



# GENESIS

## Genesis Cashbook Transactions

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*MRJ Consultants*

*Bondev Office Park, 140 Cattle Egret Rd,  
Eldoraigne, Centurion, 0171*

*Tel: (012) 654 0300*

*Mail: [helpdesk@mrj.co.za](mailto:helpdesk@mrj.co.za)*



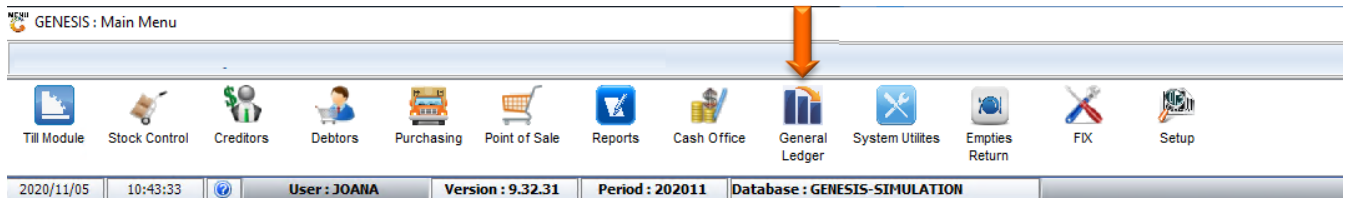
1. **Open Genesis Menu.**



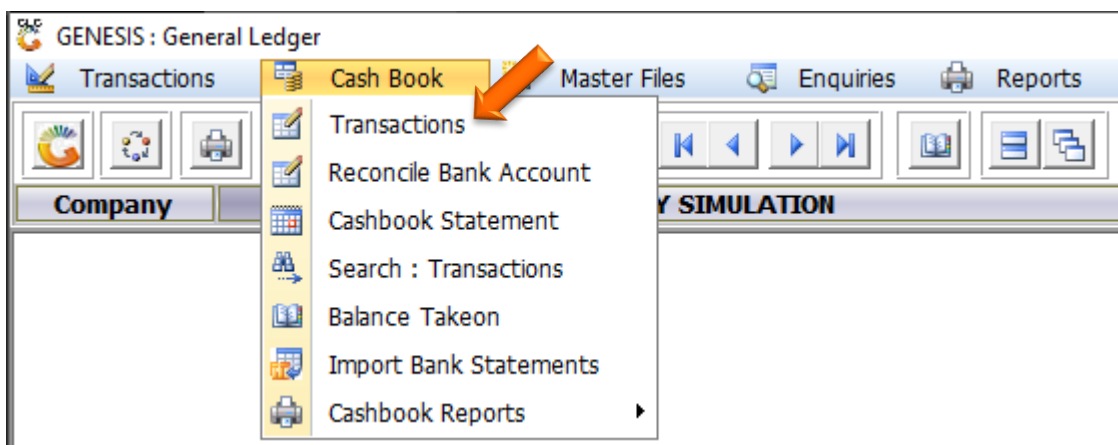
2. Type **User code** and **Password**.



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



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




## HOW TO CAPTURE A SINGLE TRANSACTION.

Once open the following window will display on your screen:

The screenshot shows the 'Cash Book : Transaction Capture' window. It contains several input fields and buttons. Numbered callouts point to the following elements:

- 1: Select Bank (STD - STANDARD BANK)
- 2: Bank GL.Account (4500 - STANDARD BANK)
- 3: Transaction Type (CONTO - CONTROL OUT-EXPENSES (C))
- 4: Transaction Date (2022/05/30) and Reference (EB Test)
- 5: Description (Utilities Bill)
- 6: VAT Code (S STANDARD RATE 15)
- 7: Amount Incl. (20 000.00) and VAT Amount (2 608.70)
- 8: Direct GL.Account No. (7101) and Water & Electricity
- 9: Branch (BSSIM - BIG SAVE SIMULATION)
- 10: Cost Center
- 11: Options menu (Post, Exit)
- 12: Line Posting menu (Insert Line, Update Line, Delete Line)
- 13: The 'Post' button in the Options menu

