GENESIS

How to Guide
Cash Office & General Ledger

1. **Open** Genesis Menu.

2. Select the correct **Company Type**, **User code** and **Password.**

3. Open **Cash Office** from the Main menu.
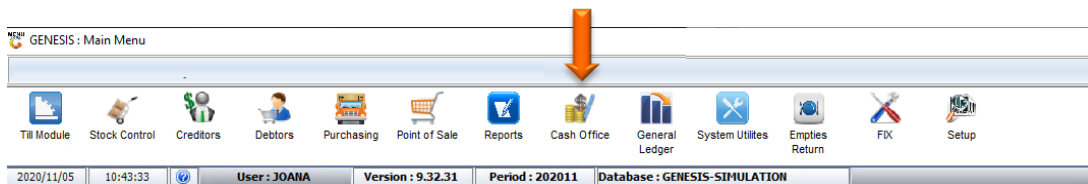
4. What is the Cash Office?

The Cash Office is used to balance the Tills on a daily basis, there are three levels in each store that represent the process.

Level 1 – There are the Cashiers serving customers.

Level 2 – The Cash is collected by the supervisor.

Level 3 - The Cash is then dropped into the machine where the cash in transit company can collect

The **Level activities** are done on the first menu under "**Till Utilities**". The **Supervisor** part is done under the "**Management menu**".

The **End-of-Day** is performed by the person that balances the Cash for the day, this is done when closing the day once everything has been balanced.
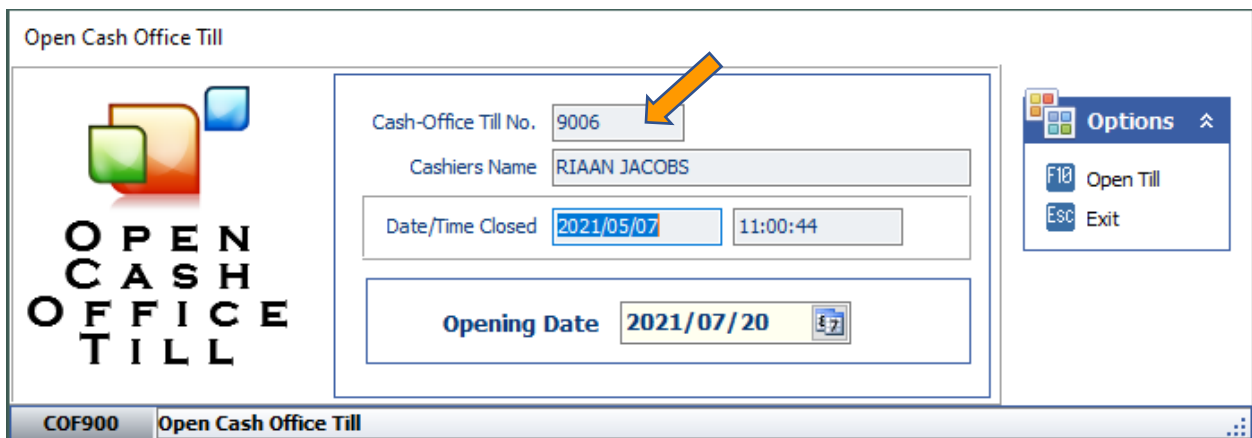
5. Let's start with "**Utilities".**

When you open Cash Office for the first time on the day, then your name gets assigned to a "**Cashup number**", which must get closed before end of day.
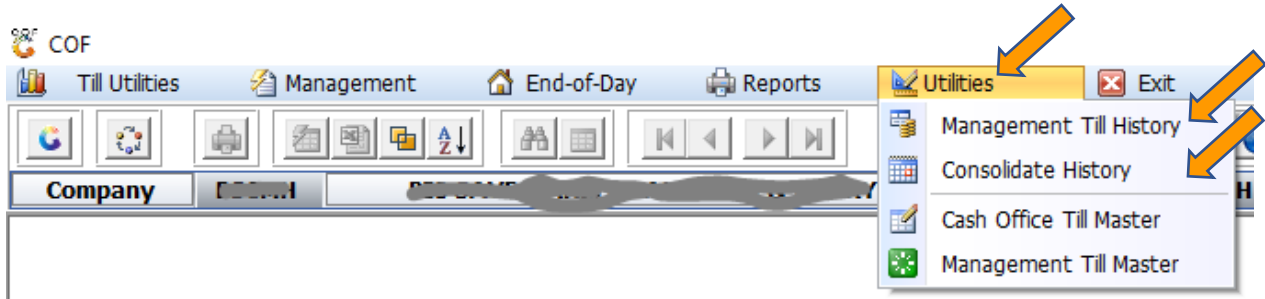

If not closed for the day you will not be able to login the following day.

Below is an image of when you first open the cash office till for the day.

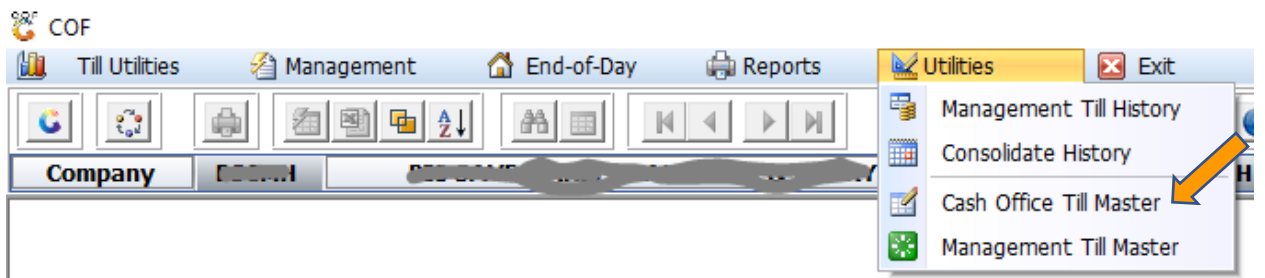6. In the Cash Office menu hover over "**Utilities**".

You will see "**Management Till"** and "**Consolidate History**".

The first two menu items will open a similar screen as below to show the summarized takings for each day. Pressing enter on the line will show when you closed the day.

7. Cash Office Till Master

The table below represents the list of Supervisors that are allowed to cash up the cashiers. The status will allow them to open this module each day, if a user was left open from a previous day, then they will **NOT** be allowed to open Cash Office module. The Audit Trail will show actions on the specific user, as well as the Opening and Closing on the Till Number.

8. Management Till Master
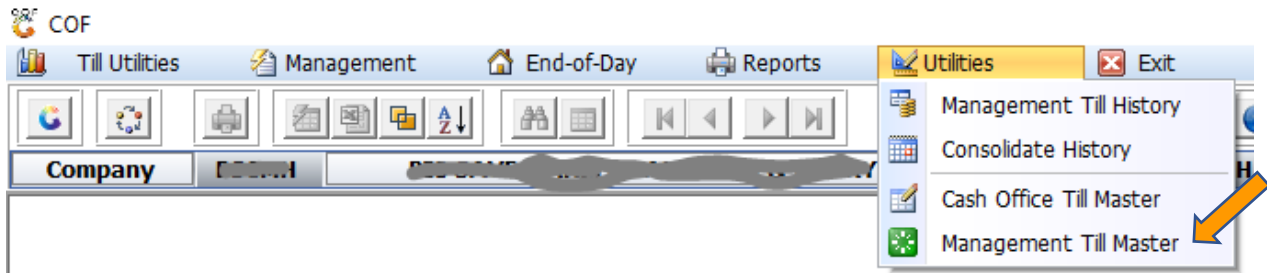
This table will show all days that are still open.

9. Cash Office – Reports – Disbursements/Replenishments
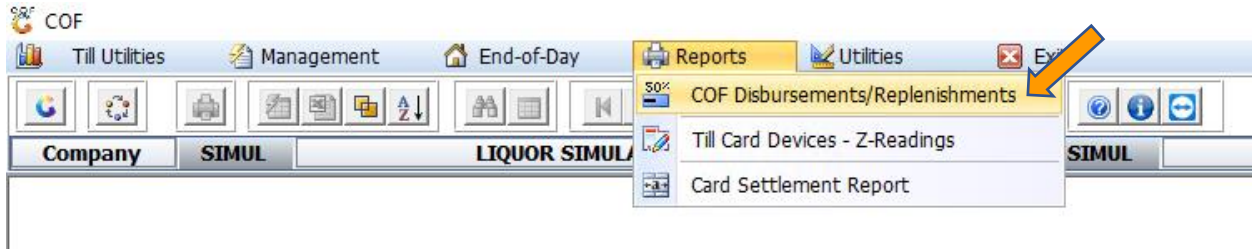
The report below shows all cash paid out by the Supervisor from the money collected.

