



GENESIS

How to Guide How to do a bank import

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1. **Open** Genesis Menu.



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

GENESIS : Main Menu

Select Company CASH & CARRY SIMULATION

 GENESIS

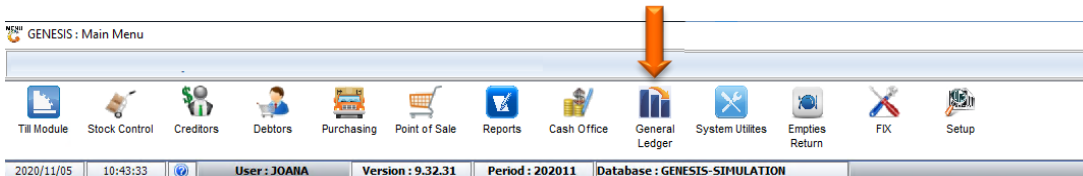
User Code

Password

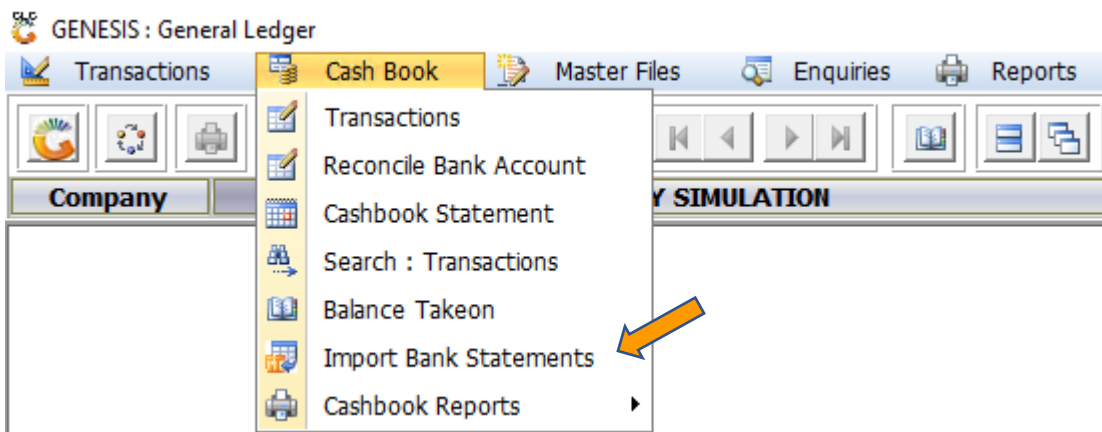
CMN999 GENESIS : Main Menu Version : 11.19.41

The screenshot shows the main menu dialog box. An orange arrow points to the "Select Company" dropdown menu, which is currently set to "CASH & CARRY SIMULATION". Two other orange arrows point to the "User Code" and "Password" input fields. At the bottom, there are "Cancel" and "OK" buttons. The status bar at the bottom shows "CMN999", "GENESIS : Main Menu", and "Version : 11.19.41".

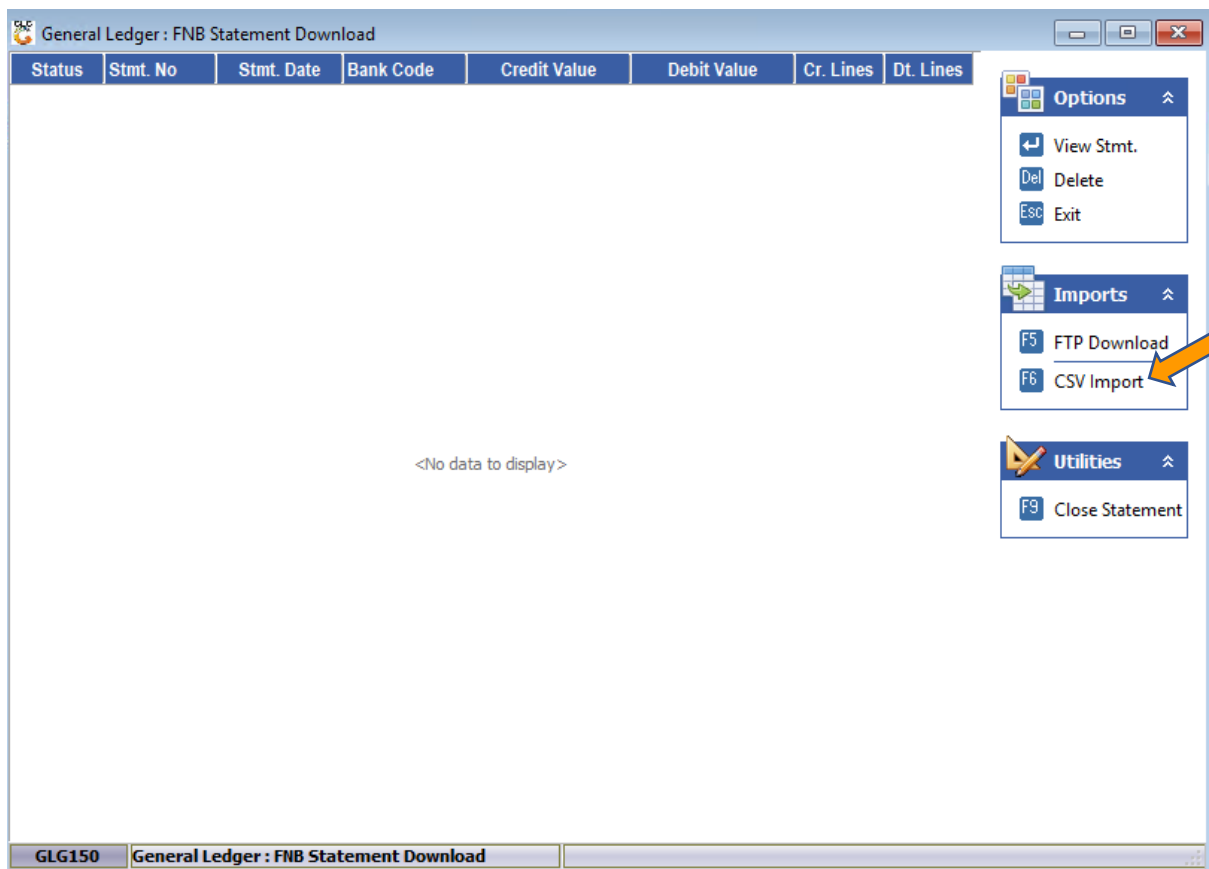
3. Open **General Ledger** from the Main menu.



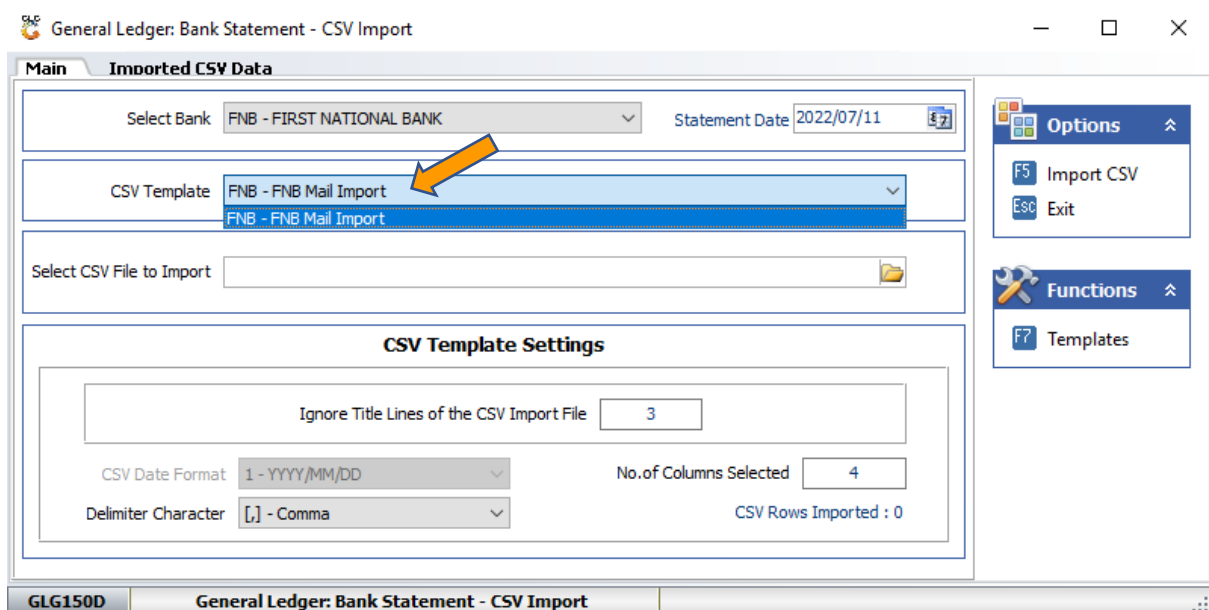
4. Select **Cashbook** then **Import Bank Statements**



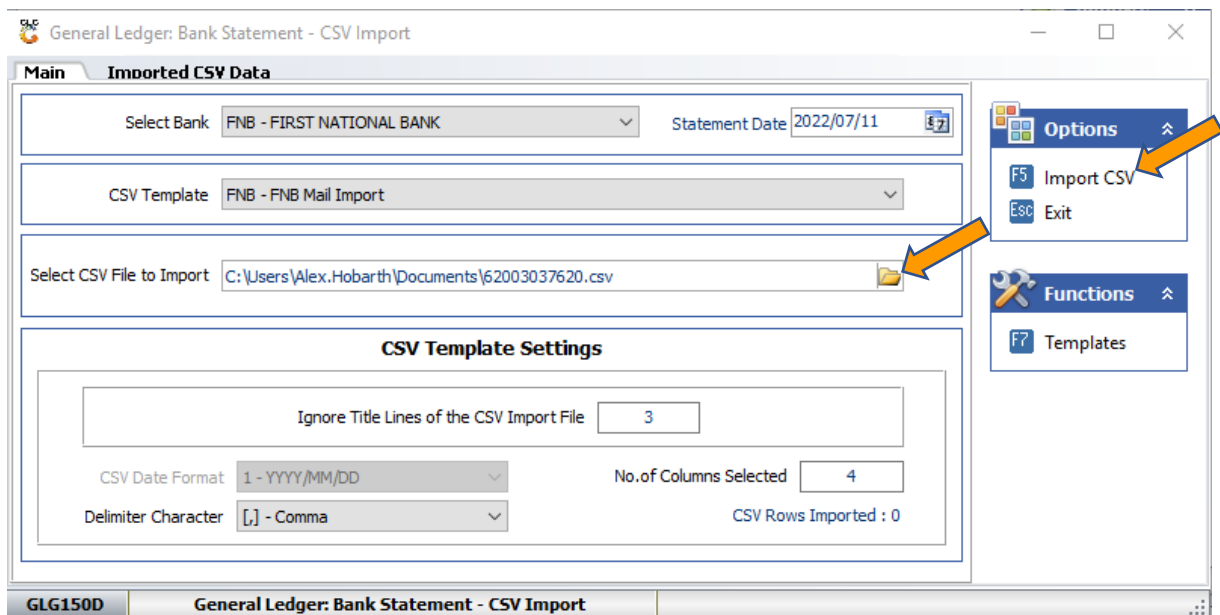
5. Once open you will see all open statements. To **import** select F6 on your keyboard or click on **CSV Import** to open the import option.



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).



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



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

