Genesis Bank Master

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1. **Open** Genesis Menu.
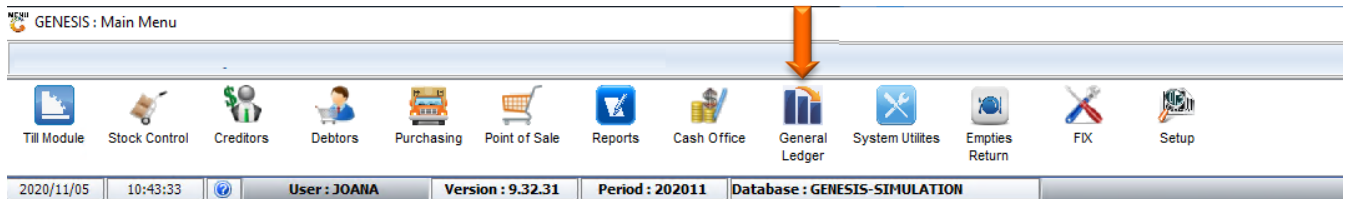

MENU
GENESIS
MENU

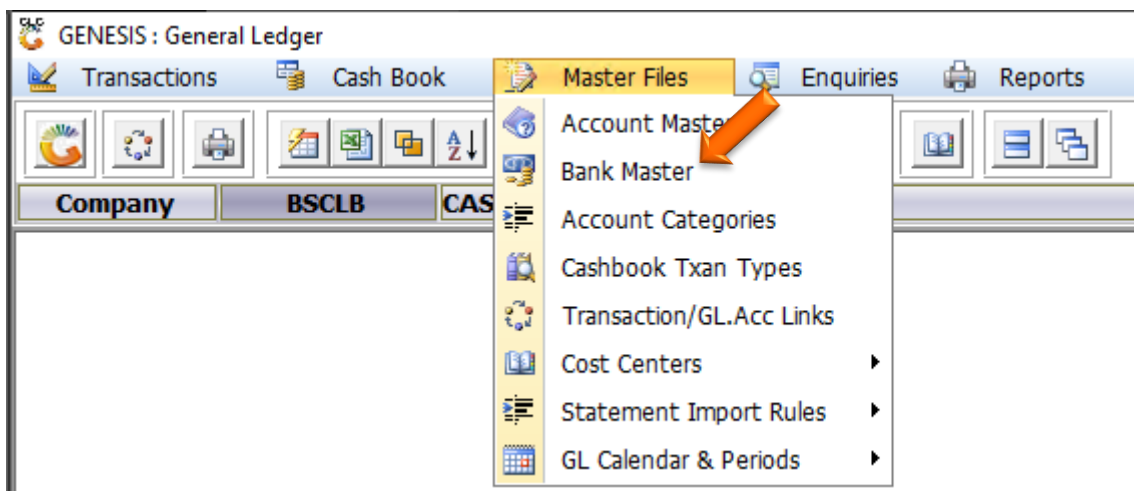2. Type **User code** and **Password.**

GENESIS Main Module

Select Company   BLUE BOTTLE LIQUOR SIMULATION

User Code
Password

GENESIS

Cancel   OK

| CMN999 | GENESIS Main Module | Version : 10.33.51 |

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

GENESIS : Main Menu

Till Module   Stock Control   Creditors   Debtors   Purchasing   Point of Sale   Reports   Cash Office   General Ledger   System Utilites   Empties Return   FIX   Setup

| 2020/11/05 | 10:43:33 | | User : JOANA | Version : 9.32.31 | Period : 202011 | Database : GENESIS-SIMULATION |

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

GENESIS : General Ledger

Transactions   Cash Book   Master Files   Enquiries   Reports

Company   BSCLB   CAS

Account Master
Bank Master
Account Categories
Cashbook Txan Types
Transaction/GL.Acc Links
Cost Centers
Statement Import Rules
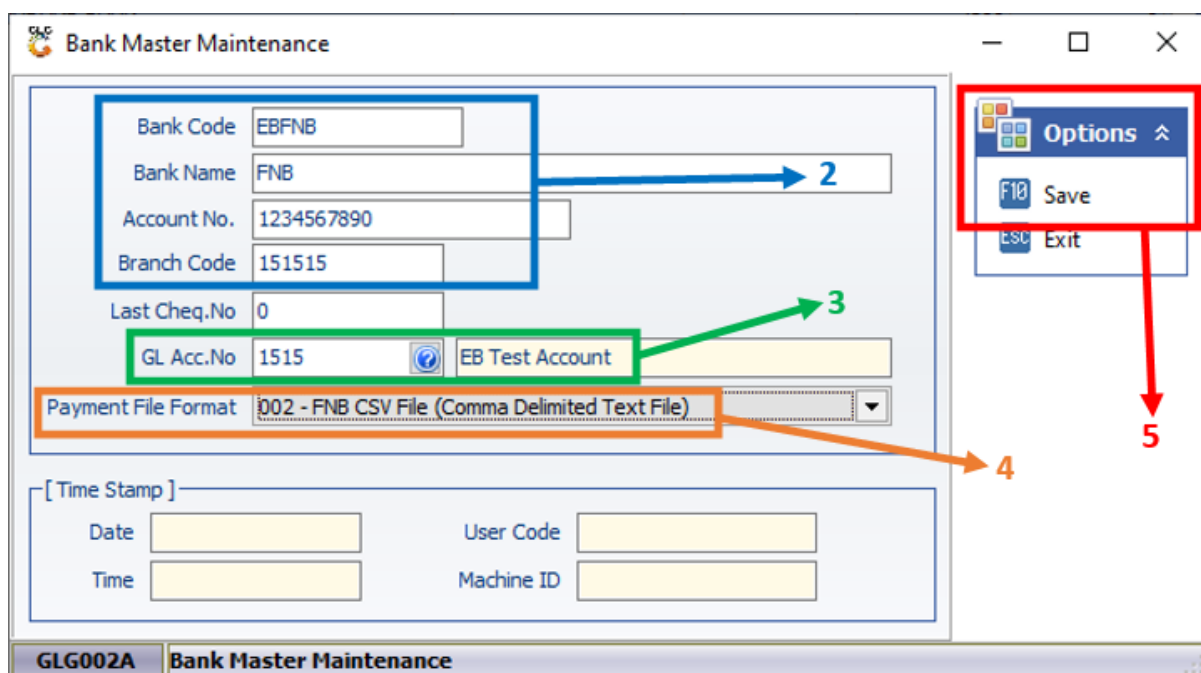GL Calendar & Periods

HOW TO CREATE A BANK ACCOUNT.

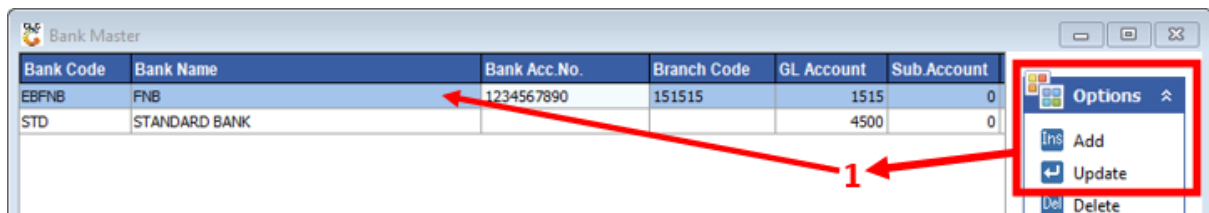Once open the following window will display on your screen:
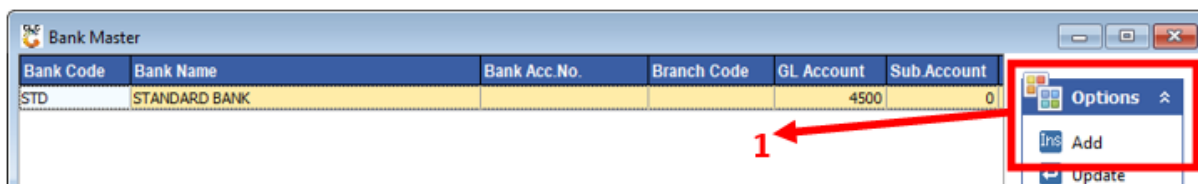

1) Press **Insert** or click on the **Add** option.

2) Fill in all account Details.
3) Type the GL Account No or use the search option to select the GL Account to link to.
4) Choose the format for Statement that will be imported.
5) Press **F10** or click on the **Save** option.

HOW TO UPDATE A BANK ACCOUNT.

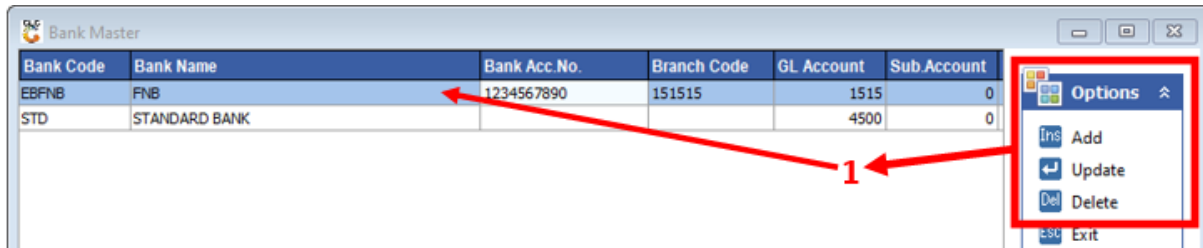Once open the following window will display on your screen:

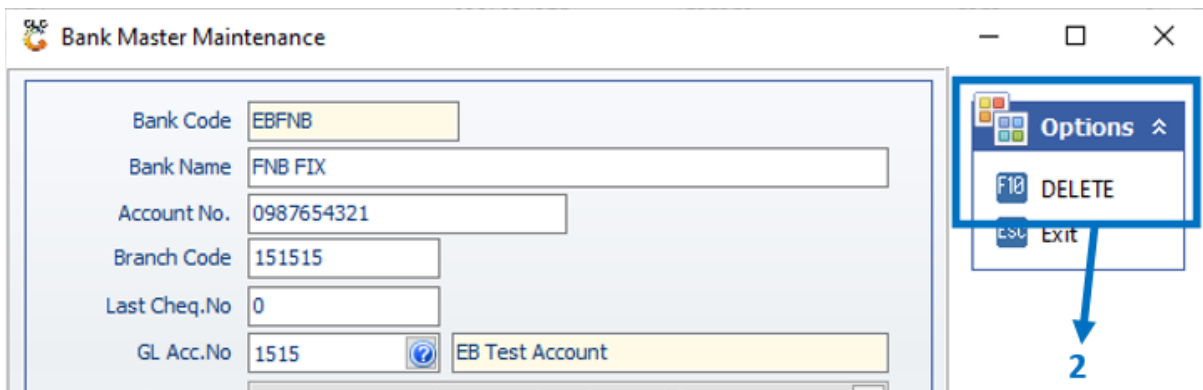1)   Select the Account to update and press **Enter** or click on the **Update** option.
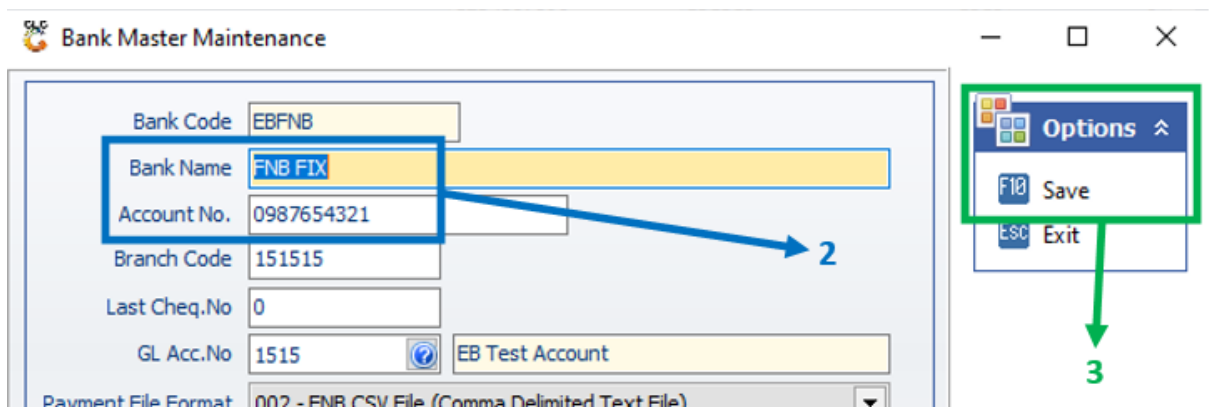
2)   Make the necessary changes.
3)   Press **F10** or click on the **Save** option.

HOW TO DELETE A BANK ACCOUNT.

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.