



GENESIS

How to Guide How to do a Sales Order

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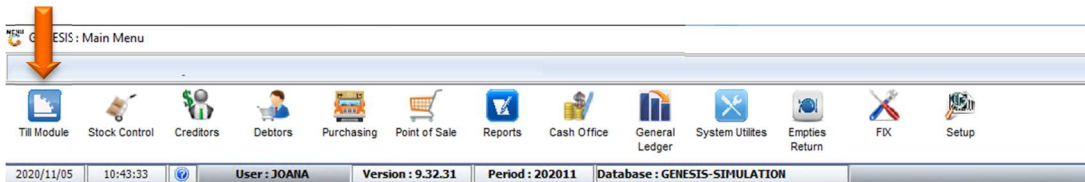
1. **Open Genesis Menu.**



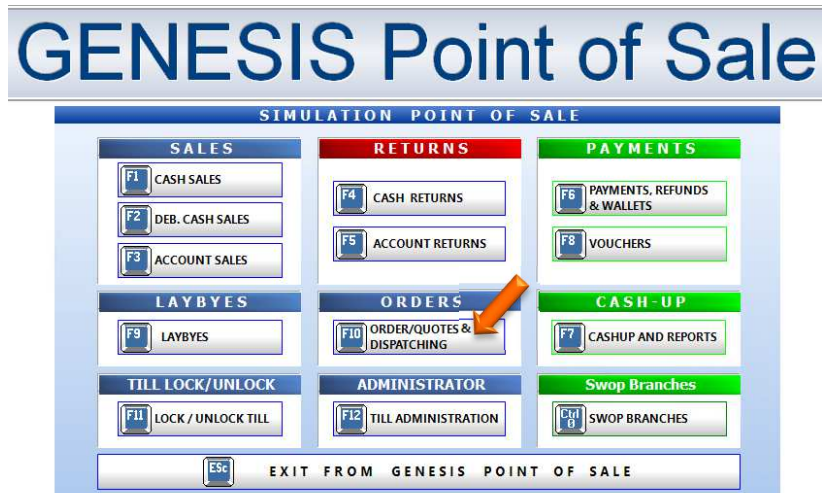
2. Type **User code** and **Password**.



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



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



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



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

SALES ORDER

Status	Document No	Account	Debtors Name	Date	Reference	Total Inclusive	Cell
Open	90540200015	ERN001	ERNY TEST DEBTOR.	2021/11/26		15.38	
Open	90840200016	PGM001	PG MOUTON	2021/11/23		297.64	
Open	49940200013	ALEX	alex test	2021/11/05	Mobile Cust.	600.00	123456
Open	49840200012	URS001	URSULA	2021/10/22		1 488.20	
Open	11040200011	PGM001	PG MOUTON	2021/10/13		889.99	
Open	11140200007	CASH	CASH ACCOUNT	2021/09/20	Mobile Cust.	3 185.74	1
Open	90840200001	PGM001	PG MOUTON	2021/03/25		297.64	

Options

- Ins** New Order
- ←** Update Order
- Del** Delete Order
- Ctrl C** Close Order
- Esc** Exit

Search

- F2** Document No.
- F3** Account No.
- F4** Document Date
- F5** Debtor Name

Print

- Ctrl P** Print Document
- Ctrl R** Document Reports

Views

- F11** Account View

O - Open & Partial

VTILL051 SALES ORDER Max.Rows Displayed = 1000 Right-Click on Grid for Function Pop-Up Menu

- 3.

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

Capture Account Details

Customer Account ?

Delivery Address

Cellphone No.

Contact Person

Customer VAT No.

VAT Indicator I - Inclusive

Delivery Method

Delivery Date 2021/12/20

Quotation No. NEW ORDER

Document Date 2021/12/20

Reference No.

