

# GENESIS

# **Genesis Look and Feel**

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- 1. This document was compiled by MRJ Consultants and serves as training and reference manual, this manual will give you an overview on what the Genesis Layout looks like.
- 2. All machines are loaded with SQL Express on the desktop computer, that will give Genesis access to a local temporary database, which will take some of the load of the server and ensure that, in the case of power failure, sales that was busy being capture, will not be lost.
- 3. All executable files will be stored on the Server's V Drive, and when logging onto the desktop computer, it will then be copied to the C Drive, which also lessens the load on the server and ensures for a faster user experience.



4. On your Desktop will be an icon called **Genesis Menu**, MENU Double click and enter the correct company, your username and password, This will open up Genesis and take you to the Genesis Menu

S Cancel	🙆 ОК
User Code Password	
BLUE BOTTLE LIQUORS SIMU	
	BLUE BOTTLE LIQUORS SIMU

5. If it's the first time you login with your user code, you will type in your user code with the password – ABC123. You will then be able to change to the password of your choice .

0	You password must be changed. Please enter and Confirm your New Password
<b></b>	User ERNY - ERNY
	New Password
	Confirm Password
	Esc Cancel

6. You will then be prompted to the Genesis main menu.

8. The Genesis Main Menu is a bit long for this description, in this example we have split it into 3 parts.



Company logged into

The Genesis Menu will be displayed on the top of your screen, to open a selected module, simple click on the icon.



1. Till Module

In the till module Genesis has:



#### 2. Stock Control

Company	SIMUL	LIQUOR SI	MULATION	Branch	SIMUL	
				33 🕥 🧕	000	
Kansactions	🍣 Master Files	🐴 Enquiries 🛭 🕉 Utilit	ties 🔯 Exit			
🗯 Stock Control I	Module					

#### In the Stock Control module Genesis has:

			ABC	Master Files	Ha End	quir						
				Stock Master					1	Utilities	Exit	
	Transactions	Master	٤ <b>ب</b>	Other Masters		•			-	Selling Pric	e Utilities	•
٩	Stock Receipts (	GRVs)		Category Mainter	nance				5.3	Change St	ock Code	
3	Supplier Returns		20%	Promotions		•	273 E	Enquiries 🏾 🎲 Utilities 🛛 🔀 Exit	20×	Min/Max L	evels	•
50×	Adjustmente		3	Archive Stock Ma	aster		28	Stock Master	C	Online Util	ities	•
40-	Adjustments	24 		Split Codes			50×	Monthly Item Sales Stats	<b>50</b> ×	Price Labe	ls <mark>&amp;</mark> Scales	•
	Transfers	•	1	BOM - Recipes			0	Global : Item Enquiry (IC-Stores)	1	Stock Tak	e	•
-	IBT Authorisation	ns	*	Category Detail		•	3,	Global : Bulk Ranging	1	Server Mo	nitor	

#### 3. Creditors

Company	SIMUL	10.7	LIQUOR S	SIMULAT	ION		Branc	:h	SIMUL		
<u>.</u>		<b>₽</b> 2↓	8	14	▶ ▶	0	368		0	0 🖸	
🛃 Transactions	🍣 Master I	Files 🛄	Enquiries		Utilities	×	Exit				
🖏 GENESIS : Credi	itors										

#### In the Creditors module Genesis has:

¥	Transactions 🏼 🗳 Ma	aste 🌮 Mas	ter Files 📃 🔔	Enqui	ries 😼 Utilities 🔀	ŧ			Statement Recons	
8	Invoices	📶 Cr	editors Master	1					Filing System	•
3	Debit Notes	⊞ ot	her Master Files	• 🔟	Category Master	12	Enquiries Utilities	1	Budgets	•
g	Journal Processing	)	LN		Creditor Groups		Transaction Audit	-3	Rebate Utilities	
	Payments & Reversals	•		8	Buyers & Order Makers	<b>Q</b>	Invoice Search	1	Master File Utilities	
1	Allocations			1	Rebate Codes		Invoice Reference Search		AirTime Voucher Recon	
2	Claims			<b></b>	Claim Reasons	1	GRV Search	87	Balance I Itilities	
1	Authorisations	•			Statement Recon.Reasons File Master Categories	-a-	Transaction Summary	2	Server Monitor	

#### 4. Debtors BED

5.

