

## How to Guide How to do a Sales Order

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## 1. **Open** Genesis Menu.



## 2. Type User code and Password.

Select Company	BLUE BOTTLE LIQUOR SIMULAT	
	User Code Password	
GENES	S <u>S</u>	🥝 ок
CMN999	GENESIS Main Module	Version : 10.33.5

3. Open **Till Module** from the Main menu.

ESIS:	Main Menu												
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Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Offic	Ce General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Ver	sion : 9.32.31	Period :	202011	Database : GEN	ESIS-SIMULATIO	ON		_	

4. Once opened you will be prompted to the below, Click on Order Quotes & Dispatching.

SALES	RETURNS	PAYMENTS
CASH SALES	F4 CASH RETURNS	PAYMENTS, REFUNDS & WALLETS
F3 ACCOUNT SALES	F5 ACCOUNT RETURNS	F8 VOUCHERS
LAYBYES	O R D E R S	CASH-UP

1. You will now see a drop down appear, here you can select Sales Orders

SALES	RETURNS	PAY	MENTS
F1       CASH SALES         F2       DEB. CASH SALES         F3       ACCOUNT SALES	F4   CASH RETURNS     F5   ACCOUNT RETURNS	F6 PAYM & WA	ENTS, REFUNDS LLETS
LAYBYES	O R D E R S	C A	SH - UP UP AND REPORTS
TILL LOCK/UNLOCK	ADMINISTRATOR	DN Swor	P Branches P BRANCHES
	ORDERS & QUO	TES	
	F4 Inter-Comp.Returns	F5 Dispatching	F6 Delivery Orders
F2 Sales F2 F3 a suit	Contraction of the second seco		

2. Once opened you will see all open Sales Orders, here we will select new Order or press Ins on your keyboard.

Open         9054           Open         9084           Open         4994           Open         4984           Open         1104           Open         1114           Open         9084	540200015 1840200016 1940200013 1840200012 040200011 140200007 1840200001	ERN001 PGM001 ALEX URS001 PGM001 CASH PGM001	ERNY TEST DEBTOR PG MOUTON alex test URSULA PG MOUTON CASH ACCOUNT PG MOUTON	2021/11/26 2021/11/23 2021/11/05 2021/10/23 2021/10/13 2021/09/20 2021/03/25	Mobile Cust. Mobile Cust.	15.38 297.64 600.00 1 488.20 889.99 3 185.74 297.64	I23456       Imit Solutions         I23456       Imit Solution Content         I       Update Order         I       Delete Order         I       Close Order         Exit       Search         I       Document N         I       Document D         I       Document D         I       Debtor Nam
Open         9084           Open         4994           Open         4984           Open         1104           Open         1114           Open         9084	840200016 940200013 840200012 040200011 140200007 840200001	PGM001 ALEX URS001 PGM001 CASH PGM001	PG MOUTON alex test URSULA PG MOUTON CASH ACCOUNT PG MOUTON	2021/11/23 2021/11/05 2021/10/22 2021/10/13 2021/09/20 2021/03/25	Mobile Cust.	297.64 600.00 1 488.20 889.99 3 185.74 297.64	123456 123456 1 Update Order Update Order Update Order Close Order Exit Exit Search E2 Document No E3 Account No E4 Document D 5 Debtor Nam
Open         4994           Open         4984           Open         1104           Open         1114           Open         9084	940200013 1840200012 040200011 140200007 1840200001	ALEX URS001 PGM001 CASH PGM001	alex test URSULA PG MOUTON CASH ACCOUNT PG MOUTON	2021/11/05 2021/10/22 2021/10/13 2021/09/20 2021/03/25	Mobile Cust.	600.00 1 488.20 889.99 3 185.74 297.64	123456 123456 1 Update Order 1 Delete Order 1 Close Order 1 C
Open         4984           Open         1104           Open         1114           Open         9084	840200012 040200011 140200007 840200001	URS001 PGM001 CASH PGM001	URSULA PG MOUTON CASH ACCOUNT PG MOUTON	2021/10/22 2021/10/13 2021/09/20 2021/03/25	Mobile Cust.	1 488.20 889.99 3 185.74 297.64	Update Order     Update Order     Update Order     Update Order     Will Close Order     Search     Ei Document N     Account No     Account No     Document D     Debtor Nam
Dpen 1104 Dpen 1114 Dpen 9084	040200011 140200007 1840200001	PGM001 CASH PGM001	PG MOUTON CASH ACCOUNT PG MOUTON	2021/10/13 2021/09/20 2021/03/25	Mobile Cust.	889.99 3 185.74 297.64	1 Close Order Close Order Exit Search Cose Order Search Cose Order Search
Dpen 1114 Open 9084	140200007	CASH PGM001	CASH ACCOUNT PG MOUTON	2021/09/20 2021/03/25	Mobile Cust.	3 185.74 297.64	1 Close Order Exit Close Order Exit Cose Order Cose Order Exit Cose Order Exit Document D Exit Debtor Nam
Dpen 9084	840200001	PGM001	PG MOUTON	2021/03/25		297.64	Close Order Exit Exit Cose Order Exit Cose Order Exit Cose Order Exit Cose Order Exit Cose Order Exit Cose Order Cose Order
							Exit Search E Document N Account No M Document D Debtor Nam
							Print Print Docume Print Document R Document R Views

4. To select a Debtor click on the ? (Question mark) or type in the Acc No if you know it.

Customer Account								
Delivery Address						Quotation No.	NEW ORDER	
					D0	eference No	2021/12/20 82	
					-	Warehouse	01 - DEFAULT WAREHOUS	E .
Cellphone No.						Salesrep		
Contact Person						Ordered By		- Land
Customer VAT No.								
VAT Indicator	I - Inclusive	•						
	-				- The second sec			
Delivery Method Delivery Date	2021/12/20	2			▼ Notes*	(Max 250 Chara	icters)	
Delivery Method Delivery Date	2021/12/20 క	1			Notes*	(Max 250 Chara	icters)	
Delivery Method Delivery Date	2021/12/20 E	2 a n c e s			Notes"	(Max 250 Chara	n Keys	
Delivery Method Delivery Date	2021/12/20 count Bal	a n c e s Credit Limit	0.00		Notes*	(Max 250 Chara	n Keys	
Delivery Method Delivery Date	2021/12/20 ( count Bal 0.00 0.00	a n c e s Credit Limit	D.00		Notes*	(Max 250 Chara	n Keys	
Delivery Method Delivery Date	2021/12/20 E count Bal 0.00 0.00 0.00 0.00	a n c e s Credit Limit Balance OVEP	D.00	<b>F</b> 3	nport Online SV Order	(Max 250 Chara	n Keys Debtor	ľ

5. Once opened you will see all your debtors, here you can select the required debtor.

🐉 Browse De	ebtors						-		
Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person				
CASH	CASH ACCOUNT				123			Options	
PNP001	PICK N PAY HEILKONPARK				Brain				
ERN001	ERNY TEST DEBTOR				erny		• ب	Select	
NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natalie		Esc	Exit	
SAL001	SALIEM TEST ACCOUNT	0829999999			qweqweqwe	_   L			
ABBY	Abigaile van Coller	0762388111			Abby		_		
RJ001	RIAAN TEST				2		<u>,</u>	Search	
PGM001	PG MOUTON				pg	- I P			
EMPTY001	EMPTIES RETURNS YARD				PIET		F2 ,	Account	
WEB001	BLUE BOTTLE ONLINE STORE				1		F3	Name	
JRS001	URSULA				0714509836		F4 ·	Telephone	
HEX002	PIETER LOTTER				Pieter			relephone	
ALEX	alex test				123456789		R	Restore Gric	ł
WH001	Wholesale Section	0834567894			hennie	11 5			
AY001	Alex Laybye Test				alex				
15711.004	Reverse / Calada D			[					

6. Once you have selected the debtor press Enter on your keyboard to auto prompt all the debtor information. This will show your debtors Account balances and credit limits.

You have the option to import Quotations, Purchase orders etc which will auto prompt all the information in that doc into your Sales Oder.

	Docum	ient Import Fa	cility				
	This utility allows you to Import the following document types into your current document.						
Debtor Account ALEX	alex test						
🔁 Sales Order	F3 Quotation	F4 CSV File	<b>F5</b> Recure Invoice				
📧 Last Sale	🗾 Park Sale	🖪 Invoice	🖸 Credit Note				
📶 GRV	F12 Purchase Order	🔢 Delivery Order					
Esc Exit from Document Import Facility							

Once happy press F10 on your keyboard or click on Proceed.

customer necoune	ALEX	alex test					
Delivery Address	-			Sales Order No.	NEW ORDER		
				Document Date	2021/12/20		
	-			Reference No.			
				] Warehouse	01 - DEFAULT WAREHOUSE	-	
Cellphone No.				Salesrep	GEN - GENERAL SALES	•	
Contact Person	123456789			Ordered By			
Customer VAT No.							
VAT Indicator	I - Inclusive	-					
Delivery Method	01 - COLLECTIO	л	•	Notes* (Max 250 Chara	acters)		
Delivery Date	2021/12/20	2					
Delivery Date	2021/12/20						
Delivery Date	2021/12/20 E	ances Cradit Limit		du nctio	n Keys	-1	
Delivery Date A c	2021/12/20 E	a n c e s Credit Limit 10 000.4	D0	un c tio	n Keys	, <u> </u>	
Delivery Date A C Current 30 Days 60 Days	2021/12/20 E count Bal -297.64 0.00 0.00	a n c e s Credit Limit 10 000.0	Docu	rt ments	n Keys FID PROCEEL	2	
Delivery Date A c Current 30 Days 60 Days 90+ Days	2021/12/20 count Bal -297,64 0.00 0.00 0.00	a n c e s Credit Limit 10 000.0	DO F2 Impo Docu	rt ments	n Keys F10 PROCEED Poebtor ESC ABORT	)	

7. Here you can **select the desired items** for the quotation.

Sales Order											
NEV	w			(A	ALEX) alex	test					User: ALEX
QUANTIT	Y Designed			DES	CRIPTION					P	ACK SIZE
Item Code	Link C	Code I	tem Description				Qty	Price	Discount Line Total	í .	
			<no< td=""><td>data to display</td><td>&gt;</td><td></td><td></td><td></td><td></td><td></td><td></td></no<>	data to display	>						
		10								D	ocument Statistics
										Lines	o Items 0
										Line Dise	count 0.00
Help Keys			<b>S</b> T 0	CK ITE	M SELEC	TION				Sub-T	otal
Complete	Stock Code	Link Code									0.00
LINE	Description #3										
Abort Transaction	Quantity	1								VAT A	mount 0.00
	Price	0.00								TOTA	0.00
	Discount	0.00									0.00
	Warehouse 0	1-DEFAULT WAREHOUSE	IERAL SALES 💌								
Search for a Stock Ib	iem	0 1 1 44								0.4	- U X
Stock Code 11698	11698-001	031 Vodka 750ml X1	258.82	297.64	-14.00000	0707273491442	Suppliers Code	1X1X750ML	Variant Code Bin Location	SPIR	Options 🛠
11698	11698-001	031 Vodka 750ml X1	373.90	429.99	-14.00000	0707273491442		1X1X750ML		SPIR	Select Line
11698	11698-006	031 Vodka 750ml X6	2173.91	2500.00	-2.33000	0606110503396		1X6X750ML		SPIR:	题 Exit
29807	29807-001 29807-012	100 Pipers 1000ml X1 100 Pipers 1000ml X12	192.17	221.00	1.00000	060432402856	154200	1X1X1L1		SPIR.	
17000	17000-001	100 Pipers 750ml X1	199.99	229.99	10.00000	5000299202630	10 1200	1X1X750ML		SPIR	📉 Search 🏾 🌣
18091	18091-001	100 Reserve Oude Molen 750ml X1	173.90	199.99	-1.00000	6009636400011		1X1X750ML		SPIR	E Stock Code
64565	64565-001	1313 Brandy 750ml X1 1313 Brandy 750ml X6	121.73	139.99 833.99	-25.00000	0700083629586		1X1X750ML 1X6X750ML		SPIR:	Description Generic.Desc
69102	69102-001	1659 Founders Selection Red 750ml X1	95.64	109.99	-1.0000	6009692413468		1X1X750ML		WINE	Barcode
69102	69102-006	1659 Founders Selection Red 750ml X6	521./4	600.00	-0.1/00	16009692413342		1X6X/50ML		WIN	😭 Restore Grid
69101 69101	69101-001	1659 Founders Selection White 750ml X1 1659 Founders Selection White 750ml X6	60.86	69.99	-1.0000	6009692413598 1600969241222F		1X1X750ML 1X6X750MI		WINE	se.
63777	63777-001	1659 Merlot Cabernet 750ml	47.83	55.00	-1.00000	6009692413335		1X1X750ML		WIN	Functions *
63777	63777-006	1659 Merlot Cabernet 750ml X6	304.34	349.99	-0.17000	16009692411218		1X6X750ML		WINE	Customise Grid
63728	63728-001	1659 Rose 750ml X1	86.95	99.99	-1.00000	6009692412836		1X1X750ML		WINE	browse nows
63778	63778-001	1659 Sauvignon Blanc 750ml X6	30.51	41.99	-2.00000	16009692412058		1X1X/50ML 1X6X750ML		WIN	
13062	13062-001	1707 Chardonnay/Semilon/Viognier Reserve 750ml	143.48	165.00	0.00000	6008064000442		1X1X750ML		WINE	
13062	13062-006	1707 Chardonnay/Semilon/Viognier Reserve 750ml X6	652.17	750.00	0.00000	6008064000459	SH1707WB	1X6X750ML		WINE	
14311	14311-001	1707 Shiraz/Merlot/Cab/Petit Verdot Res 750ml	125.00	143.75	0.00000	6008064000237	SU1707PP	1X1X750ML 1X6X750ML		WINE -	
4	CONST LODIN	1 AV SHAVEFORT SOLVER VERICE RECOUNT X6	787.60	RUG GG		NUMBER OF BUILDING	SHIJIJAR	TADX / SUIVI		•	