Branch : [ ] -
Report : (COF400) - COF Till Disbursements/Payouts
User : [RIAAN] - RIAAN

Date/Time : 2021/07/20 19:52:34
Version : [10.27.21]
Page : 1 of 1

Selected Branch.....:   -
Date Range..........: 2021/06/01 - 2021/06/01
Till Number.........: *ALL* - All Tills
Disbursement Code...: *ALL* - All Disbursements

COF. Till No.	Doc.No	Pay. Date	Pay.Code	Description	Reference	Amount
TABUD	5664444	2021/06/01	PCPCOF	FRUIT & VEGE PACKAGING	COH 2021.06.01	3 231.14
TABUD	5664443	2021/06/01	PCPCOK	BAKERY PACKAGING	COH 2021.06.01	4 267.15
9011	5664437	2021/06/01	PCPFUE	DIESEL FOR BAKERY	COH-2021/06/01	5 000.00
9011	5664438	2021/06/01	POSATC	ATM Return	5664438	43 600.00
TABUD	5664439	2021/06/01	POSATC	ATM Return	5664439	1 650.00
9011	5664432	2021/06/01	POSATD	ATM Replenishment	5664432	59 750.00
TABUD	5664434	2021/06/01	POSATD	ATM Replenishment	5664434	84 200.00
TABUD	5664436	2021/06/01	PURCH	Creditors Payment	225	8 000.00

Number of Lines Printed :   8   209 698.29

* End Of Report *

10. Cash Office – Till Utilities – Pickups and Replenishments

This is where all activities happen to get the cashier ready to trade, and to cash them up.
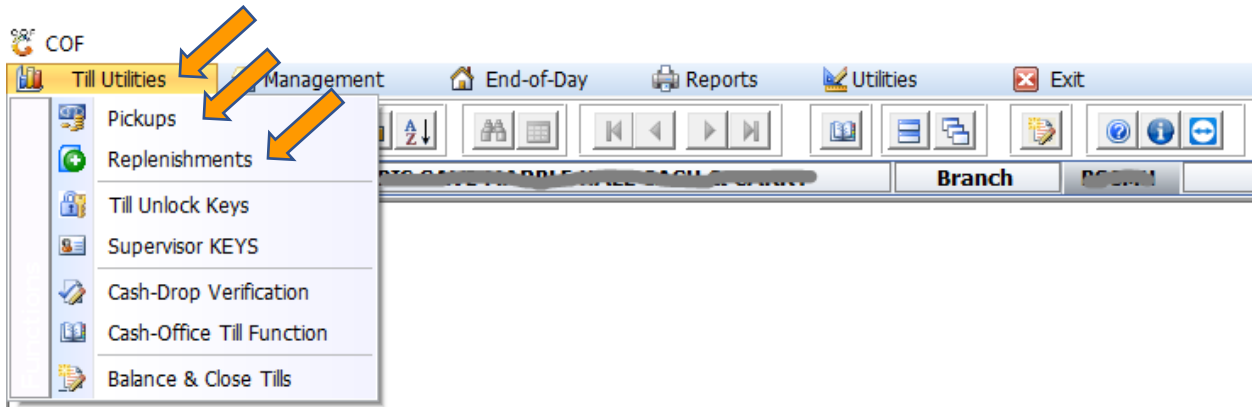
The table below will show a list of all the cashiers, "**Grey lines**" will show all the **closed tills**, whereas "**Orange lines**" will show the **cashiers that are over the allowed limit** of cash in their tills.

They must be called to drop or pickup cash. Bottom right corner is a legend of what each color represents. Functions like "**F5**" will **capture a cashier pickup**, "**F7**" **Call the Cashier to drop money** and "**F12**" to **refresh the Grid.**

Under "**Options**", you can view various activities on each cashier.

"**Replenishments**" are when the Supervisor takes from their Cash to replenish, or give Cash, this is mostly used to **fill up** Cash Return counters or till on Sassa days.

Till Status	Till No.	Cashiers Name	Opening Float	Till Takings	Pickups	Value in Till	CASH in Till	Cashup-No
Open	101	███████ - 106	0.00	3 717.36	0.00	3 717.36	-3 778.58	5599964
Open	102	███████ - 108	0.00	1 009.40	0.00	1 009.40	1 009.40	5599944
Open	103	███████ - 100123	0.00	581.70	0.00	581.70	581.70	5599954
Open	104	███████ - 100130	0.00	2 534.32	0.00	2 534.32	-4 889.78	5599968
Closed	105	KEY 105	0.00	0.00	0.00	0.00	0.00	0
Open	106	███████ - 100129	0.00	3 355.99	0.00	3 355.99	1 930.01	5599945
Open	107	███████ - 100114	0.00	1 336.40	0.00	1 336.40	1 336.40	5599973
Open	108	███████ - 100104	0.00	2 842.30	0.00	2 842.30	2 632.30	5599946
Closed	109	KEY 109	0.00	0.00	0.00	0.00	0.00	0
Open	110	███████ - 100101	0.00	19 968.33	0.00	19 968.33	14 358.33	5599947
Open	111	███████ - 119	0.00	751.30	0.00	751.30	751.30	5599974
Open	112	███████ - 100118	0.00	2 712.41	0.00	2 712.41	-4 571.87	5599966
Open	113	███████ - 100106	0.00	10 875.50	0.00	10 875.50	10 875.50	5599955
Open	114	███████ - 100121	0.00	4 489.20	0.00	4 489.20	4 489.20	5599956
Open	115	███████ - 100111	0.00	457.80	0.00	457.80	457.80	5599948
Closed	116	KEY 116	0.00	0.00	0.00	0.00	0.00	0
Closed	117	KEY 117	0.00	0.00	0.00	0.00	0.00	0
Open	118	███████ - 100125	0.00	1 797.21	0.00	1 797.21	1 727.21	5599970
Closed	119	KEY 119	0.00	0.00	0.00	0.00	0.00	0
Closed	120	KEY 120	0.00	0.00	0.00	0.00	0.00	0
Closed	121	KEY 121	0.00	0.00	0.00	0.00	0.00	0
Closed	122	KEY 122	0.00	0.00	0.00	0.00	0.00	0
Closed	123	KEY 123	0.00	0.00	0.00	0.00	0.00	0
Closed	124	KEY 124	0.00	0.00	0.00	0.00	0.00	0
Closed	125	KEY 125	0.00	0.00	0.00	0.00	0.00	0

Cash Office : Till Pickups

Options
- View Till Values
- F2 View Pickups
- Ctrl View Till Activity
- F11 View Doc.Activity
- ESC Exit

Functions
- F5 Pick Up
- F7 Call Cashier
- F12 Refresh Grid

COF Till No.: 9006

Grid Line Color
- Call Cashier (Cash Limit)
- Cashier CALLED - Waiting
- Till Balanced
- Counting Float
- Till Locked
- Till Closed
- Auto-Refresh Grid

COF010   Cash Office : Till Pickups   Auto-Refresh OFF

11. How to do a Pickup

Select the line for which cashier a pickup will be captured, the screen below will open when you have pressed "**F5**". Under the "**DRAW NOW**" capture the money and credit cards that was collected from the cashiers, this will allow you to see if there is any money outstanding.

ding.

