

Genesis Capture Take-on Balance

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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													
	\$	\$6	-	17 LT		M	ŝ/		\times		X	B	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off	ice Genera Ledger	I System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Vers	sion : 9.32.31	Period :	202011	Database : Gl	ENESIS-SIMULATIO	N			

4. In General Ledger, Transactions select Capture Take-on Balance

🖉 GENESIS : General Ledger										
	Transactions	😼 Cash B	ook 💮	Master Files	🗔 End	quiries 🛛 🖨	Reports			
	Journals									
•	Capture Take-On Balance									
٦	Sales Journal Pos	sting	CASH A	ND CARRY SI	MULATION	N				

Once open the following window will display on your screen:

👸 General Lo	edger : Take-on Balance Maintenance	_				-		8
G.L. Year	2022 - [202201 to 202212] V			1			Options	*
Account No.	Description	Debit	Credit	Balance	Source Brancl	в	ns Add	
1000	Share Capital / Members Contri	200 000.00	0.00	200 000.00	BSSIM		Update	
6108	Rental Income	5 000.00	0.00	5 000.00	BSSIM	JI [e Delete	
							^{so} Exit	
					-			

- 1) From the drop-down list select the G.L. year you want to do the take-on balance for.
- 2) Press Insert or click on the Add option.

2	General Ledger	-		\times		
	Account No.	6108	Rental Income 3		Options	*
	G,L, Year	2022 - [202201 to 20	2212] ~	F10	Save	
	Opening Balance	5 000.00	5	Esc	Exit	
	Dr/Cr	D - Debit 🛛 🗸	 6		-+	
	Source Branch	BSSIM - BIG SAVE SI	MULATION 7 ~		•	
					5	•
	GLG201A Gen	eral Ledger : Maint	ain Take-On Balances			

3) Type the Account No. or use the search option to look for the Account:

🐮 Select a General Ledger Account									\times
Account No.	Description	Туре	Allow Jnls	Category	GroupDescription	•			
6023	SAL Beers - Zero VAT	Income	~	SaleAcc			• <u>•</u>	Options	*
6024	SAL Ciders - Vatted	Income	v	SaleAcc			-		
6025	SAL Ciders - Zero VAT	Income	¥	SaleAcc		Λ	-	Select	
6026	SAL Spirits - Vatted	Income	¥	SaleAcc				EAIL	
6027	SAL Spirits - Zero VAT	Income	✓	SaleAcc					
6028	SAL Wines - Vatted	Income	v	SaleAcc			-		
6029	SAL Wines - Zero VAT	Income	¥	SaleAcc			\mathbf{x}	Search	*
6100	Bad Debts Recovered	Income	v	OtherIncom	4		-		
6101	Insurance Claim received	Income	¥	OtherIncom			F2	Account N	ю.
6102	Profit/Loss On Sale Of Assets	Income	v	OtherIncom			F3	Acc.Name	
6103	DC Admin and Mngt Fees - Received	Income	¥	OtherIncom			Cgri	Restore Gri	id l
6104	DC Claims - Received	Income	~	O"lerIncom			R.	nestore on	×
6105	DC Claims - Paid to Stores	Income		OtherIncom					
6106	Birthday Money - Received from Suppliers	Income	v	OtherIncom					
6107	Birthday Money - Paid out to Stores	tone	v	OtherIncom					
6108	Rental Income	Income	~	OtherIncom					
6109	Commission on change counter	Income	¥	OtherIncom					

- 4) Click on the Relevant Account and press **Enter** or click on the **Select** option.
- 5) Type the Opening Balance for the account.
- 6) Choose from the Drop-down list if the balance is Debit or Credit.
- 7) Choose the Branch.
- 8) Press **F10** or click on the **Save** option.