Company	SIMUL	L	IQUOR SIMULATION	Branch	SIMUL	
<b>3</b>		2↓ # □		ee 🕢 🚯	$\bigcirc$	
Transactions	Master Files	🍲 Utilities	🔀 Exit			

#### In the Debtors module Genesis has:

Manual Credit Note	•	ABC	Master Files 救 Utilities Debtors Master	<b>*</b>	Utilities Exit Balance Utilities	•
Journals     Jebtor Claims     Document Allocations     PDC Register	,		Other Masters  Recurring Invoices Archive Debtors	8 49 1	Debtors Deals Department Pricing Utility Marketing Module	•
Pre-Authorisations	•	93	Online Customer Master	200	Process Recurring Invoices	

LIQUOR SIMULATION

(D)

Branch

0 0 🖸

SIMUL

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# In the Purchasing module Genesis has:

SIMUL

\*

6 Company



#### 6. Point of sale

🖑 GENESIS : Point of Sale Module

Transactions	🍣 Master File	es 🛛 📲 Till & Cashup	鯹 Utilities	🔀 Exit			
<b>3</b>	4 2 3		14 4 <b>&gt;</b> 14		000		
Company	SIMUL	LIQUOR SIMULATION			Branch	SIMUL	SIMULATIO

# In the Point-of-Sale module Genesis has:

View Daily Stats	9	Till Master	-	Till & Cashup	1			
Document Reprint	s 🕹	Cashiers Offline Till Utilities		Open Tills	<b>X</b>	Utilities Bulk Voud	her SMS Utility	
Bark Sales	1	Vouchers		Pickups	i۳	Pastel Do	cument Export	
Commissions	2	Air-Time Categories	41	Close This	_ 🛃	Store Bud	lgets	ю
Cashier Commission	s 🕎	Cheque Register	8	Supervisor Key		Blue Labe	l AirTime Recon	

# 7. Reports

Company	CTMIN		LTOUOD CTM	ULL ATTON		Branc		STMI	
5			A 🔲	₩ 4 > >	Ð	88	3	0 0 🖸	
Stock Control	8	Creditors	Se Debtors	🕎 Point of Sale	ABC	Purchasing	ABC	System Audits	🔀 Exit

# In the Reports module Genesis has:

	Master Reports Transaction Reports	•		98	Debtors	Point of :	
	Onhand Reports	•			Master Rep	oorts 🕨	
	Pricing Reports	1	Conditions		Age Analys	sis 🕨	
	Deal Sheets GRV & IBT Reports Category Reports Stock Management Reports Sales Analysis Damage Reports Dispatch Reports		Creditors Master File Transactions Payments Claims Rebates		Sales Repo Post Dated Quotations Price Chan GP Except	rts  d Cheques s & Orders ges ions	
	Audit Reports Point of Sale	• rchasing	Audit Reports	• 🗳	Audit Repo	orts •	
	Sales Reports Till Reports	•	Image: Product       Image: P	t Deta Report	ils s ►	System Audi Stock Cont	ts rol
50×	Price Change Reports Laybye Reports	•	Buyers	/ Repo Repor	orts ► ts ►	Debtors Creditors	

# 8. Cash Office

				UOR S.	IMULATION		В		UL	
In t	he Cash	Office mo	dule Genes	is ha	s:					
	Till Utilities	s 🛛 🖄 Mi	anag							
9	Pickups									
Ø	Replenishn	nents	👌 Manage	ement	🔂 End-					
	Till Unlock	Keys	😼 Mana	gemen	t Till					
8	Supervisor	KEYS	Payou	its / Pe	etty Cash 🕨					
2	Cash-Drop	Verification	🗔 View/	Updat	e Payouts	A	Fed af Devi	(D. D		
	Cash-Office	e Till Function	Depo	sits & A	ATM +		Consolidation	and Close of Da	av.	
-	Balance &	Close Tills	Credit	Card I	Recon	1	Balancing Su	nmarv	1	
	bullines et				Utilition		Cv#			
() 自 F	Reports	Utilities	EX EX	t 🖶	Management	· Till I	History			
50%	COF Disbur	sements/Rep	lenishments		Consolidate F	listo	v			
-	Till Card De	vices - 7-Rea	dinas	-1	Coch Office T	THE MA	1 urtau			
	Card Cattle	mant Daget	ango		Management		Mastar			
	Card Secce	ment Report			Management	. 101	Master			
Ger	eral Led	ger								
GI 🏅	ENESIS : Genera	l Ledger	Pra				-			
T 👱	ransactions	Cash Boo	k 🎲 Master	Files	Q Enquiries		Reports 🕑	Exit		1
G	<u></u>	<u>a</u>	<b>₽</b> 2↓ #					<b>)</b>	0 🖸	
0	mnany	STMUL	LTOHOR STMUL	NOTTON			1	Branch	STMUL	STMULA