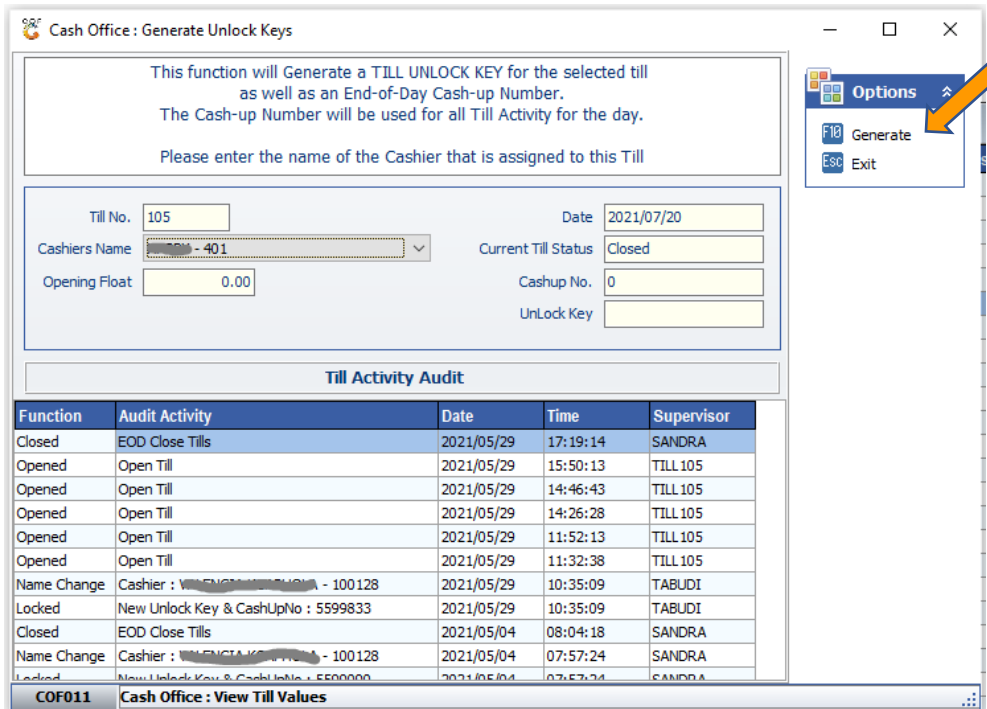## 12. Cash Office – Till Utilities – Till Unlock Keys

Prior to handing each cashier her cash drawer for the day, they must be issued a "**Cash-Up Number**", this Cash up number will be cashed up at the end of the day, this number (slip) must be kept secure, as it will be used to open the till, Tellers are then able to lock it when they go on lunch.

To generate a new key, select a line that is still closed, then select Generate Key, the following screen will open, from the dropdown select the cashier that will be on this till. If a Cashier looses her number (Slip), then it can be reprinted from here.
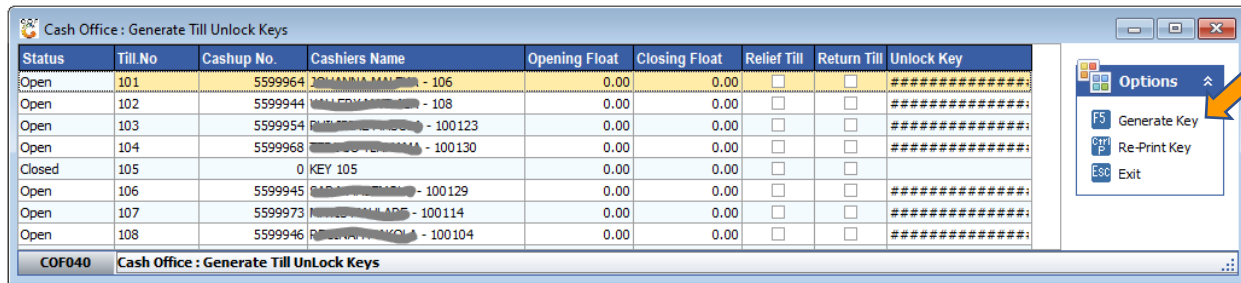

13. Cash Office – Till Utilities – Supervisor Keys

Any user, who has supervisor rights can print a Supervisor key, this number will also print on a slip printer and can be inserted into a plastic card holder, it can then be scanned at the till when there are any supervisor rights required, this key expires at the end of each day and cannot be used the following day.
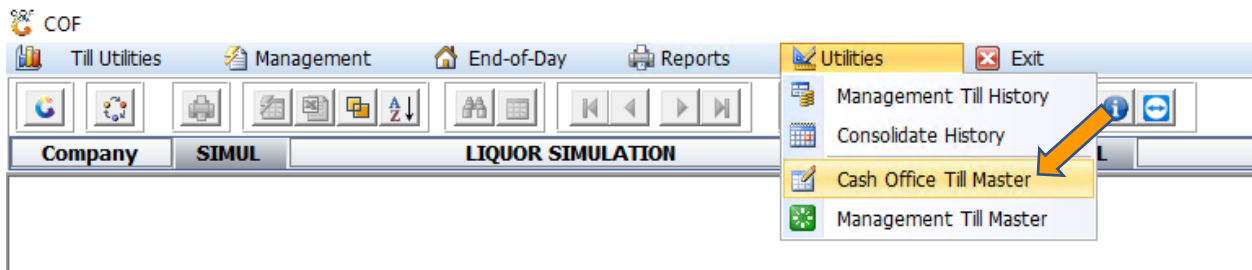
14. Cash Office – Till Utilities – Cash Drop Verification
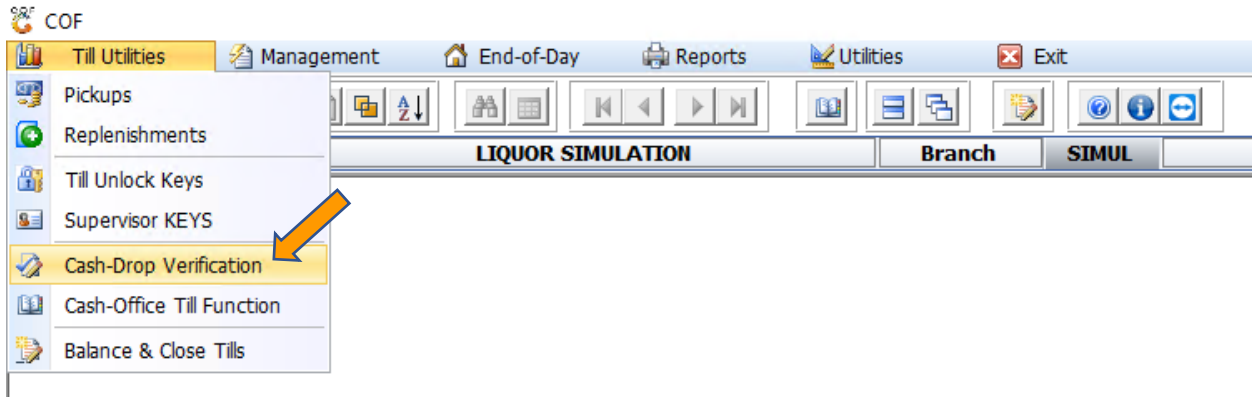
If your setup is not ideal for cashier to bring cash and the supervisor does the pickup, then it can be changed so that the cashier does a cash drop on their till. In this case the Cash Office can Verify that they received the money.

15. Cash Office – Till Utilities – Cash Office Till Master

This screen shows all the 'supervisors' or Cash Office Users, and the Till Pickups or Management Pickups can be viewed, which were done by them.

16. Cash Office – Till Utilities – Balance and Close Tills

This is where the cashier must close each day. if they are not closed, then they will not be able to trade the following day. The Till Values, less the pickups and Counted money will show the Difference, this will show if a till is **SHORT** or **BALANCING**. each till must be closed by selecting the specific line, and then pressing F9 to close that line, all lines must be gray when they are closed. **CTRL-T** will **show Till Activity** and **F11 Document Activity**.

Till No	Cashier	Open.Float	Till Values	Pickups	Counted	Difference	Comment	Status
101	JOHANNA MALEKA - 106	0.00	3 717.36	0.00	0.00	-3 717.36	SHORT	Open
102	VALLERY MATLALA - 108	0.00	1 009.40	0.00	0.00	-1 009.40	SHORT	Open
103	PHILIPINE MASOLA -	.00	581.70	0.00	0.00	-581.70	SHORT	Open
104	TEBOGO TLAMAMA -	0.00	2 534.32	0.00	0.00	-2 534.32	SHORT	Open
105	KEY 105	0.00	0.00	0.00	0.00	0.00	Balanced	Close
106	SARA MASEMOLA -	0.00	3 355.99	0.00	0.00	-3 355.99	SHORT	Open
107	MAVIS MAHLARE -	0.00	1 336.40	0.00	0.00	-1 336.40	SHORT	Open
108	REGINAH MAKOLA -	0.00	2 842.30	2 210.00	0.00	-632.30	SHORT	Open
109	KEY 109	0.00	0.00	0.00	0.00	0.00	Balanced	Close
110	PFANO MBIDI - 100101	0.00	19 968.33	0.00	0.00	-19 968.33	SHORT	Open
111	FIKILE MARUMGWA - 119	0.00	751.30	0.00	0.00	-751.30	SHORT	Open
112	ROSELINA MALAKA -	0.00	2 712.41	0.00	0.00	-2 712.41	SHORT	Open
113	MARIA NKOSI - 100106	0.00	10 875.50	0.00	0.00	-10 875.50	SHORT	Open
114	DORAH MALESA - 100121	0.00	4 489.20	0.00	0.00	-4 489.20	SHORT	Open
115	ELSIE BOPAPE - 100111	0.00	457.80	0.00	0.00	-457.80	SHORT	Open
116	KEY 116	0.00	0.00	0.00	0.00	0.00	Balanced	Close
117	KEY 117	0.00	0.00	0.00	0.00	0.00	Balanced	Close
118	NKELE MOKWANA -	0.00	1 797.21	0.00	0.00	-1 797.21	SHORT	Open
119	KEY 119	0.00	0.00	0.00	0.00	0.00	Balanced	Close
120	KEY 120	0.00	0.00	0.00	0.00	0.00	Balanced	Close
121	KEY 121	0.00	0.00	0.00	0.00	0.00	Balanced	Close
122	KEY 122	0.00	0.00	0.00	0.00	0.00	Balanced	Close
123	KEY 123	0.00	0.00	0.00	0.00	0.00	Balanced	Close
124	KEY 124	0.00	0.00	0.00	0.00	0.00	Balanced	Close

Point of Sale Cashup : Balance-up Tills

Options
- Count Details
- Exit

Functions
- F9 CLOSE Till
- Ctrl T Till Activity
- F11 View Doc.Activity
- F12 Refresh Grid

Reports
- Ctrl P Print Till Status

Grid Line Color
- Call Cashier (Cash Limit)
- Cashier CALLED - Waiting
- Till Balanced
- Counting Float
- Till Locked
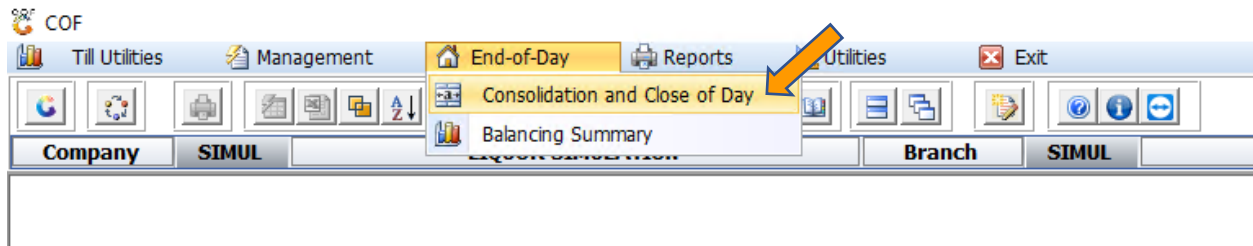- Till Closed
- Auto-Refresh Grid

POS100   Close Tills   Auto-Refresh OFF

17. Cash Office – End-of-Day – Consolidation and Close of Day

This screen is complex and contains a lot of information, there is also various tabs (screens) with additional information on them.

Firstly, it must be clear that we work with money or payment types that are collected and handled during the day, this excludes Account Sales and returns, as well as money deposited in the bank account.

To understand it properly, we will dissect it from the right-hand side.

Document Tender Summary, this is the screen that pops up when you complete a Cash or Debtor Cash Sales or Return and Cash payments.

The Tenders are, but not limited to Cash, Cheques, Credit Cards, Vouchers, Transfers, Wallets, Sassa etc.

This is the summary of what the cashiers captured.

Payouts is money taken from a till point, for lunch or expenses, if it was captured on the Till.

Round Down is the summary for example 99c that gets rounded to 95c for the day.

The Difference is between the Tender Summary and the middle column, the money that was picked up by the Management Tills must be zero to Balance.

If Vouchers are in use, then the bottom right will show voucher generated, and the amount that was not used during the day in that store.

The middle column in how the Cashiers and ultimately the Management Cashiers were picked up, you will notice the difference between the Cash of Pickups and Tender Summary, the same for Credit Cards and Sassa. The Correction Allocation button can be used to correct pickups that were allocated incorrectly.

On The left column, The Opening Float is the money left in the store and is the same as the previous day's Closing Float.

Till Pickup is the money taken for the day, which is the same as the Total Pickups from the middle column.

Less the Bank Deposits, which is money collected by the Cash in Transit company or money taken to the Bank.

Less the non-Cash amount, like Cards, Cheques and Vouchers. Thereafter left Payouts and ATM monies. The Closing Float must be captured, this will show if the daily balances.

The other screens are there to give more detailed information and assist in fault finding if the day does not balance, below are some examples.

GL Posting Split

TxTp	Details	Total Excl.	Total Incl.	Total VAT	Total Cost	Total Exempt
DEBPMT	DEBTORS PAYMENTS	21 400.00	21 400.00	0.00	0.00	0.00
DEBPMX	DEBTORS EFT PAYMENT	174 000.00	174 000.00	0.00	0.00	0.00
POSART	Account Returns	4 337.95	4 988.65	650.70	4 202.62	0.00
POSASL	Account Sales	353 506.26	382 229.80	28 723.54	339 900.21	162 015.82
POSCSH	Cash Sales	898 331.20	978 630.93	80 299.73	816 153.87	365 457.66
POSCSR	Cash Returns	5 410.94	5 564.19	153.25	5 106.91	4 389.26

Till tender Summary

Cash Office : Management Consolidation

Date `2021/06/01` Tuesday | **Day is Closed** | Open Days

Consolidate Summary | GL Posting Split | **Till Tender Summary** | Till Pickups | Cash-Office Pickups

Till No.	Cash	Cheques	Credit Cards	Vouchers	Transfers	Wallets	SASSA	Tender2	Tender3
101	12 679.43	0.00	11 859.23	0.00	0.00	0.00	7 213.93	2 000.00	0.00
102	42 961.72	0.00	0.00	0.00	0.00	0.00	5 947.16	0.00	0.00
103	28 263.60	0.00	1 300.99	0.00	0.00	0.00	0.00	0.00	0.00
104	12 441.40	0.00	0.00	0.00	0.00	0.00	9 912.80	0.00	0.00
106	29 208.40	0.00	695.98	0.00	0.00	0.00	0.00	0.00	0.00
107	14 579.83	0.00	15 699.68	0.00	0.00	0.00	10 374.21	0.00	0.00
108	15 459.20	0.00	2 092.76	0.00	0.00	0.00	0.00	0.00	0.00
110	6 320.64	0.00	294.44	0.00	0.00	0.00	382.99	0.00	0.00
111	18 419.50	0.00	12 586.01	0.00	0.00	0.00	2 381.85	0.00	0.00
112	7 825.22	0.00	10 306.68	0.00	0.00	0.00	4 724.72	0.00	0.00
113	65 422.50	0.00	11 316.71	0.00	0.00	0.00	0.00	0.00	0.00
114	55 905.41	0.00	0.00	0.00	0.00	0.00	3 732.35	0.00	0.00
115	18 240.61	0.00	496.96	0.00	0.00	0.00	0.00	0.00	0.00
118	16 953.91	0.00	16 473.29	0.00	0.00	0.00	6 791.54	0.00	0.00
202	41 016.80	0.00	582.21	0.00	0.00	0.00	0.00	0.00	0.00
	660 713.65	**0.00**	**200 843.13**	**0.00**	**0.00**	**0.00**	**121 697.47**	**11 141.00**	**0.00**

