



GENESIS

Genesis Cashbook Txan Types

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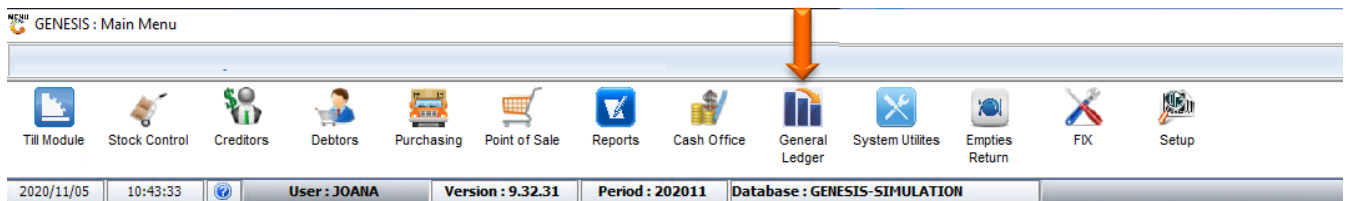
1. **Open** Genesis Menu.



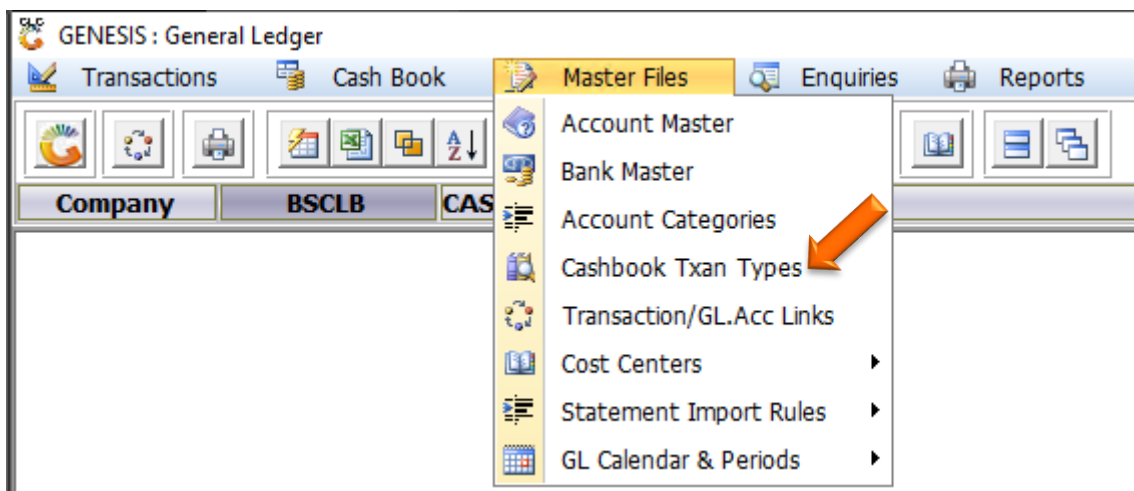
2. Type **User code** and **Password**.

A screenshot of the "GENESIS Main Module" login window. At the top, there is a "Select Company" dropdown menu with "BLUE BOTTLE LIQUOR SIMULATION" selected. Below this is the Genesis logo and the word "GENESIS" in a large font. To the right, there are two input fields: "User Code" and "Password", each with an orange arrow pointing to it. At the bottom, there are "Cancel" and "OK" buttons. The status bar at the very bottom shows "CMN999", "GENESIS Main Module", and "Version : 10.33.51".

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

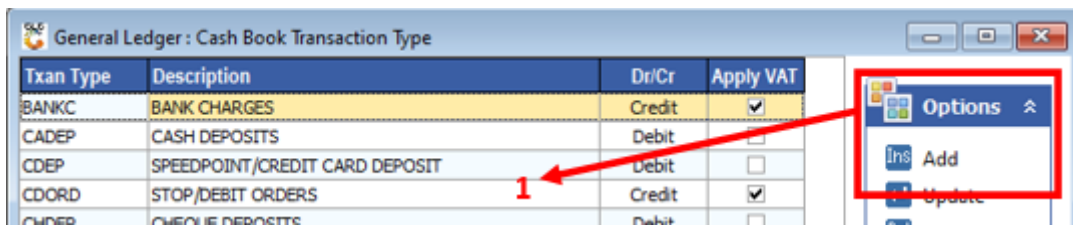


4. In **General Ledger, Master Files** Then **Cashbook Txan Types**

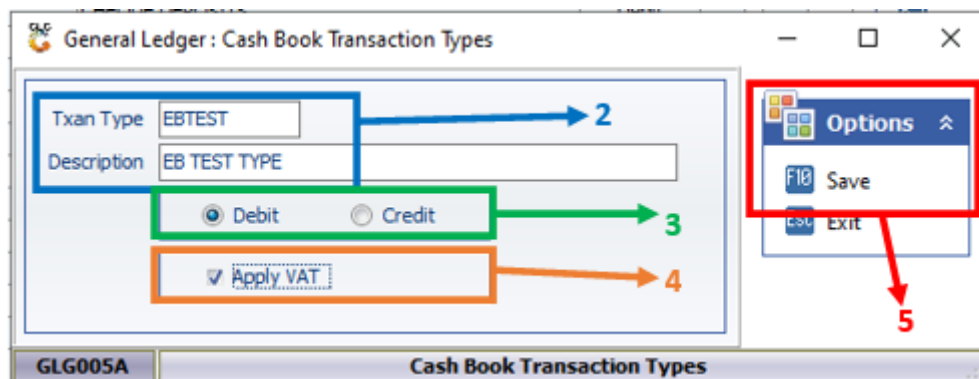


HOW TO ADD A NEW TRANSACTION TYPE.

Once open the following window will display on your screen:



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



- 2) Type the Txan Type & Description.
- 3) Select whether this transaction will be Debit or Credit.
- 4) Tick the box if VAT is applicable.
- 5) Press **F10** or click on the **Save** option.