

GENESIS

How to Guide How to do a bank import

MRJ Consultants 37 Weavind Ave, Eldoraigne, Centurion, 0157 Tel: (012) 654 0300 Mail: <u>helpdesk@mrj.co.za</u>



1. **Open** Genesis Menu.



2. Select the correct **Company Type**, **User code** and **Password**.

GENESIS :	Main Menu	I		
Select (Company	CASH 8	& CARRY SIMULATION	·
			User Code Password	
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CMN999		GEN	ESIS : Main Menu	Version : 11.19.41

3. Open General Ledger from the Main menu.

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🖉 GENESIS : Main Menu														
	<i>\$</i>	\$					â/		n	\times		X	Su	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off	fice	General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Ver	sion : 9.32.31	Period :	202011	Datal	base : GEN	SIS-SIMULATIO	N			

4. Select Cashbook then Import Bank Statements

👸 GENESIS : General Ledger										
🕍 Transactions	-	Cash Book 💮 Master Files 🗔 Enquiries 🖨 Reports								
🥂 🐴 🛋		Transactions								
		Reconcile Bank Account								
Company		Cashbook Statement Y SIMULATION								
	₿	Search : Transactions								
		Balance Takeon								
	a	Import Bank Statements								
	۵	Cashbook Reports								

5. Once open you will see all open statements. To **import** select F6 on your keyboard or click on **CSV Import** to open the import option.



6. You will now be prompt to the below import page where you firstly need to select the **CSV Template** that was set up prior then Select the CSV File that you want to import (This is saved in the location you saved it as when you downloaded it from the bank).

👸 General Ledger: Bank		_		×						
Main Imported CS	¥ Data									
Select Bank	FNB - FIRST NATIONAL BANK Statement Date 2022/07/11	7	• •••••••••••••••••••••••••••••••••••)ptions	*					
CSV Template	FNB - FNB Mail Import		F5 II Esc e	mport CSV ixit						
Select CSV File to Import			۲	unctions	*					
	CSV Template Settings		F7 T	emplates						
	Ignore Title Lines of the CSV Import File 3									
CSV Date Forma	t 1 - YYYY/MM/DD V No.of Columns Selected 4									
Delimiter Characte	r [,] - Comma V CSV Rows Imported : 0									
CIC150D Ca	neral Ledner Bank Statement - CSV Import									
dedisor de	inclui couger, bank statement - est import									

7. Once you have selected the correct file you can now **import it**. Press F5 on your keyboard or click on Import CSV

👸 General Ledger: Bank	Statement - CSV Import		_		×				
Main \ Imported CS	¥ Data								
Select Bank	FNB - FIRST NATIONAL BANK V Statement Date 2022/07/11			Options	*				
CSV Template	FNB - FNB Mail Import V		F5 Esc	Import CSV Exit					
Select CSV File to Import	C: \Users \Alex.Hobarth \Documents \62003037620.csv		%	Functions	*				
	CSV Template Settings		F7 -	Templates					
	Ignore Title Lines of the CSV Import File 3								
CSV Date Forma	t 1 - YYYY/MM/DD V No.of Columns Selected 4								
Delimiter Characte	r [,] - Comma V CSV Rows Imported : 0								
GLG150D Ge	neral Ledger: Bank Statement - CSV Import								

8. The statement will now appear in the first page. From here you can press enter on the statement then Post payments.

🐮 Genera	Ledger : FNB	Statement Dowr	load					
Status	Stmt. No	Stmt. Date	Bank Code	Credit Value	Debit Value	Cr. Lines	Dt. Lines	
Imported	2	2022/07/08	FNB	3 106 443.84	4 374 519.69	37	102	Options *
								View Stmt.
								Delete
								Esc Exit
								🍫 Imports 🛠
								F5 FTP Download
								E CSV Import
								Vtilities *
								[3] Close Statement
GLG150) General L	edger : FNB Sta	tement Downlo	ad				.: