

Genesis Bank Master

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.

GENESIS Main Module		
Select Company BLUE B	OTTLE LIQUOR SIMULATION	N
	User Code Password	
GENESIS	😵 <u>C</u> ancel	🥝 ок
CMN999 GENE	SIS Main Module	Version : 10.33.51

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

GENESIS :	: Main Menu												
	4	\$6	-		Ţ	M	*	n	\times		X	B	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off	ce General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User : JOANA	Vers	sion : 9.32.31	Period :	202011	Database : GE	NESIS-SIMULATIO	M			

4. In General Ledger, Master Files Then Bank Master



HOW TO CREATE A BANK ACCOUNT.

Once open the following window will display on your screen:

ſ	👸 Bank Mast	er							×
	Bank Code	Bank Name	Bank Acc.No.	Branch Code	GL Account	Sub.Account			
	STD	STANDARD BANK			4500	0		Options	*
				1	-		Ins	Add	
								Update	

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

🖏 Bank Master Maintenance	- [⊐ ×
Bank Code EBFNB Bank Name FNB Bank Name FNB Account No. 1234567890 Branch Code 151515 Last Cheq.No 0 GL Acc.No 1515 Isolar Comparison Isolar Comparison Payment File Format 002 - FNB CSV File (Comma Delimited Text File)	F10 Sav	tions * /e t
[Time Stamp] Date User Code Time Machine ID	4	

- 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:

🐮 Bank Mast	er							8
Bank Code	Bank Name	Bank Acc.No.	Branch Code	GL Account	Sub.Account		_	_
EBFNB	FNB	1234567890	151515	1515	0	la 🔡 ot	ptions	*
STD	STANDARD BANK			4500	0			
						Ins Ad	bb	
				-1		🛃 Սբ	odate	
						Del De	elete	

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

🖏 Bank Master Main	tenance		_		\times
Bank Code	EBFNB			Options	: *
Bank Name	FNB FIX		ETR	Sauce	
Account No.	0987654321		E CO	Save	_
Branch Code	151515	2		EXIT	
Last Cheq.No	0			1	
GL Acc.No	1515	EB Test Account		3	
Payment File Format	002 - ENB CSV File (Comma Delimited Text File)			

- 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:

🐮 Bank Mast						
Bank Code	Bank Name	Bank Acc.No.	Branch Code	GL Account	Sub.Account	
EBFNB	FNB 🔶	1234567890	151515	1515	0	📲 Options 🛠
STD	STANDARD BANK			4500	0	(2)
						Ins Add
				-1		🛃 Update
				_		🔤 Delete
						Esc Exit

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

🖉 Bank Master Maintenance	_		×
Bank Code EBFNB Bank Name FNB FIX	F10	Options DELETE	*
Branch Code 151515 Last Cheq.No 0	ESU	Exit	
GL Acc.No 1515 C EB Test Account		2	

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