



GENESIS

Genesis Capture Take-on Balance

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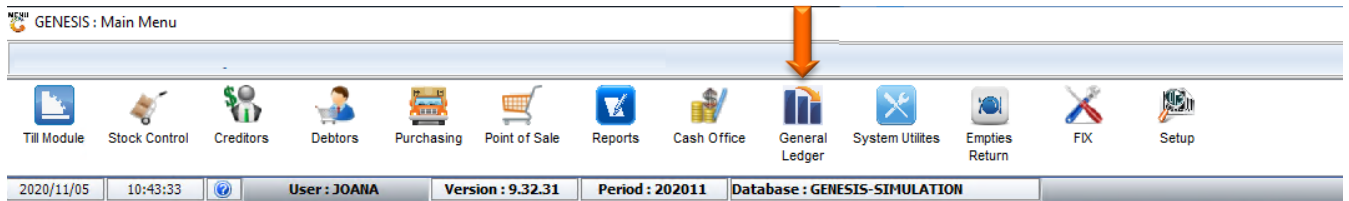
1. **Open Genesis Menu.**



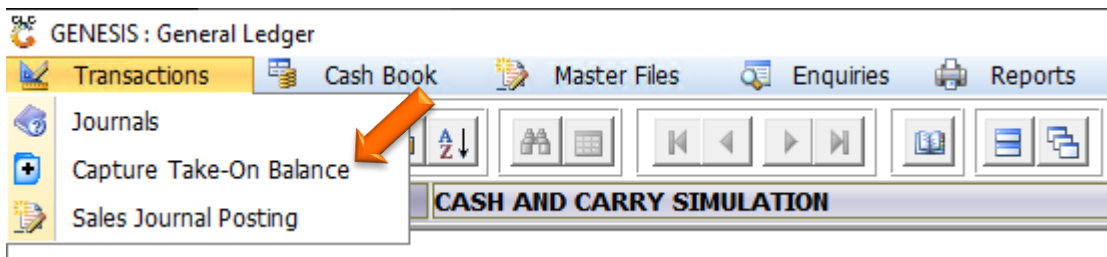
2. Type **User code** and **Password**.



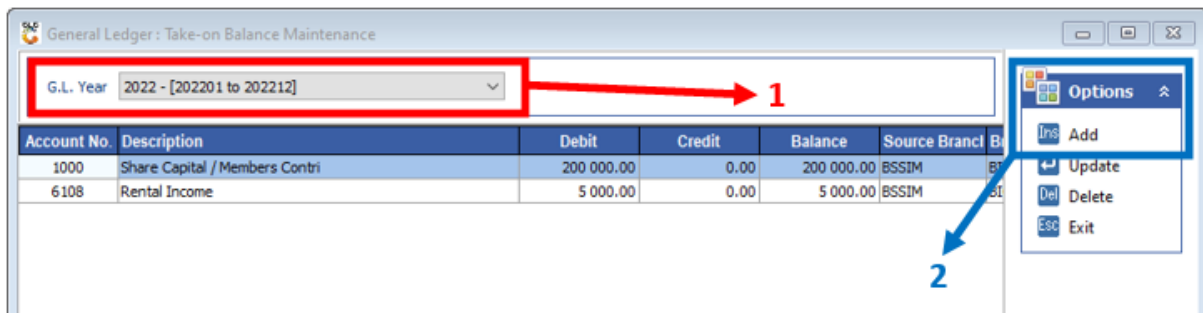
3. Open **General Ledger** from the Main menu.



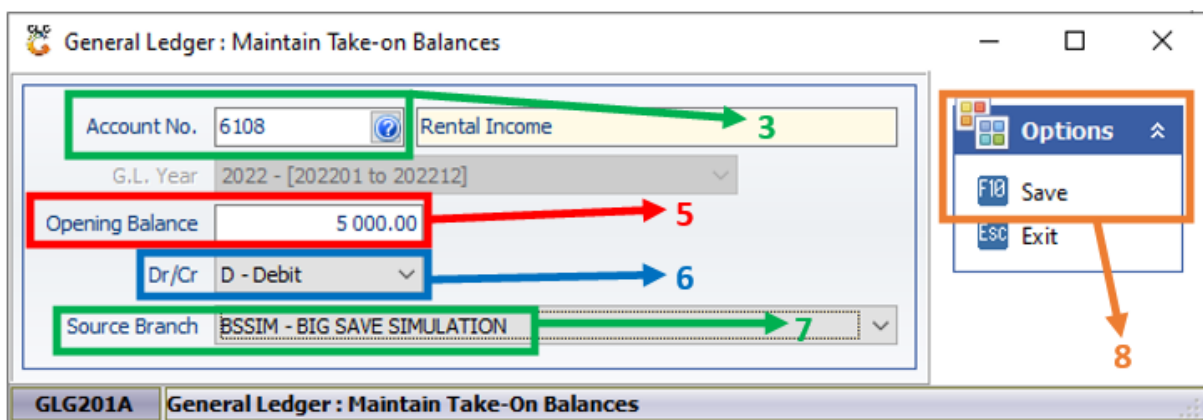
4. In **General Ledger**, **Transactions** select **Capture Take-on Balance**



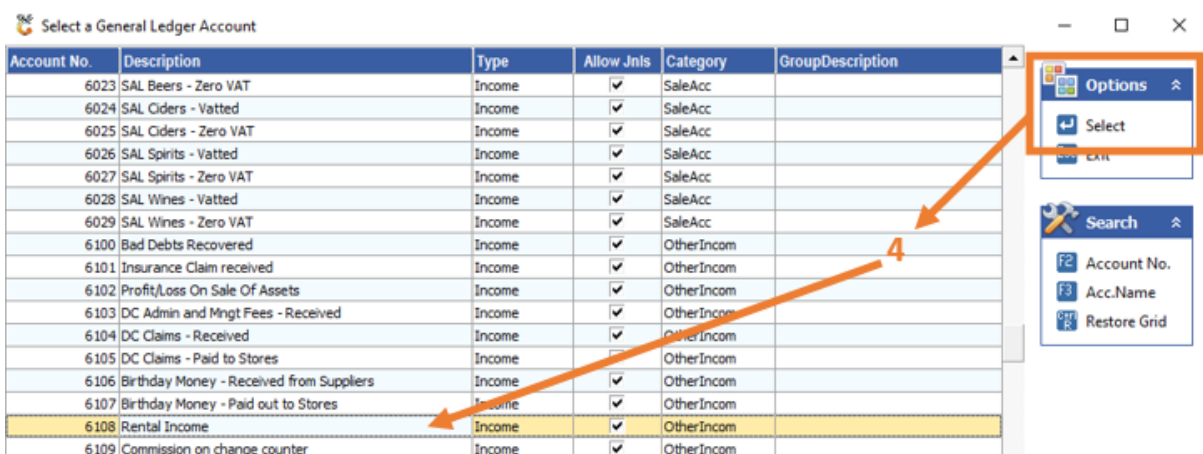
Once open the following window will display on your screen:



- 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.



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



- 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.