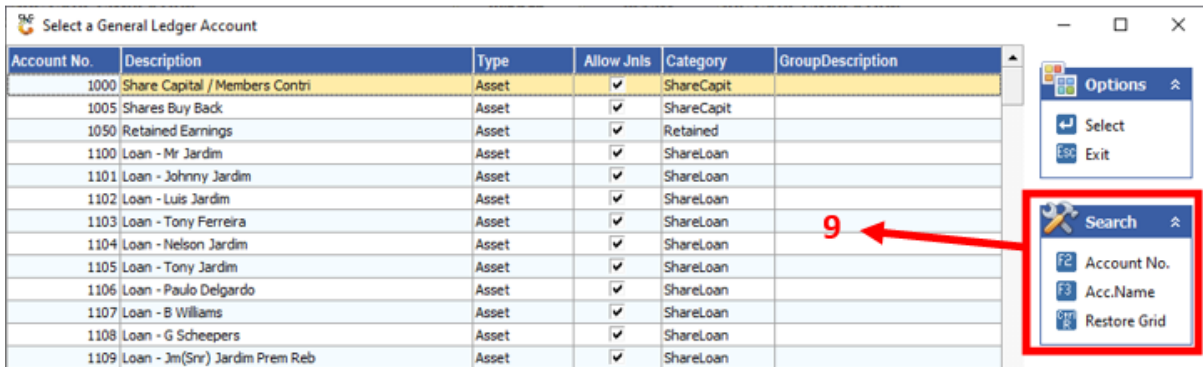
GL.Acc	Account Name	Details	Debit	Credit	Re
7101	Water & Electricity	Utilities Bill	20 000.00		EB

- 1) From the drop-down list select the Bank Account to use.
- 2) From the drop-down list select the Transaction Type.
- 3) Choose the date for the transaction. The default will display today's date, if this is not correct, use the calendar icon to select the correct date. 
- 4) Type a Reference for the Transaction.
- 5) Type a Description for the Transaction. This will be the reason for the transaction.
- 6) From the drop-down list choose the VAT code applicable for this transaction.
- 7) Type the Amount Including for the transaction. The VAT will automatically calculate if applicable.

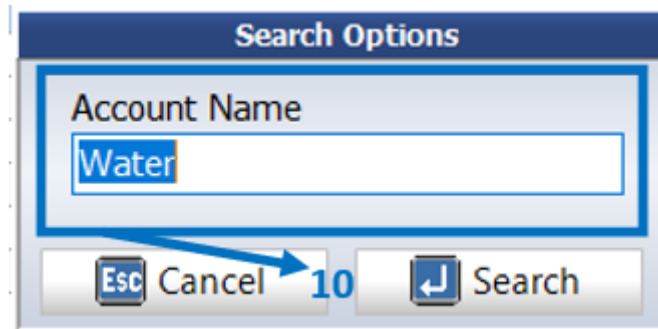
**NOTE:** When a Transaction Type is selected the system will automatically show if this transaction will be Debit or Credit.



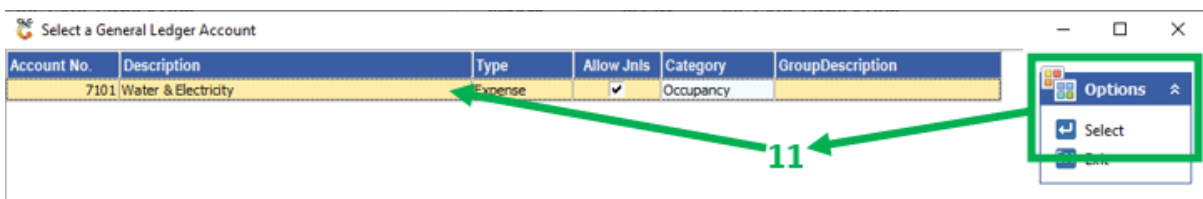
8) Type the Account No or use the search option to look for the GL Account:



9) Scroll down in the list or use the Search Function to find the applicable Account. To search press **F3** or click on the **Acc. Name** option to search by Account name:



10) Type the account name or a section of it and press **Enter** or click on the **Search** option:



- 11) All accounts with this description will display in the list. Select the relevant account and press **Enter** or click on the **Select** option.
- 12) Your transaction will now display in this list.
- 13) Press **F10** or click on the **Post** option.

## HOW TO CAPTURE MULTIPLE TRANSACTIONS FROM ONE BANK ACCOUNT.

Follow step 1-12 from (*How to capture a single transaction*) above. After step 12 the following window will display on your screen:

Cash Book : Transaction Capture

Select Bank: STD - STANDARD BANK  
Bank GL Account: 4500 - STANDARD BANK  
Transaction Type: CONTO - CONTROL OUT-EXPENSES (C)  
Transaction Date: 2022/05/30 Reference: EB Test 2  
Description: Utilities Bill  
VAT Code: S STANDARD RATE 15  
Amount Incl. 20 000.00 Credit VAT Amount 2 608.70  
Direct GL Account No. 7101 Water & Electricity  
Branch: BSSIM - BIG SAVE SIMULATION  
Cost Center

Options  
F10 Post  
Esc Exit

Line Posting  
Ins Insert Line  
← Update Line  
Del Delete Line

GL Acc	Account Name	Details	Debit	Credit	Re
7101	Water & Electricity	Utilities Bill	20 000.00		EB

- 1) Press **Insert** or click on the **Insert Line** option.

