Genesis Cashbook Transactions

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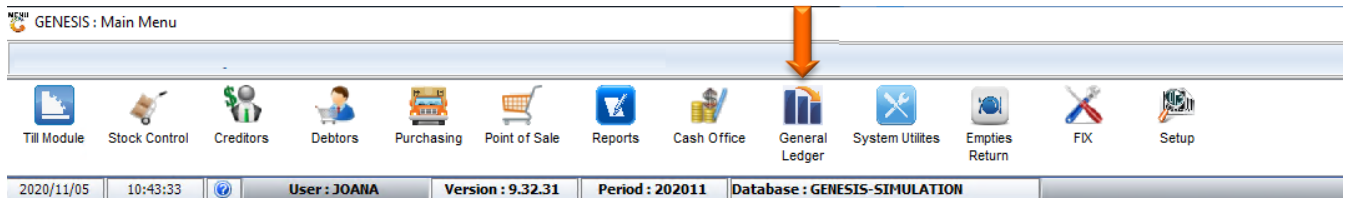
Tel: (012) 654 0300

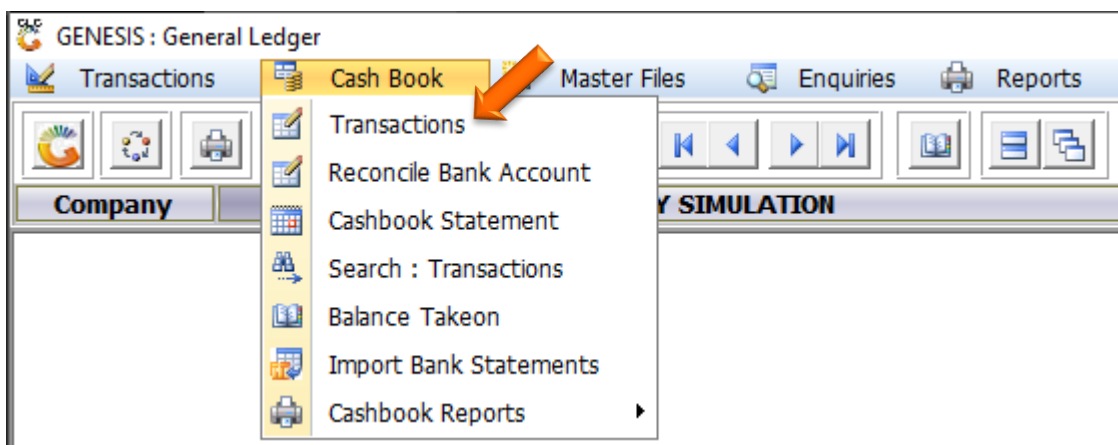*Mail: helpdesk@mrj.co.za*

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:

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.
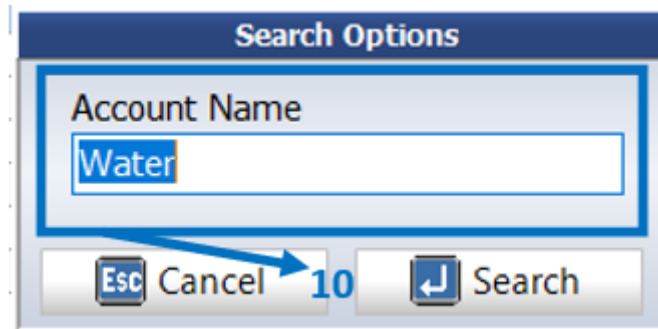
NOTE: When a Transaction Type is selected the system will automatically show if this transaction will be Debit or Credit.
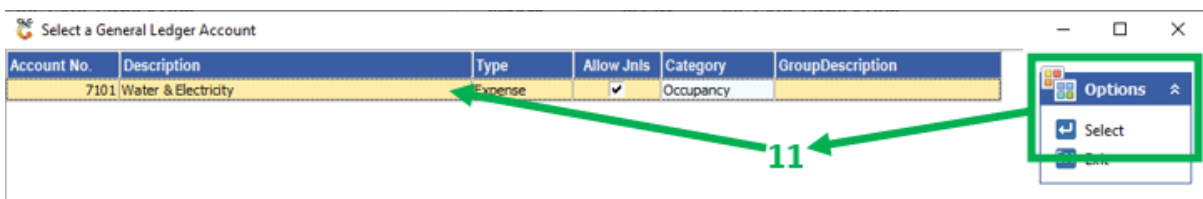
8) Type the Account No or use the search option to look for the GL Account:
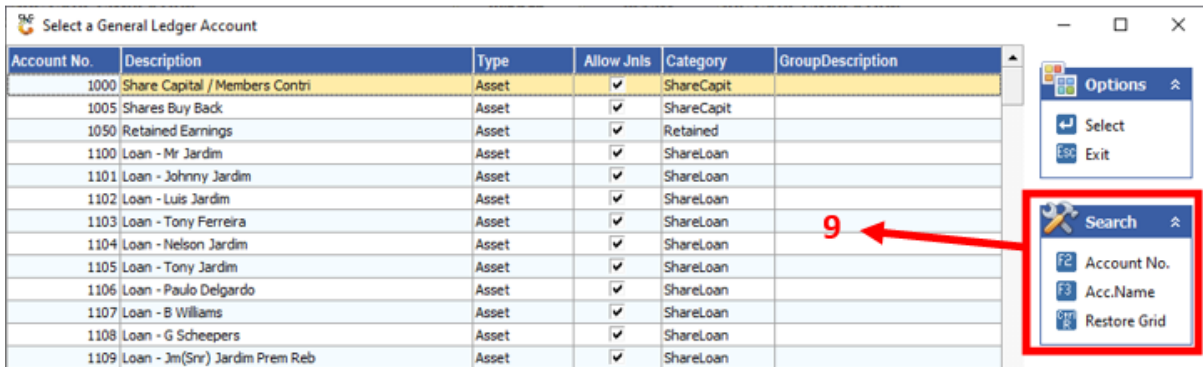
9) Scroll down in the list or use the Search Function to find the applicable Account. To search press **F3** or click on the **Acc. Name** option to search by Account name:

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:

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

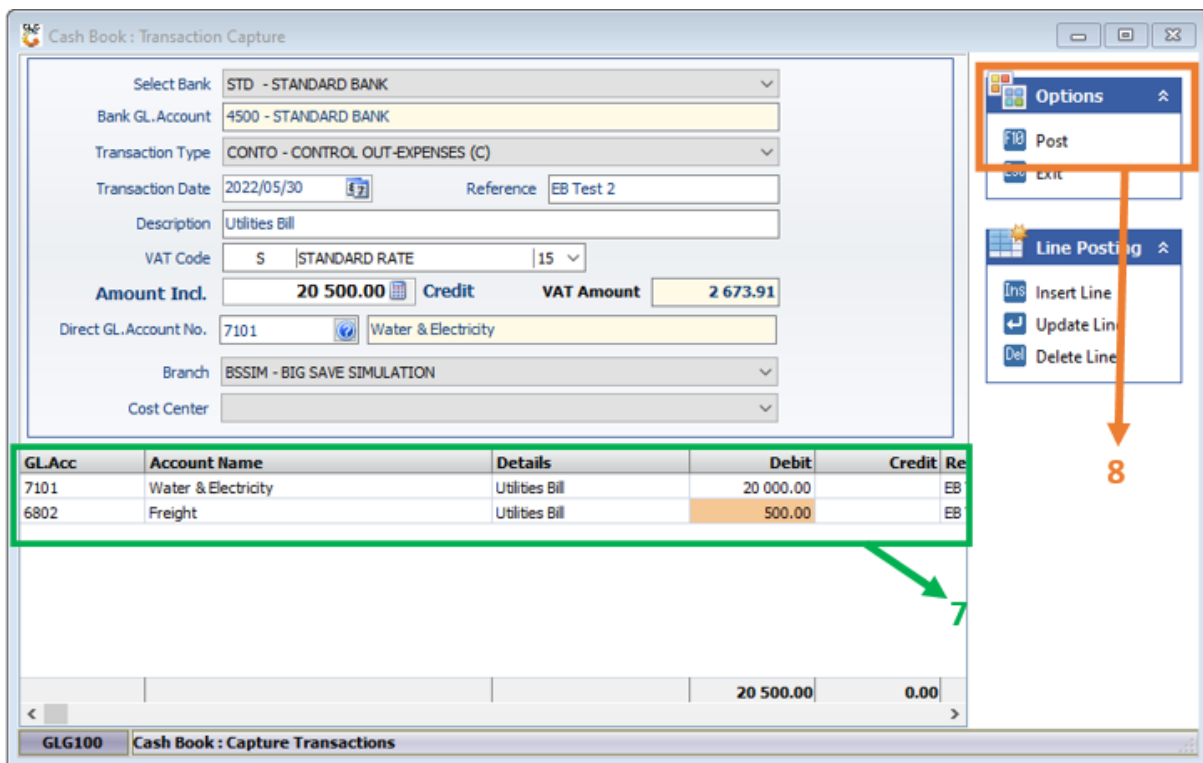2) Type the Account No or use the search option to look for the GL Account:
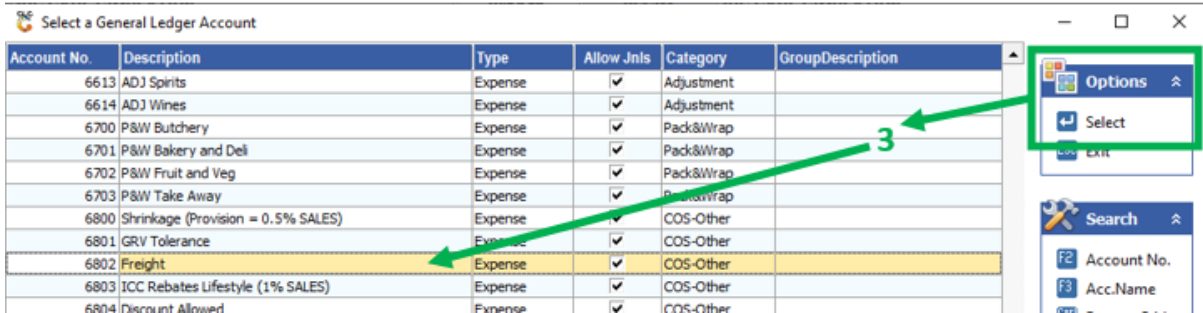
3) Select the relevant account and press **Enter** or click on the **Select** option.

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.