

## **Genesis Cashbook Txan Types**

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company BLUE	BOTTLE LIQUOR SIMULATIO	N
	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												
								-					
	4	<b>\$6</b>	-			M	st.		$\times$		X	<b>S</b>	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Vers	sion : 9.32.31	Period :	202011 Da	tabase : GEN	ESIS-SIMULATIO	N			

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:

😋 General Ledger : Cash Book Transaction Type							
Txan Type	Description	Dr/Cr	Apply VAT	(00)			
BANKC	BANK CHARGES	Credit	<ul><li>✓</li></ul>	📲 🔐 Options 🖈			
CADEP	CASH DEPOSITS	Debit					
CDEP	SPEEDPOINT/CREDIT CARD DEPOSIT	Debit		Lhs Add			
CDORD	STOP/DEBIT ORDERS	Credit	✓	Update			
CHIDED	CHECK IE DEPOSITIS	Dabit					

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

👸 General L	edger : Cash Book Transaction Types		_		×		
Txan Type Description	EBTEST TYPE	2	EIR	Options	*		
	🖲 Debit 🛛 🔘 Credit	→3	Est	Exit	┦		
	V Apply VAT	→ 4		5			
GLG005A	A Cash Book Transaction Types						

- 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.