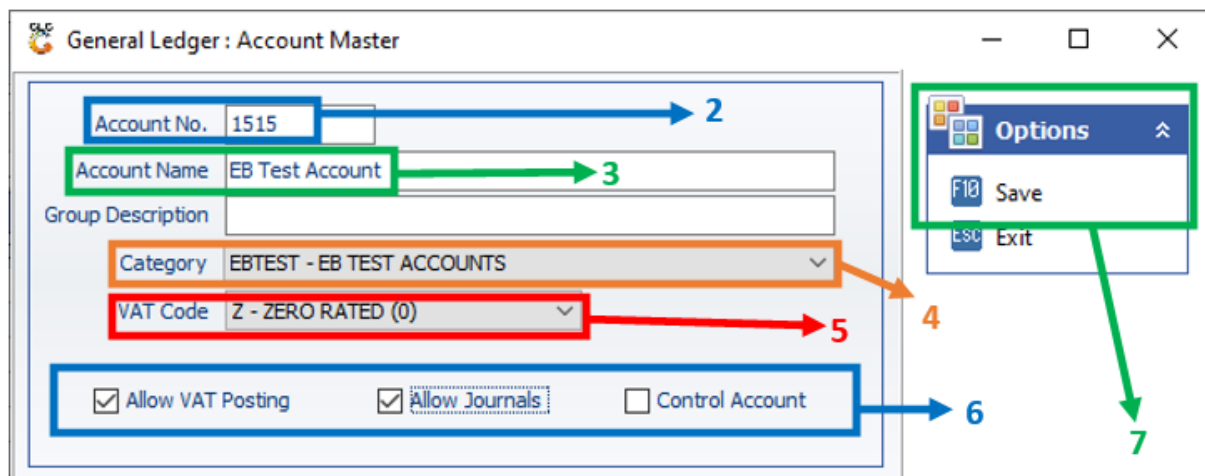


HOW TO CREATE A NEW ACCOUNT.

Once open the following window will display on your screen:



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

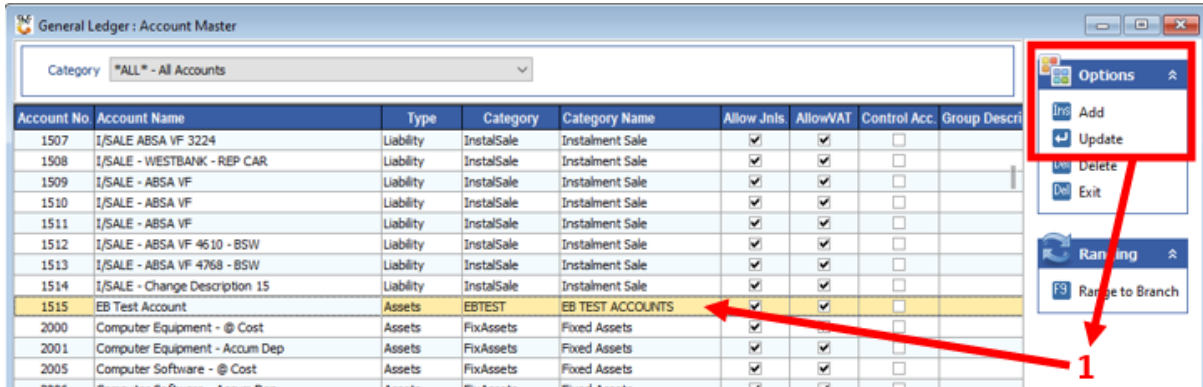


- 2) Type an Account No. This number is generally 4 numbers.
- 3) Type the Account Name.
- 4) From the drop-down list select the Category for this Account.
- 5) From the drop-down list select the VAT Code for this Account.
- 6) Tick the relevant boxes for this Account:
 - a. Allow VAT Posting: Allows VAT on account
 - b. Allow Journals: Allows direct journals.
 - c. Control Account: Does not allow direct journals, as they are mirroring sub ledgers.
- 7) Press **F10** or click on the **Save** option.

HOW TO UPDATE AN ACCOUNT.

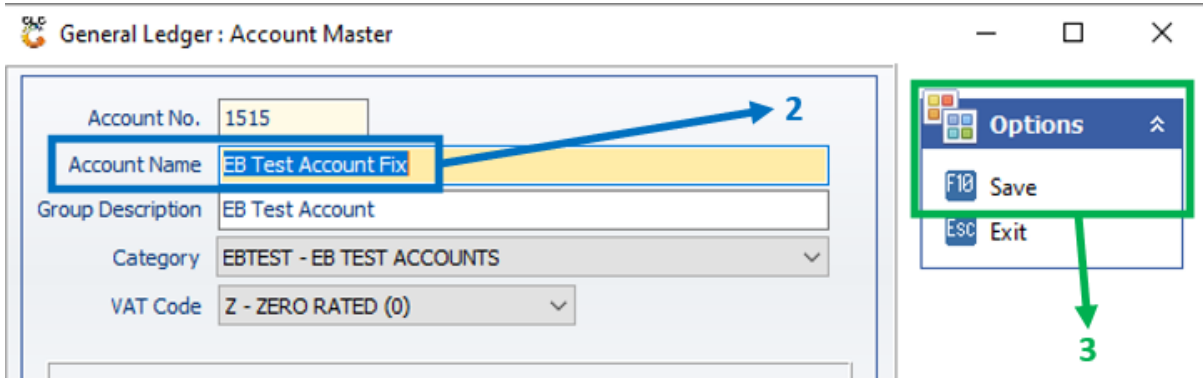
Log In → General Ledger → Master Files → Account Master

Once open the following window will display on your screen:



Account No.	Account Name	Type	Category	Category Name	Allow Jnls.	Allow VAT	Control Acc.	Group Descr
1507	I/SALE ABSA VF 3224	Liability	InstalSale	Instalment Sale	✓	✓	<input type="checkbox"/>	
1508	I/SALE - WESTBANK - REP CAR	Liability	InstalSale	Instalment Sale	✓	✓	<input type="checkbox"/>	
1509	I/SALE - ABSA VF	Liability	InstalSale	Instalment Sale	✓	✓	<input type="checkbox"/>	
1510	I/SALE - ABSA VF	Liability	InstalSale	Instalment Sale	✓	✓	<input type="checkbox"/>	
1511	I/SALE - ABSA VF	Liability	InstalSale	Instalment Sale	✓	✓	<input type="checkbox"/>	
1512	I/SALE - ABSA VF 4610 - BSW	Liability	InstalSale	Instalment Sale	✓	✓	<input type="checkbox"/>	
1513	I/SALE - ABSA VF 4768 - BSW	Liability	InstalSale	Instalment Sale	✓	✓	<input type="checkbox"/>	
1514	I/SALE - Change Description 15	Liability	InstalSale	Instalment Sale	✓	✓	<input type="checkbox"/>	
1515	EB Test Account	Assets	EBTEST	EB TEST ACCOUNTS	✓	✓	<input type="checkbox"/>	
2000	Computer Equipment - @ Cost	Assets	FixAssets	Fixed Assets	✓	✓	<input type="checkbox"/>	
2001	Computer Equipment - Accum Dep	Assets	FixAssets	Fixed Assets	✓	✓	<input type="checkbox"/>	
2005	Computer Software - @ Cost	Assets	FixAssets	Fixed Assets	✓	✓	<input type="checkbox"/>	
2006	Computer Software - Accum Dep	Assets	FixAssets	Fixed Assets	✓	✓	<input type="checkbox"/>	

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



Account No. 1515

Account Name **EB Test Account Fix**

Group Description EB Test Account

Category EBTEST - EB TEST ACCOUNTS

VAT Code Z - ZERO RATED (0)

Options

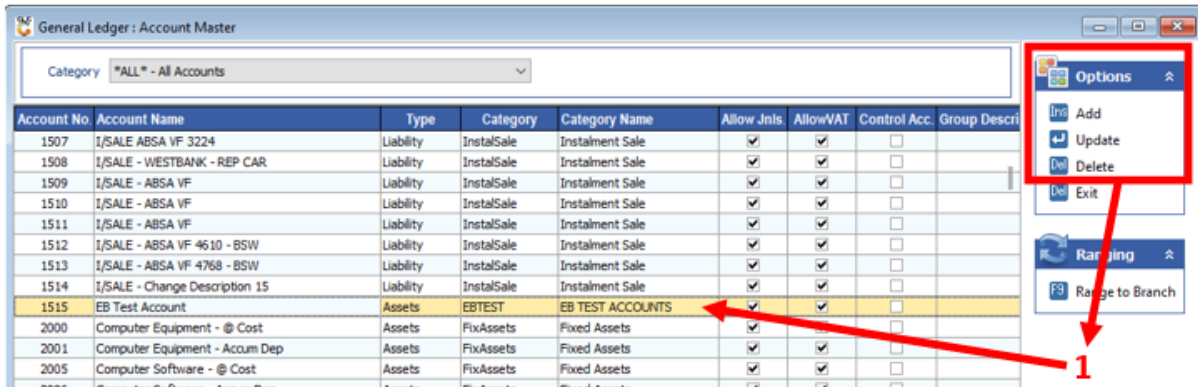
- F10 Save
- Esc Exit

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

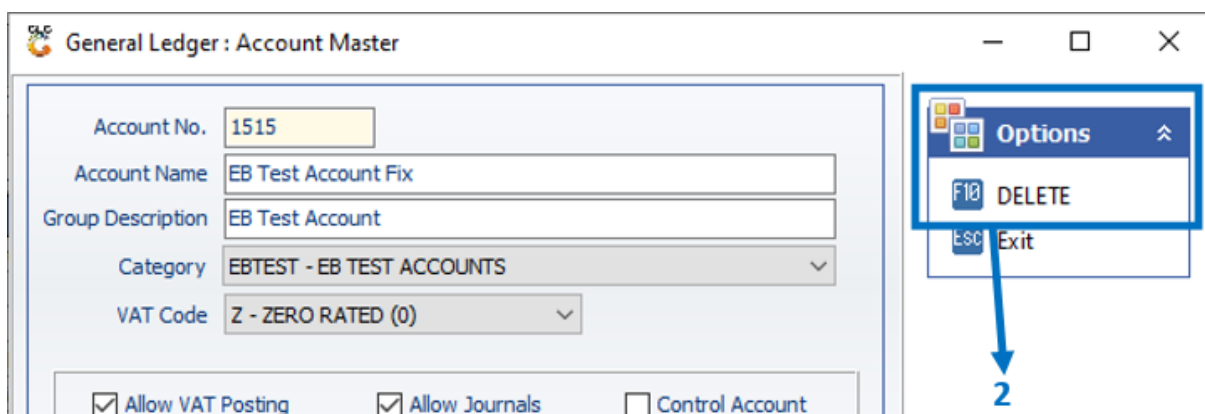
HOW TO DELETE AN ACCOUNT.

Log In → General Ledger → Master Files → Account Master

Once open the following window will display on your screen:



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



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