Options
- F10 Save Values
- Esc Exit

Functions
- F2 Refresh Day
- F5 Import Values
- F7 Re-Calculate
- F9 Update Floats
- Ctrl P Manual PickUp
- Ctrl T Till Activity
- F11 Doc.Activity
- Ctrl Next Date
- Ctrl Prev.Date

COF220 Values Recalculated

Till Pickups

Cash Office : Management Consolidation

Date `2021/06/01` Tuesday | **Day is Closed** | Open Days

Consolidate Summary | GL Posting Split | Till Tender Summary | **Till Pickups** | Cash-Office Pickups

Cashup No.	Time	Cash	Cheques	Credit Cards	Vouchers	Transfers	Wallets	SASSA CARD[(	Tender #2
Till No. : 101									
5599885	15:02:33	8 600.00	0.00	6 263.32	0.00	0.00	R0.00	1 762.94	2 000
5599885	17:37:32	4 079.40	0.00	5 595.91	0.00	0.00	R0.00	5 450.99	0
		12 679.40	**0.00**	**11 859.23**	**0.00**	**0.00**		**7 213.93**	**2 000.**
Till No. : 102									
5599875	17:28:41	14 261.70	0.00	0.00	0.00	0.00	R0.00	5 947.16	0
5599875	09:18:04	17 400.00	0.00	0.00	0.00	0.00	R0.00	0.00	0
5599875	13:10:34	0.00	0.00	0.00	0.00	0.00	R0.00	0.00	0
5599875	14:54:18	11 300.00	0.00	0.00	0.00	0.00	R0.00	0.00	0
		42 961.70	**0.00**	**0.00**	**0.00**	**0.00**		**5 947.16**	**0.**
Till No. : 103									
5599886	13:41:21	11 800.00	0.00	0.00	0.00	0.00	R0.00	0.00	0
5599886	10:09:08	5 900.00	0.00	0.00	0.00	0.00	R0.00	0.00	0
		660 691.49	**0.00**	**229 026.55**	**0.00**	**0.00**		**93 513.45**	**11 141.**

Options
- F10 Save Values
- Esc Exit

Functions
- F2 Refresh Day
- F5 Import Values
- F7 Re-Calculate
- F8 Update Pickup
- Ctrl Next Date
- Ctrl Prev.Date

COF220 Values Recalculated

Cash-Office Pickups

COF Till No.	Date	Time	Cash	Cheques	Credit.Cards	Vouchers	Transfers	Wallets	SASSA CARD[(	Te
9011	2021/06/01	17:41:06	203 498.10	0.00	24 227.45	0.00	0.00	0.00	6 648.91	
9010	2021/06/01	17:45:45	287 082.40	0.00	82 788.32	0.00	0.00	0.00	0.00	
TAPUD	2021/06/01	17:53:30	139 307.29	0.00	77 848.54	0.00	0.00	0.00	57 780.59	
TAPUD	2021/06/01	08:08:56	19.40	0.00	12 586.01	0.00	0.00	0.00	2 381.85	
TAPUD	2021/06/01	08:14:16	30 008.70	0.00	991.86	0.00	0.00	0.00	3 250.99	
TAPUD	2021/06/01	08:17:58	609.80	0.00	8 762.45	0.00	0.00	0.00	9 109.44	
TAPUD	2021/06/01	08:22:39	74.10	0.00	3 966.59	0.00	0.00	0.00	5 948.24	
TAPUD	2021/06/01	08:23:45	29.80	0.00	5 597.50	0.00	0.00	0.00	2 766.86	
TAPUD	2021/06/01	08:27:47	61.90	0.00	12 257.83	0.00	0.00	0.00	5 626.57	
			660 691.49	0.00	229 026.55	0.00	0.00		93 513.45	1

Cash Office : Management Consolidation

Date 2021/06/01 Tuesday Day is Closed Open Days

Tabs: Consolidate Summary | GL Posting Split | Till Tender Summary | Till Pickups | Cash-Office Pickups

Options
- F10 Save Values
- Esc Exit

Functions
- F2 Refresh Day
- F5 Import Values
- F7 Re-Calculate
- F8 Update Pickup
- Manual PickUp
- Ctrl Next Date
- Ctrl Prev.Date

COF220 Values Recalculated

1. General Ledger

Once the End-of-Day is Closed, then the entries are ready to import into the Ledger but let us first understand the way Genesis General Ledger works.
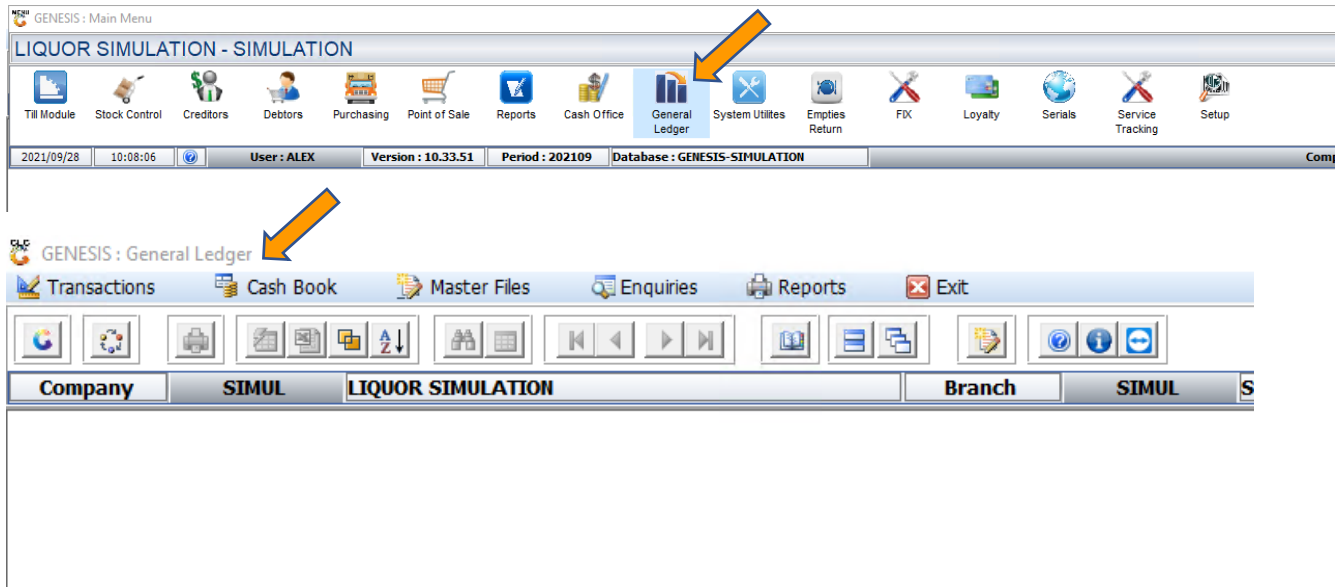
We will start with Master File and discuss them in such a sequence that they follow on each other.

General Ledger – Master Files – Account Categories
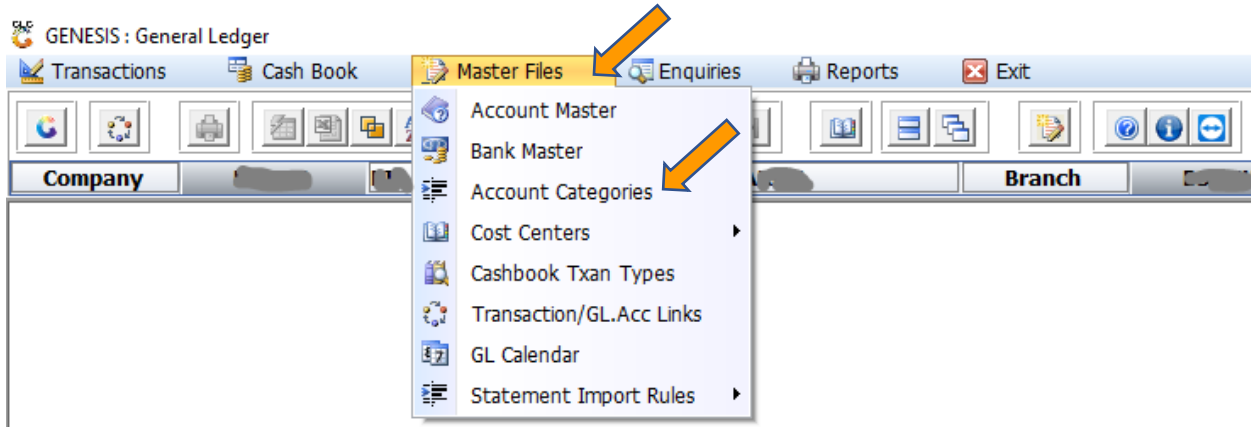
There are multiple Account Types, **Assets**, **Liability, Income, Expense, Cost of Sale and Other Income**.