# In the General Ledger module Genesis has:

		-	Cash Book	🔛 Master File		Master Files	🔍 Enquiries
			Transactions Reconcile Bank	Account	(3)	Account Mast Bank Master	cer
Transactions   Journals   Capture Ta   Sales Journ	ke-On Balance al Posting		Cashbook Stat Search : Trans Balance Takeo Import Bank Si Cashbook Repo	ement actions n tatements orts	律国政の国行	Account Cate Cost Centers Cashbook Txa Transaction/G GL Calendar Statement In	igories an Types 3L.Acc Links nport Rules
GL Trace	actions Enquiry		Chart of Account Transactions General Ledger Trial Balances Income Statemer Balance Sheet	s • •			

## 10. System Utilities

👸 GENESIS : System Utilities

Company	SIMUL	U	QUOR SIMULATION	Branch	SIMUL	
ن ا			N A P N	000	]	
🖌 Utilities	A Settings	🔝 Exit				

## In the Systems Utilities module Genesis has:

				4	Settings		Ex
					Companies		•
				43	Branches		٠
					Stock Control		۲
				9	Point of Sale		۲
				50%	Creditors		٠
				•a•	Debtors		۲
				-0	Purchasing		۲
N.	Utilities	4	Settings	泶	Repairs		۲
截	User Profiles			23	VIP Loyalty		×
<b>@</b>	Report Controls			12	General Ledge	er	۲
团	Services Trig	igers		C	Global Module	s	•
۳,	SMS OTP Lo	gs		٢	System Settin	gs	×
				LANSING N	Internal Controls		

# 11. Empties Return

12. Fix

# 13. Loyalty

Transactions	🍣 Master File	s 🧯	🗟 Reports	👱 Utilitie	S	🔀 Exit					
:	<u>승</u> 최 및	₽	#	14 4	$\flat \mid \mathbb{N}$		88	0	0 🖸		
Company	SIMUL LIQUO	R SIMU	ILATION				Branc	1	SIMUL	SIMULATION	
the Loya	ty module	Gene	sis has:	A							
the Loya	ty module	Gene 🍄 Ma	sis has: ster Files	🚔 Reports							
the Loya	ty module	Gene <sup>Sene</sup> Mai	<b>sis has:</b> ster Files IP Members	Reports	Re	eports	Vtilities		Utilities	Exit.	
the Loya	ty module	Gene <sup>(**</sup> Ma <u>*</u> v <u>Ma</u> o	<b>sis has:</b> ster Files IP Members other Master Fil	es •	Re Re	eports Member C	Vtilities	3,	Utilities SMS Extr	Exit	

#### 14. Serials

🖏 Genesis : Serial Tracking	8. Customer Repairs				
🔮 Transactions 🛛 🗳	Master Files 🎲 Repairs	🖨 Reports 🛛 🔯 Exit			
G 🖨				0 🖸	
Company SIM	IL LIQUO	R SIMULATION	Branch	SIMUL	

## In the Serials module Genesis has:

3	Transactions	ABC M				
٩	GRV Allocations					
٢	GRV Returns Allo	ocations				
50%	Invoice Allocatio	ns				
3	Sales Order Alloo	ations	Master Files	6 00	Repairs	Reports
6	IBT Allocations	<u>_</u>	Serial Master	×	Custome	r Repair Orders
	Stock Issues	12	Other Master F	iles 📖	Supplier F	Renair Orders

15. Service Tracking

# 16. Setup