5. Once all items are selected you can click on Complete sale or press F10 on your keyboard.

			STOCK
Stock Code	11698	Link Code 11698-001	
Description #1	031 Vodka 750ml X1		
Description #3	031 Vodka 750ml		
Quantity	1		
Price	297.64		
Discount	0.00		

F1 Help Keys	Insert Line		FII Park the Sale	
Complete SALE	Update Line		F12 Import ParkSale	
ESc Abort	Del Delete Line			
	F2 Show Account Form	F8 Document Discount		📴 Debtors Deals
	F3 Show Selling Prices	F9 Supervisor Override		🚰 Serial Numbers

6. When given the option to print press Y on your keyboard or click on Yes.

	PRINT REQUEST
	SALES ORDER Document No. : 11040200017
	No Yes
VTILL990F	System Print Request

	B	SIMULATION 110 Kenneth Road Greenhills Randfontein Telephone : 0881 017 448 Fax No.:					
MEMORY OF THE	NUH BOTT & SHOUT	Reg.No : 2021/015/4/1/ VAI No.: 49005124511					
P1.6	TINUM	E-Mail	: sales@simulation.com				
		Website	: www.simulation.com				
ALEX - alex test	ł		Sales	Order			
Address:		11	Document No.	11040200017			
			Document Date	2021/12/20			
			Customer Reference				
Telephone : 1234587	9 Customer Acc No : ALEX		Ordered By				
VAT No. :			Delivery Date	2021/12/20			
VAT Ind. : INCLUS	VE		Page Number	1 of 1			
Stock Code Descript	ion	Quant	ity Price	V.A.T	TOTAL		
11698-001 031 Vodk	a 750ml X1	1	.00 297.64	38.82	297.64		

Bank Details:	Approved Date:	Sub-Total	258.82	
		V.A.T	38.82	
		TOTAL	297.64	
	Signature:	Notes:		
Note:				
<ul> <li>Quotation pricing and availability to be confirmed at time of order.</li> </ul>				
Errors and Omissions excluded (EOE).	Print Name:			
Quotation valid for 24 hours only.     Orders are subject to cancellation at MRJ's discretion, be it due to force	rint name.			
Majeure or any cause beyond the control of the organisation. • Handling fee of R350 maybe charged on any cancellation.				
Quotation Last Updated : 2021/12/2010:47:00 by ALEX Genesis Software ( www.genesis-software.co.za )				

7. In your quotations you will see the quotation that you have done. Here you can Update, Delete, reprint, or close the quotation.

🖔 SALES	ORDER						- 🗆 ×
Status	Document No	Account	Debtors Name	Date	Reference	Total Inclusive Cell F	
Open	11040200017	ALEX	alex test	2021/12/20	1	297.64	Options 🖈
Open	90540200015	ERN001	ERNY TEST DEBTOR	2021/11/26		15.38	
Open	90840200016	PGM001	PG MOUTON	2021/11/23		297.64	Ins New Order
Open	49940200013	ALEX	alex test	2021/11/05	Mobile Cust.	600.00 123456	Update Order
Open	49840200012	URS001	URSULA	2021/10/22		1 488.20	Del Delete Order
Open	11040200011	PGM001	PG MOUTON	2021/10/13		889.99	
Open	11140200007	CASH	CASH ACCOUNT	2021/09/20	Mobile Cust.	3 185.74 1	Close Order
Open	90840200001	PGM001	PG MOUTON	2021/03/25		297.64	Esc Exit
							Document Date     Debtor Name      Print     Print     Print     Print Document     Document Reports      Views     Account View
4						<u>k</u>	0 - Open & Partial
VTILL051		SALES O	RDER	Max.Rows Displayed = 1000		Right-Click on Grid for Fu	nction Pop-Up Menu