Then each of these can have multiple Categories, and each of these categories can have multiple GL Accounts.

2. General Ledger – Master Files – Account Master
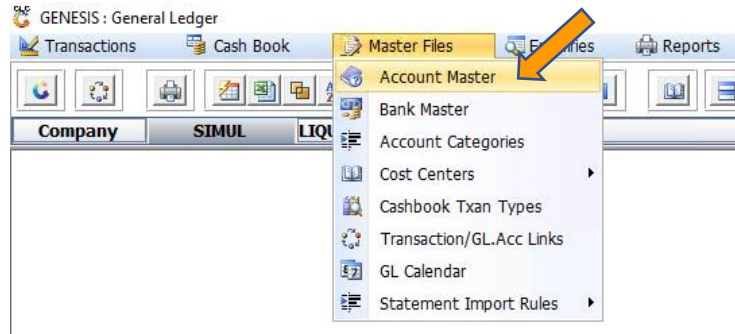
Genesis is by default setup for three Vat Codes, **S-Standard 15%**, **Z-Zero VAT (Non-Vatted)** and **C-Custom VAT**, which are for a mixture of Vatted and Non-Vatted items, which typically works out to anything between 0 and 15%. More VAT Codes can be added if need be.
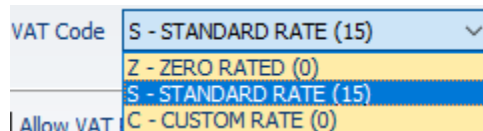
Account numbers are normally set-up as **4 digits** (5000), it has been found that it is short enough to fit on reports and easily memorized for data capturing, hence still allow for enough numbers to cater for complex Ledgers.
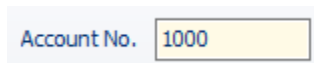
An Account is given a Number, Name, allocated to a Category and default VAT Code. Then there are three ticks that can be selected, if this account allows VAT postings, if it allows Journals and if it is an Control Account. Control Account does not allow direct journals, as they are purely mirroring activities happening in a sub ledger, for instance Debtors, Creditors, Cashbook and Stock.
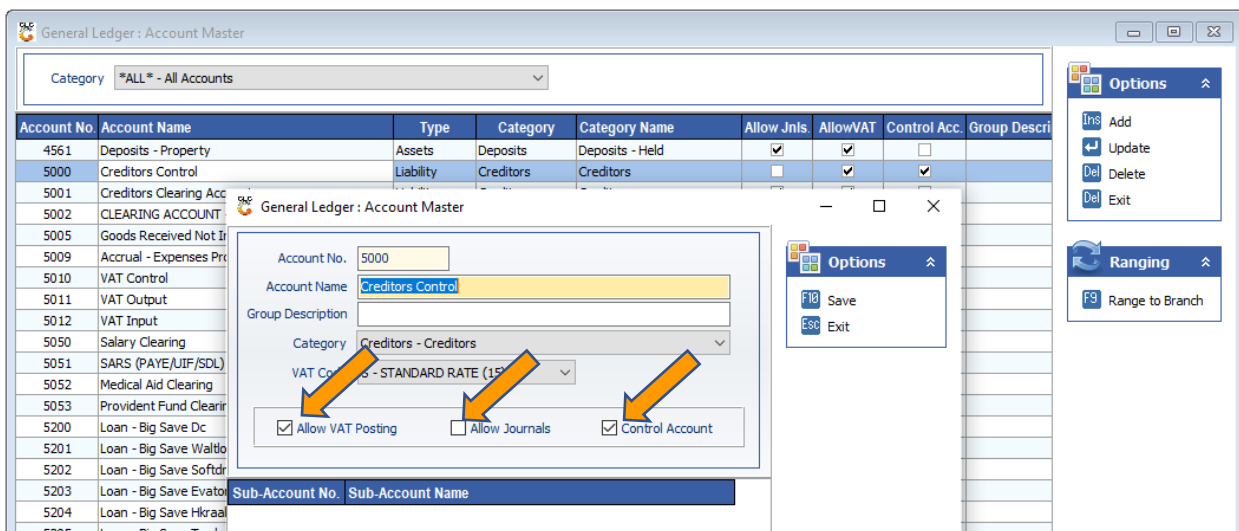
3. General Ledger – Master Files – Bank Master
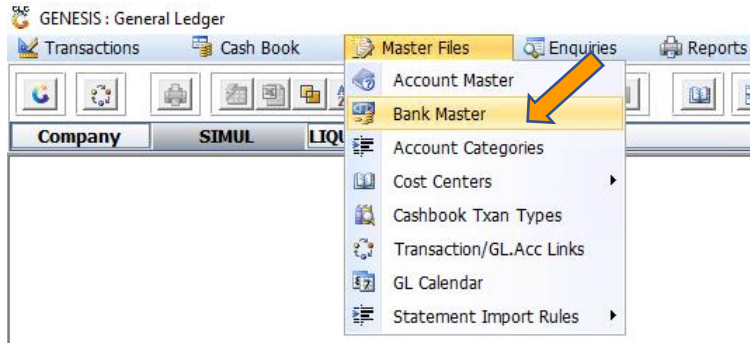
Each bank account, Cheque, Current, Bonds, Savings etc must be created and allocated a GL number.

