

Genesis Cashbook Transactions

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module							
Select Company BLUE E	OTTLE LIQUOR SIMULATION	•					
User Code Password							
GENESIS	😮 <u>C</u> ancel	🧭 ОК					
CMN999 GENE	Version : 10.33.51						

3. Open General Ledger from the Main menu.

🐮 GENESIS :	: Main Menu													
		-												
	\$	\$ 6	-		Ţ	M			n	\times		X	P	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Of	fice	General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Vers	sion : 9.32.31	Period :	202011	Databa	se : GEN	SIS-SIMULATIO	N			

4. In General Ledger, Transactions select Transactions

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🕍 Transactions 📑	Cash Book Master Files 🗔 Enquiries 🖨 Reports
- Tel 19 19 19 19 19 19 19 19 19 19 19 19 19	Transactions
	Reconcile Bank Account
Company	Cashbook Statement Y SIMULATION
an a	Search : Transactions
	Balance Takeon
	Import Bank Statements
-	Cashbook Reports

HOW TO CAPTURE A SINGLE TRANSACTION.



Once open the following window will display on your screen:

- 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.
- 87

- 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:

🐮 Select a Ger	neral Ledger Account					_	. 🗆	×
Account No.	Description	Туре	Allow Jnls	Category	GroupDescription	-		
1000	Share Capital / Members Contri	Asset	~	ShareCapit		•	Options	*
1005	Shares Buy Back	Asset	 	ShareCapit				
1050	Retained Earnings	Asset	~	Retained		E	Select	
1100	Loan - Mr Jardim	Asset	 	ShareLoan		Es	Exit	
1101	Loan - Johnny Jardim	Asset	~	ShareLoan				
1102	Loan - Luis Jardim	Asset	~	ShareLoan				_
1103	Loan - Tony Ferreira	Asset	~	ShareLoan	9		Search	*
1104	Loan - Nelson Jardim	Asset	~	ShareLoan				
1105	Loan - Tony Jardim	Asset	~	ShareLoan			Account	No.
1106	Loan - Paulo Delgardo	Asset	~	ShareLoan			Acc.Nam	e
1107	Loan - B Williams	Asset	~	ShareLoan		67	Restore G	al al
1108	Loan - G Scheepers	Asset	~	ShareLoan			Restore G	nu
1109	Loan - Jm(Snr) Jardim Prem Reb	Asset	~	ShareLoan				

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:

Search Options	
Account Name Water	
Esc Cancel 10 J Search	

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

👸 Select a Ger	neral Ledger Account					-		\times
Account No. 7101	Description Water & Electricity	Type Expense	Allow Jnis	Category Occupancy	GroupDescription	8	Options	*
					11		Select	
							EAR	

- 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:

Select Bank STD - STANDARD BANK Bank GL.Account 4500 - STANDARD BANK Transaction Type CONTO - CONTROL OUT-EXPENSES (C) Transaction Date 2022/05/30 Description Utilities Bill VAT Code S STANDARD RATE 15 ~ Amount Incl. 20 000.00 (Credit Direct GL.Account No. 7101 Water & Electricity 1 Branch BSSIM - BIG SAVE SIMULATION Cost Center ~	😂 Cash Book : Transaction	n Capture				- • •
Bank GL.Account 4500 - STANDARD BANK Transaction Type CONTO - CONTROL OUT-EXPENSES (C) Transaction Date 2022/05/30 Description Utilities Bill VAT Code S STANDARD RATE 15 ~ Amount Incl. 20 000.00 Direct GL.Account No. 7101 Water & Electricity 1 Branch ESSIM - BIG SAVE SIMULATION Cost Center ~	Select Bank	STD - STANDARD BANK		~		Options 🌲
Transaction Type CONTO - CONTROL OUT-EXPENSES (C) Transaction Date 2022/05/30 Description Utilities Bill VAT Code S S STANDARD RATE 15 Amount Incl. 20 000.00 Direct GL.Account No. 7101 Water & Electricity 1 Branch ESSIM - BIG SAVE SIMULATION Cost Center GLAcc Account Name Details Debit Credit Re	Bank GL.Account	4500 - STANDARD BANK				
Transaction Date 2022/05/30 Image: Credit with the second se	Transaction Type	CONTO - CONTROL OUT-EXPENSES (C)	~		Post
Description Utilities Bill VAT Code S STANDARD RATE 15 ~ Amount Incl. 20 000.00 Direct GL.Account No. 7101 Water & Electricity 1 Branch BSSIM - BIG SAVE SIMULATION Cost Center ~ GLAcc Account Name Details Debit Credit Re	Transaction Date	2022/05/30	ference EB Test 2			ESC Exit
VAT Code S STANDARD RATE 15 Line Posting Amount Incl. 20 000.00 Credit VAT Amount 2 608.70 Direct GL.Account No. 7101 Water & Electricity 1 Image: Simulation Branch BSSIM - BIG SAVE SIMULATION ~ Cost Center ~ Details Debit Credit Re	Description	Utilities Bill				
Amount Incl. 20 000.00 III Credit VAT Amount 2 608.70 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	VAT Code	S STANDARD RATE	15 ~			Line Posting 🛠
Direct GL.Account No. 7101 Water & Electricity 1 Update Line Branch BSSIM - BIG SAVE SIMULATION Cost Center Cost Center Cent	Amount Incl.	20 000.00 🗐 Credit	VAT Amount	2 608.70		Insert Line
Branch BSSIM - BIG SAVE SIMULATION Cost Center	Direct GL. Account No.	7101 Water & Electricit	у		1	🛃 Update Line
Cost Center V GLAcc Account Name Details Debit Credit Re	Branch	BSSIM - BIG SAVE SIMULATION		~	_	Delete Line
GLAcc Account Name Details Debit Credit Re	Cost Center			~		
	GLAcc Account	Name	Details	Debit	Credit Re	
7101 Water & Electricity Utilities Bill 20 000.00 EB	7101 Water & E	lectricity	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 2 Description Utilities Bill 4 VAT Code S STANDARD RATE 15 4 Amount 500.00 5 5 VAT Amount 65.22 5 5 Branch BSSIM - BIG SAVE SIMULATION ~ ~ Cost Center ~ ~ ~	FIB	Options Save Exit	¢ *
GLG100A Cash Book : Transaction Posting - Contra Lines	_		.:



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

👸 Select a Ger	neral Ledger Account						-		×
Account No.	Description	Туре	Allow Jnls	Category	GroupDescription	•			
6613	ADJ Spirits	Expense	×	Adjustment				Options	*
6614	ADJ Wines	Expense	×	Adjustment			_		
6700	P&W Butchery	Expense	¥	Pack&Wrap			ч.	Select	
6701	P&W Bakery and Deli	Expense	~	Pack&Wrap	- 3	. **	Lou	EXIL	
6702	P&W Fruit and Veg	Expense	v	Pack&Wrap					
6703	P&W Take Away	Expense	~	P- Jawnirap			-		
6800	Shrinkage (Provision = 0.5% SALES)	Expense		COS-Other			\sim	Search	*
6801	GRV Tolerance	Exercise	~	COS-Other			_		
6802	Freight	Expense	~	COS-Other			F2	Account N	lo.
6803	ICC Rebates Lifestyle (1% SALES)	Expense	~	COS-Other			F3	Acc.Name	
6804	Discount Allowed	Expense	V	COS-Other			-		

- 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.

🐮 Cash Book : Tra	ansaction	Capture			-	
Sele	ect Bank	STD - STANDARD BANK		~		Dotions *
Bank GL.	Account	4500 - STANDARD BANK				
Transacti	ion Type	CONTO - CONTROL OUT-EXPENSES (C))	~		Post
Transacti	ion Date	2022/05/30 57 Ref	ference EB Test 2			EXIL
Des	scription	Utilities Bill				
VA	AT Code	S STANDARD RATE	15 ~			📑 Line Posting 🖈
Amoun	t Ind.	20 500.00 🗐 Credit	VAT Amount	2 673.91		Insert Line
Direct GL.Acco	ount No.	7101 Water & Electricit	у			🛃 Update Line
	Branch	BSSIM - BIG SAVE SIMULATION		~		🔤 Delete Line
Cost	t Center			~		
						•
GL.Acc A	Account	Name	Details	Debit	Credit Re	8
7101 V	Nater & El	ectricity	Utilities Bill	20 000.00	EB.	~
6802 F	reight		Utilities Bill	500.00	EB 1	
					7	
				20 500.00	0.00	
<				20 00000	>	
GLG100 Cas	sh Book	Capture Transactions				

- 7) Your transaction will now display in this list.
- 8) Press F10 or click on the Post option.