

Genesis Capture Balance Take-on

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company BLUE E	OTTLE LIQUOR SIMULATION	•
	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													
		-							V					
	*	\$6	-	17 LT	Ţ	M	ŝ/		n	\times		X	P	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off	fice	General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Vers	ion : 9.32.31	Period :	202011	Databa	ase : GEN	SIS-SIMULATIO	N			

4. In General Ledger, Transactions select Balance Takeon

🖉 GENESIS : General Ledger								
	Cash Book	1	Master	Files	Q.	Enquiries	÷	Reports
1	Transactions			4	4		190	
1	Reconcile Bank	Acco	unt					
	Cashbook Stat	ement	t	Y SI	MULAT	TION		
<u>88</u>	Search : Trans	actio						
	Balance Takeo	n 🗠						
	Import Bank St	tatem	ents					
a	Cashbook Repo	orts		►				
		Iger Cash Book Transactions Reconcile Bank Cashbook Stat Search : Trans Balance Takeo Import Bank Si Cashbook Report	Iger Cash Book Transactions Reconcile Bank Acco Cashbook Statement Search : Transaction Balance Takeon Import Bank Statement Cashbook Reports	Iger Cash Book Master Transactions Reconcile Bank Account Cashbook Statement Search : Transaction Balance Takeon Import Bank Statements Cashbook Reports Cashbook Reports	Iger Cash Book Transactions Reconcile Bank Account Cashbook Statement Search : Transaction Balance Takeon Import Bank Statements Cashbook Reports	Iger Cash Book Transactions Reconcile Bank Account Cashbook Statement Search : Transaction Balance Takeon Import Bank Statements Cashbook Reports	Iger Cash Book Transactions Reconcile Bank Account Cashbook Statement Search : Transaction Balance Takeon Import Bank Statements Cashbook Reports	Iger Cash Book Transactions Reconcile Bank Account Cashbook Statement Search : Transaction Balance Takeon Import Bank Statements Cashbook Reports

HOW TO CAPTURE A TAKE ON BALANCE FOR BANK ACCOUNT.

👸 Cash Book : Bala	nce Take-On			- • ×
Select Bank Balance Period	STD - STANDARD BANK 202205	2	~	Options Process
Amount	30 000.0	Debit/Credit D - Debit	~	Esc Exit
Description	EB Test			
Reference	Bank Balance	3		5
		4		•
				6
GLG110 Cast	Book : Balance Take-Or	1		

Once open the following window will display on your screen:

- 1) From the drop-down list select the Bank Account.
- 2) Select the relevant period for this balance.
- 3) Type the balance amount.
- 4) Type a Description & Reference for the balance take-on.
- 5) Choose whether the balance is Debit or Credit.
- 6) Press F10 or click on the Process option.

When prompted to Accept Take-On Balance? Press **Y** or click on the **Yes** option.