Open the bank master and click on add. Here you can fill in all the relevant information.
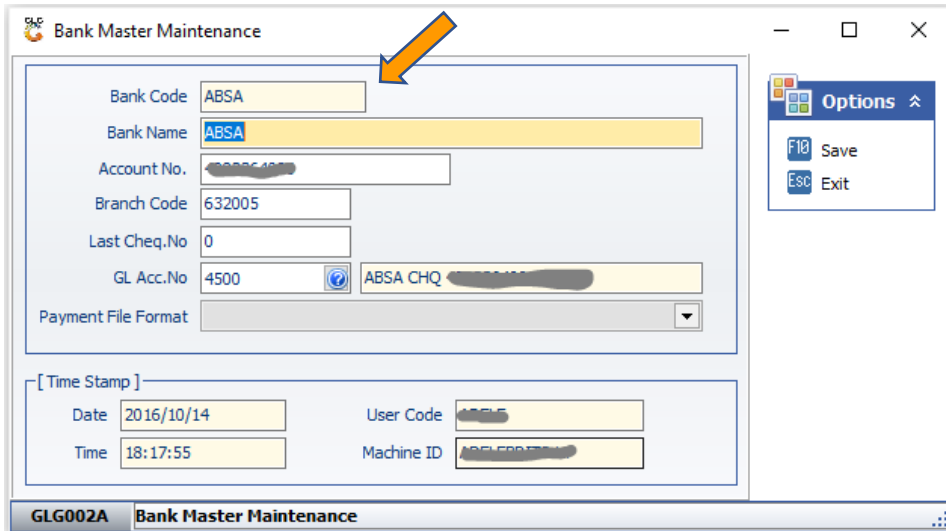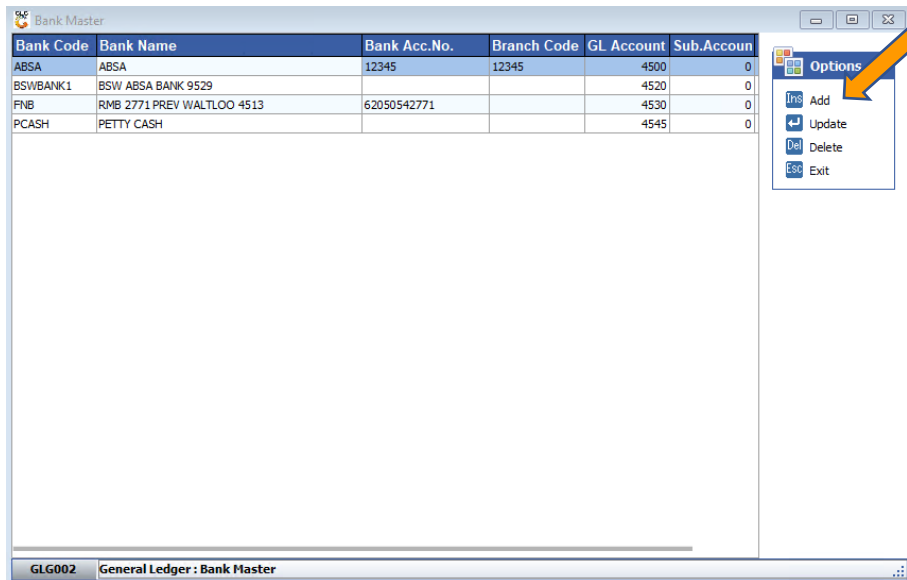
4. General Ledger – Master Files – GL Calendar
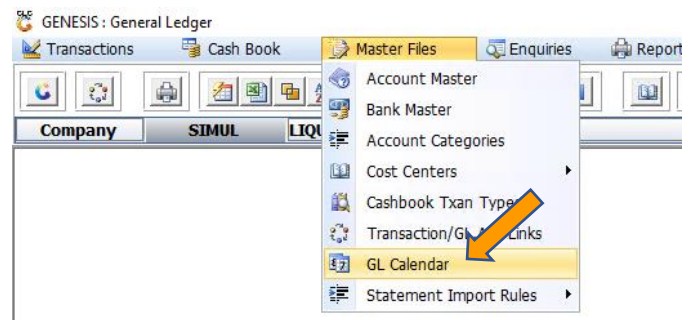
This tells Genesis how your business financial year look like, the beginning of the month and end of themonth.
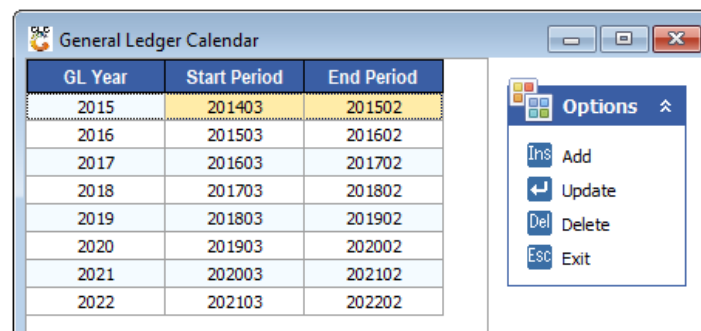
The other menus are more for set-up and will be discussed later.

5. General Ledger – Transactions – Capture Take-on Balances
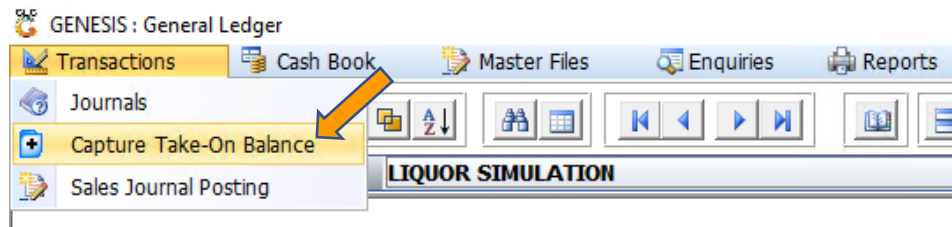
This is the first place that makes Genesis different from any other accounting systems. We had numerous issues where people by mistake backdate entries to previous year, getting accountants very upset. We then decided to go with this approach. On the 1st of the financial year the Take-on balances gets captured, then when viewing activity it will use this figure, plus and minus any movement on the account to show the running balance. If you prefer the old method, then do not capture any Take-on during two financial years.

Genesis will calculate the opening from the previous years, same as other accounting systems.

6. General Ledger – Transactions – Sales Journal Postings
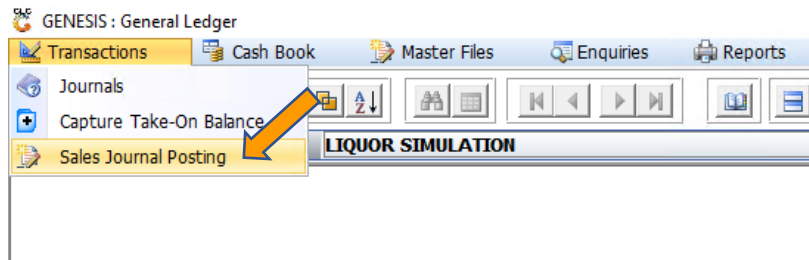
This screen shows all the entries generated by the Cash Office and are posted one by one to the Ledger.

All Unposted Entries can show all entries that are not yet posted to the Ledger. Here we use the Import Sales to pull in entries from the Cash Office.

Posted	Source Branch	TxTp	Details	Total Excl.	Total Incl.	Total VAT	Total Cost Ex.
☐	BSCMH	DEBPMT	DEBTORS PAYMENTS	21 400.00	21 400.00	0.00	0.00
☐	BSCMH	POSCOG	CASHUP CLEARING ACC.POSTING	0.00	0.00	0.00	0.00
☐	BSCMH	POSCOU	Management TILL OVER	11 141.00	11 141.00	0.00	0.00
☐	BSCMH	POSCPC	ATM REPLENISHMENT	59 750.00	59 750.00	0.00	0.00
☐	BSCMH	POSCPC	ATM REPLENISHMENT	84 200.00	84 200.00	0.00	0.00
☐	BSCMH	POSCPC	FUEL - FORKLIFT/TRUCK/CAR - NO VAT	5 000.00	5 000.00	0.00	0.00
☐	BSCMH	POSCPC	ATM BALANCE RETURNS	43 600.00	43 600.00	0.00	0.00
☐	BSCMH	POSCPC	ATM BALANCE RETURNS	1 650.00	1 650.00	0.00	0.00
☐	BSCMH	POSCPC	CONS- BAKERY PACKAGING	3 710.57	4 267.15	556.58	0.00
☐	BSCMH	POSCPC	CONS- FRUIT&VEG PACKAGING	2 809.69	3 231.14	421.45	0.00
☐	BSCMH	POSCSH	Cash Sales	898 331.20	978 630.93	80 299.73	816 153.87
☐	BSCMH	POSCSR	Cash Returns	5 410.94	5 564.19	153.25	5 106.91

7. General Ledger – Transactions – Journals
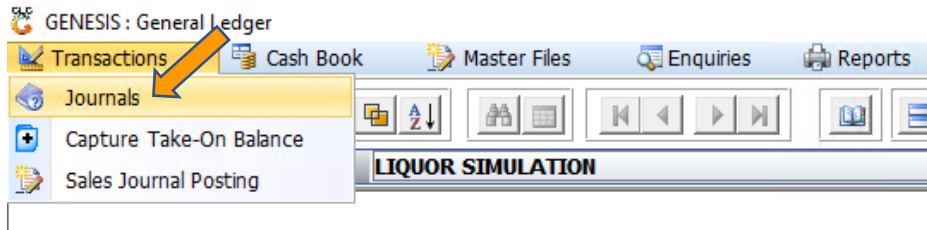
The journal is adding entries to a Ledger, most entries are captured automatically from the Sub-Systems, but Journals move money between General Ledger Accounts.

Start a new 'Header', Date, some Details with a Reference. Then start adding lines. The total of the line's Debit and Credit's must be the same to ensure it balances before posting.

