



GENESIS

Genesis Capture Balance Take-on

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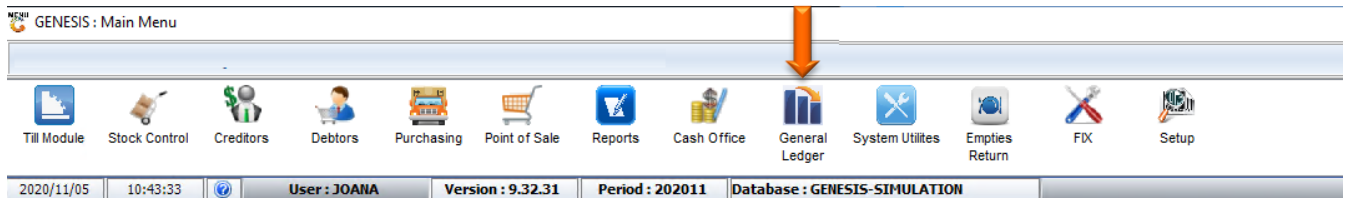
1. **Open Genesis Menu.**



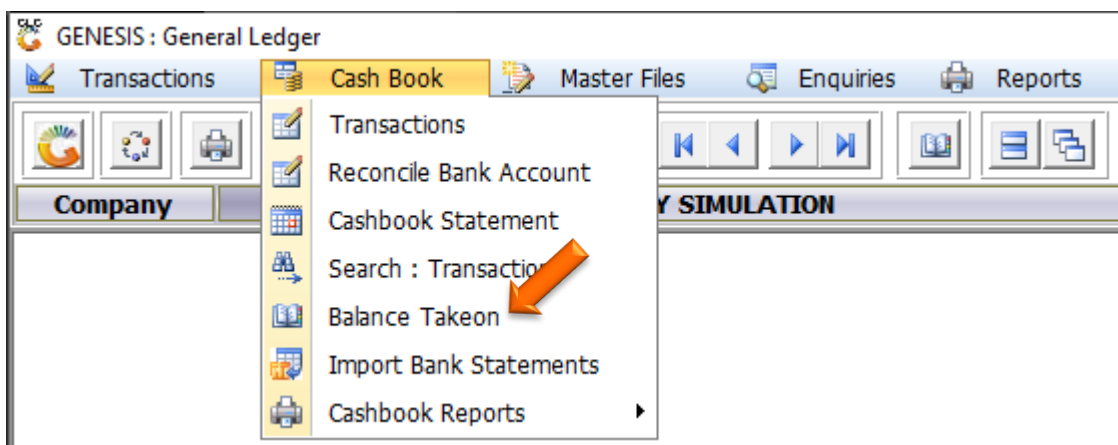
2. Type **User code** and **Password**.



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



4. In **General Ledger**, **Transactions** select **Balance Takeon**



HOW TO CAPTURE A TAKE ON BALANCE FOR BANK ACCOUNT.

Once open the following window will display on your screen:

The screenshot shows a software window titled "Cash Book : Balance Take-On". The window contains several input fields and a "Process" button. The fields are: "Select Bank" (dropdown menu showing "STD - STANDARD BANK"), "Balance Period" (text box with "202205"), "Amount" (text box with "30 000.00"), "Debit/Credit" (dropdown menu showing "D - Debit"), "Description" (text box with "EB Test"), and "Reference" (text box with "Bank Balance"). To the right of the main form is an "Options" panel with "Process" (F10) and "Exit" (ESC) buttons. Numbered arrows point to these elements: 1 points to the "Select Bank" dropdown, 2 points to the "Balance Period" text box, 3 points to the "Amount" text box, 4 points to the "Description" and "Reference" text boxes, 5 points to the "Debit/Credit" dropdown, and 6 points to the "Process" button.

- 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.