Cash Book : Transaction Posting

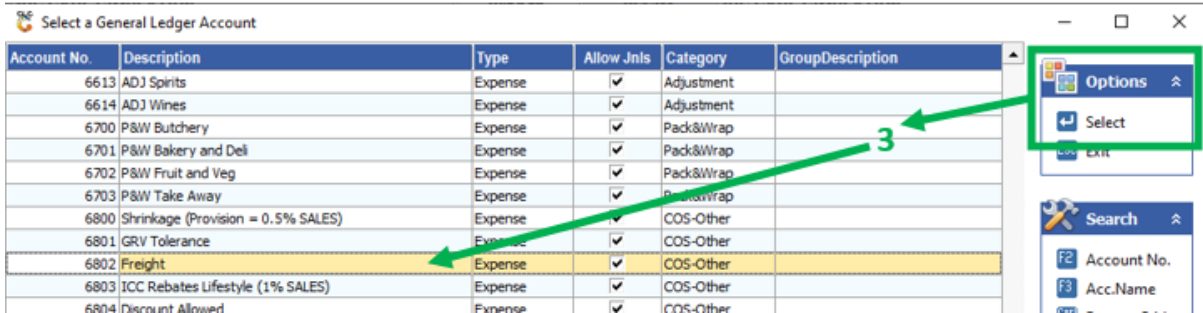
GL Account No. 6802 Freight  
Description: Utilities Bill  
VAT Code: S STANDARD RATE 15  
Amount: 500.00  
VAT Amount: 65.22  
Branch: BSSIM - BIG SAVE SIMULATION  
Cost Center

Options  
F10 Save  
Esc Exit

GLG100A Cash Book : Transaction Posting - Contra Lines



2) Type the Account No or use the search option to look for the GL Account:

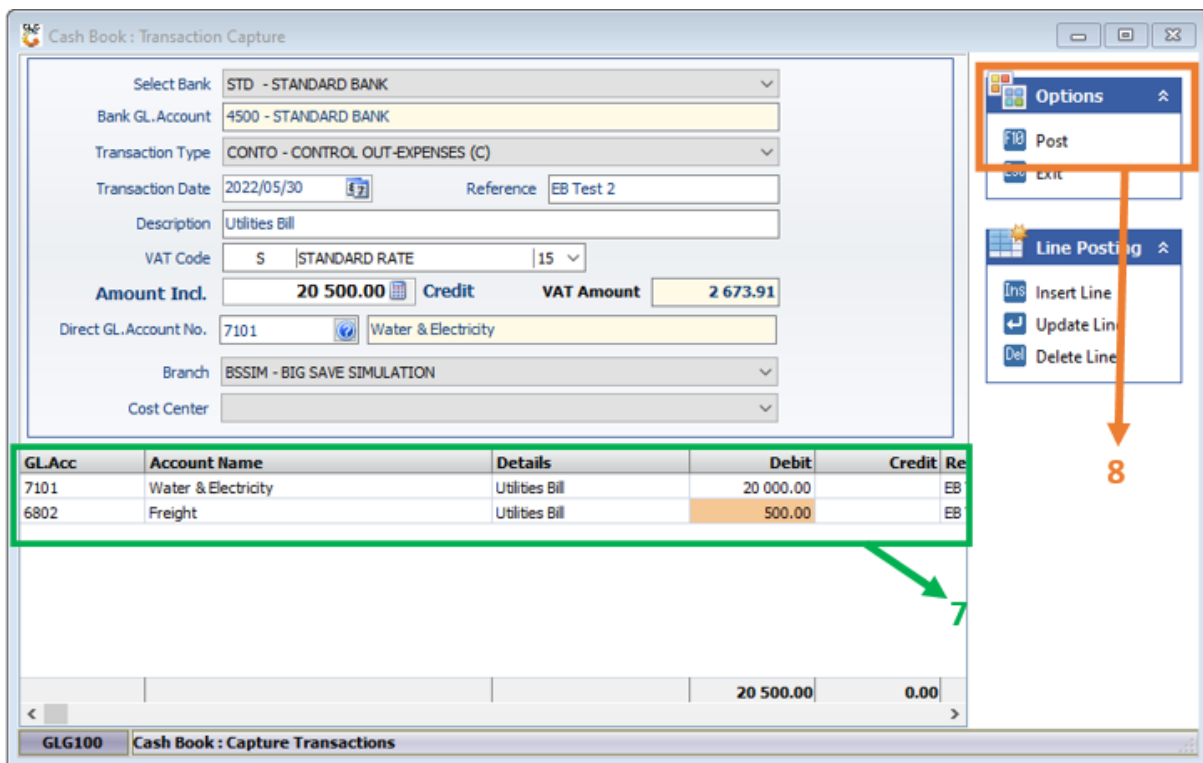


3) Select the relevant account and press **Enter** or click on the **Select** option.

4) From the drop-down list choose the VAT code applicable for this transaction.

5) Type the Amount Including for the transaction. The VAT will automatically calculate if applicable.

6) Press **F10** or click on the **Save** option.



7) Your transaction will now display in this list.

8) Press **F10** or click on the **Post** option.