8. General Ledger – Enquiries – GL Transactions
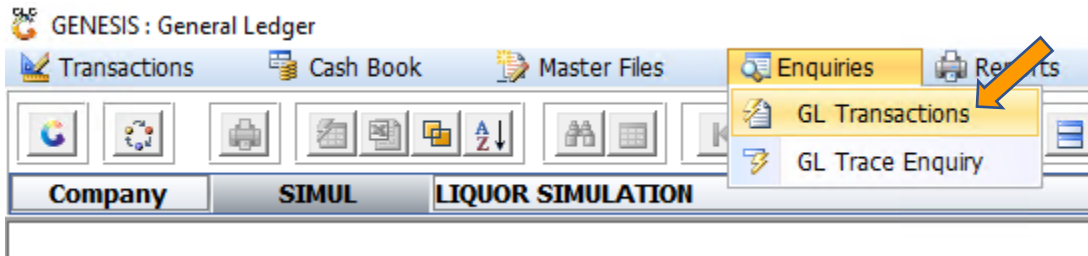
Choose the GL Account that you want to query, starting date and ending date. I prefer only doing one month at a time, then use CTRL-Left and CTRL-Right to move between months.

Press Enter to view details on a line and this will show the lines for each GL Trace Number, this number is unique per entry in the database. A transaction can be reversed on this screen, or the Account number that was incorrectly posted to can be changed to the correct GL Account.

9. General Ledger – Enquiries – GL Trace Enquiry
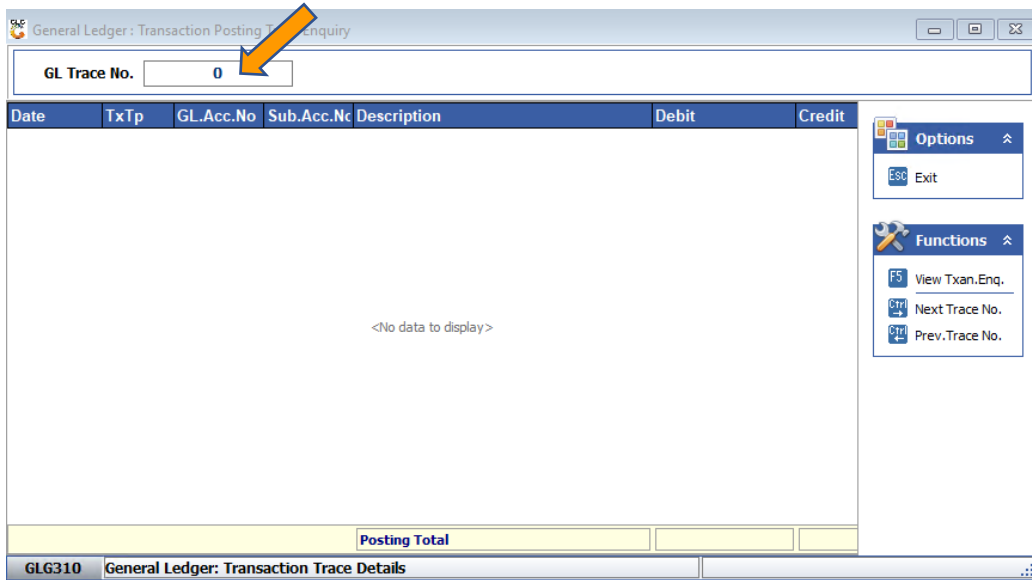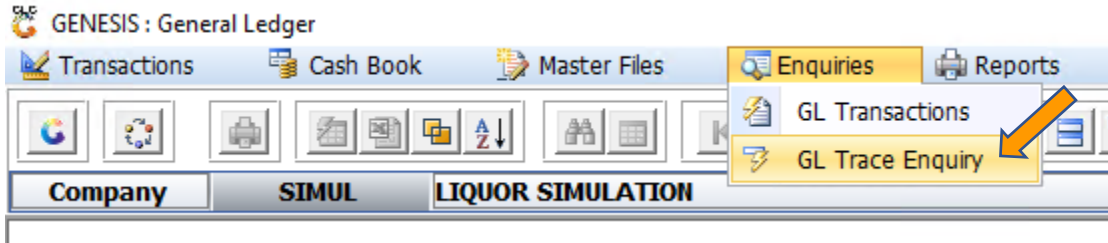
Enter the trace number and the screen below will open.
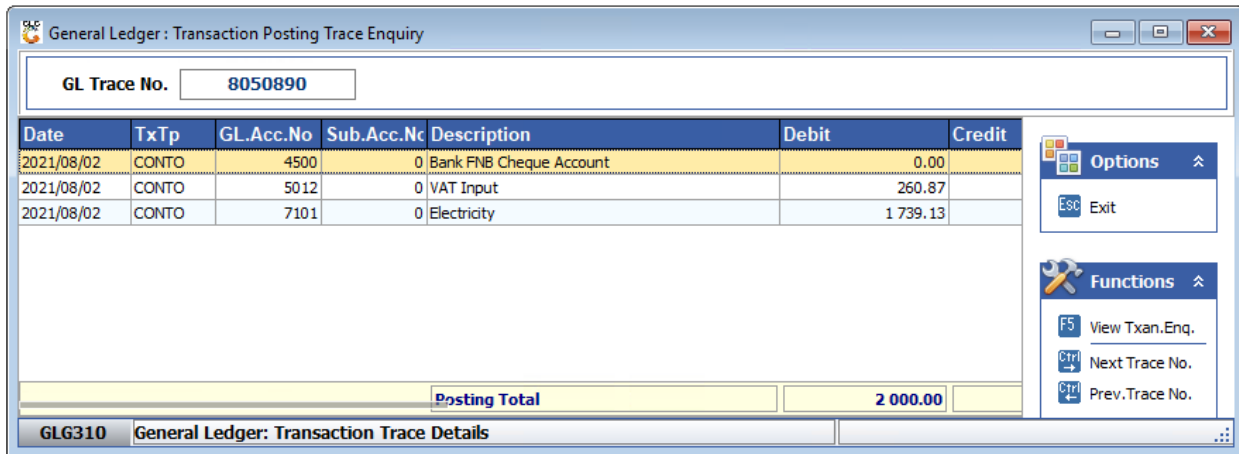
10. General Ledger – Cash Book – Transaction

This screen is used to capture the bank statements, or any account handled like a bank account, for instance Petty Cash. First, choose the Bank on which you are capturing, then the Transaction types.

Multiple types can be created, we internally only use **CONTO** and **CONTI (Control Out or Control In),** Basically did the money go out or into this account. The rest is self-explanatory.

It is possible to split the posting to various accounts, by adding more lines.

11. General Ledger – Cash Book – Import Bank Statements

As the above process is very cumbersome, We have added the importing of bank statements feature. Genesis does not integrate to the bank, and still uses the CSV files that the bank mails you daily to import, this must get set-up separately and that is not covered in this manual. We suggest setting it up so that the CSV file overlaps three or more days.

Genesis will ignore previously processed lines.

12. General Ledger – Reports
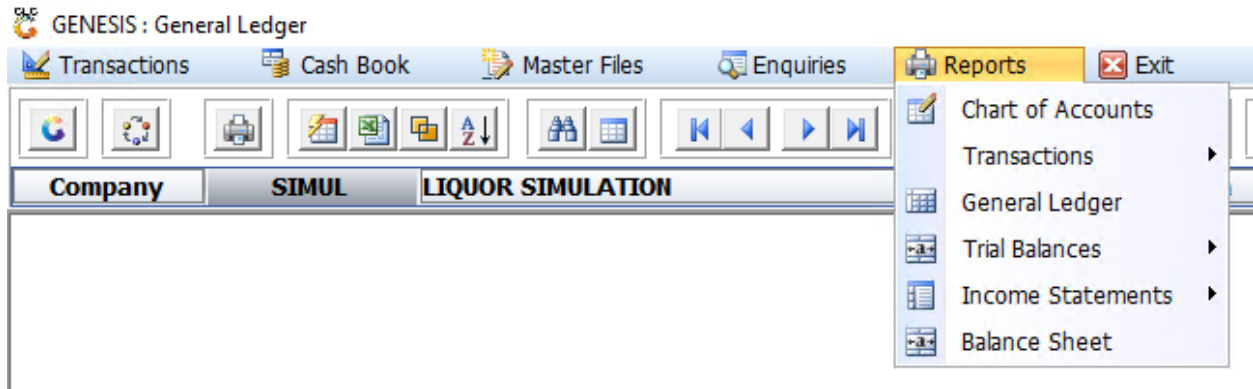
Genesis has various reports, and each report has various parameters, we suggest is that the user plays around with them to see what works and what they prefer.

Genesis can setup a Balance sheet and Income Statement in Excel, that automatically refreshes from Genesis live.