Warehouse 01 - DEFAULT WAREHOUSE

Salesrep

Ordered By

Notes* (Max 250 Characters)

Account Balances

Current	0.00	Credit Limit	0.00
30 Days	0.00		
60 Days	0.00		
90+ Days	0.00		
Total Owing	0.00	Balance OVERDUE	0.00

Function Keys

F3 Import Online CSV Order

F9 Create Debtor

Esc ABORT

VTILL001 Document Header Details

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

Browse Debtors

Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person
CASH	CASH ACCOUNT				123
PNP001	PICK N PAY HEILKONPARK				Brain
ERN001	ERNY TEST DEBTOR				erny
NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natale
SAL001	SALIEH TEST ACCOUNT	0829999999			qweqweqwe
ABBY	Abigail van Coler	0762388111			Abby
RJ001	RIAAAN TEST				2
PGM001	PG MOUTON				pg
EMPTY001	EMPTYIES RETURNS YARD				PIET
WEB001	BLUE BOTTLE ONLINE STORE				1
URS001	URSULA				0714509836
HEX002	PIETER LOTTER				Pieter
ALEX	alex test				123456789
WH001	Wholesale Section	0834567894			hennie
LAY001	Alex Laybye Test				alex

Options

- Select
- Exit

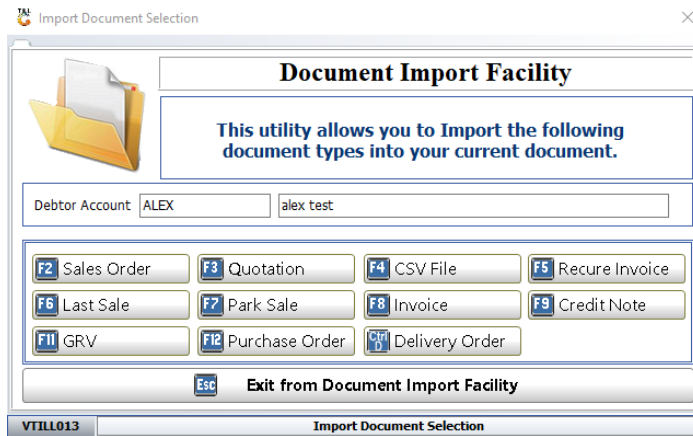
Search

- F2 Account
- F3 Name
- F4 Telephone
- Ctrl Restore Grid

VTILL901 Browse / Select a Debtor

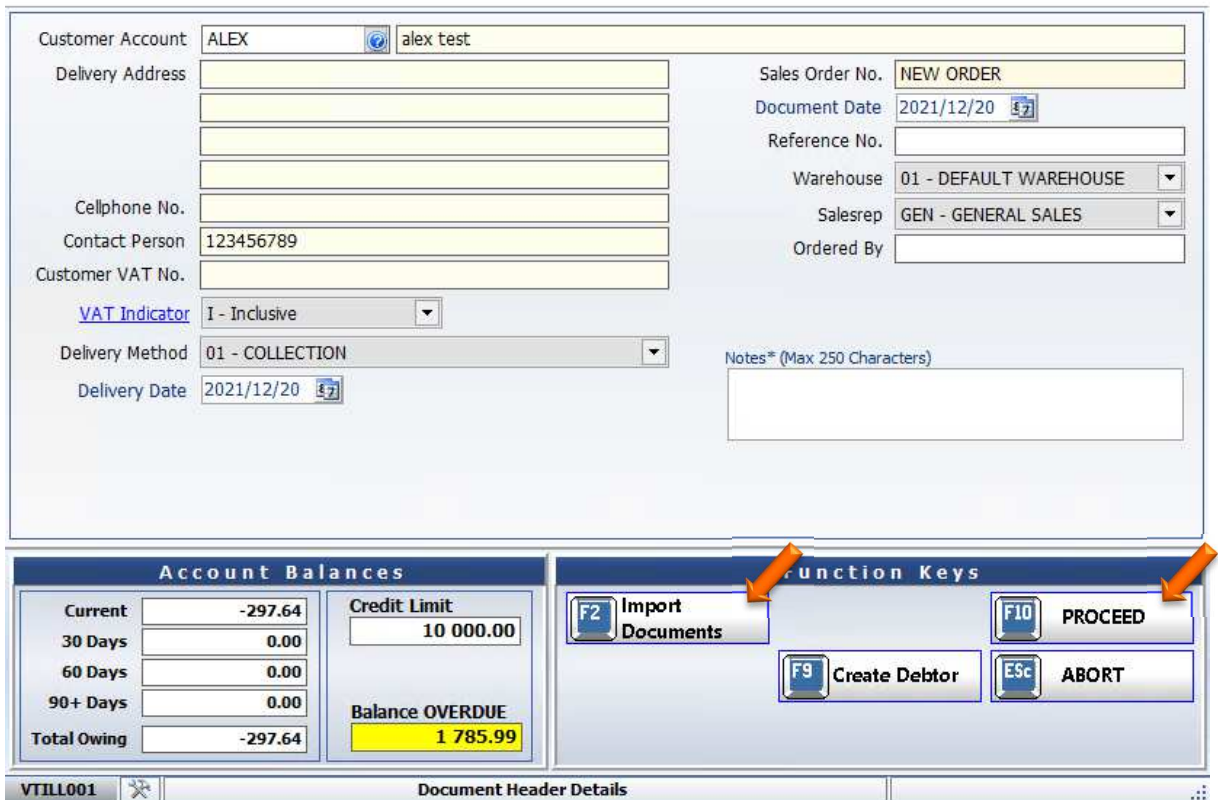
- Once you have selected the debtor press Enter on your keyboard to auto prompt all the debtor information. This will show your debtors Account balances and credit limits.

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



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

Capture Account Details



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

Sales Order

NEW
(ALEX) alex test
User: ALEX

QUANTITY	DESCRIPTION	PACK SIZE
Item Code	Link Code	Item Description
Qty	Price	Discount
Line Total		

<No data to display>

STOCK ITEM SELECTION

Stock Code: Link Code:

Description #1:

Description #3:

Quantity:

Price:

Discount:

Warehouse: Salesrep:

Help Keys

Complete LINE

Abort Transaction

Sub-Total: 0.00

VAT Amount: 0.00

TOTAL: 0.00

Business Statistics

VAT Indicator: INCLUSIVE

Lines: 0 Items: 0

Line Discount: 0.00

Stock Code	Link Code	Description #1	Price Excl.	Price Incl.	Onhand [01]	Barcode	Suppliers Code	Pack Size	Variant Code	Bin Location	Dep
11698	11698-001	031 Vodka 750ml X1	258.82	297.64	-14.00000	0707273491442		1X1X750ML			SPIR
11698	11698-001	031 Vodka 750ml X1	373.90	429.99	-14.00000	0707273491442		1X1X750ML			SPIR
11698	11698-006	031 Vodka 750ml X6	2173.91	2500.00	-2.33000	0606110503396		1X6X750ML			SPIR
29807	29807-001	100 Pipers 1000ml X1	192.17	221.00	1.00000	080432402856		1X1X1LT			SPIR
29807	29807-012	100 Pipers 1000ml X12	2295.60	2639.88	0.08000		154200	1X12X1LT			SPIR
17000	17000-001	100 Pipers 750ml X1	199.99	229.99	10.00000	5000299202630		1X1X750ML			SPIR
18091	18091-001	100 Reserve Oude Molen 750ml X1	173.90	199.99	-1.00000	6009636400011		1X1X750ML			SPIR
64565	64565-001	1313 Brandy 750ml X1	121.73	139.99	-25.00000	0700083629586		1X1X750ML			SPIR
64565	64565-006	1313 Brandy 750ml X6	725.21	833.99	-4.17000	61111521685		1X6X750ML			SPIR
69102	69102-001	1659 Founders Selection Red 750ml X1	95.64	109.99	-1.00000	6009692413468		1X1X750ML			WINI
69102	69102-006	1659 Founders Selection Red 750ml X6	521.74	600.00	-0.17000	16009692413342		1X6X750ML			WINI
69101	69101-001	1659 Founders Selection White 750ml X1	60.86	69.99	-1.00000	6009692413398		1X1X750ML			WINI
69101	69101-006	1659 Founders Selection White 750ml X6	313.03	359.99	-0.17000	16009692413335		1X6X750ML			WINI
63777	63777-001	1659 Merlot Cabernet 750ml	47.83	55.00	-1.00000	6009692411006		1X1X750ML			WINI
63777	63777-006	1659 Merlot Cabernet 750ml X6	304.34	349.99	-0.17000	16009692411218		1X6X750ML			WINI
63728	63728-001	1659 Rose 750ml X1	86.95	99.99	-1.00000	6009692412836		1X1X750ML			WINI
63778	63778-001	1659 Sauvignon Blanc 750ml	36.51	41.99	-2.00000	6009692412058		1X1X750ML			WINI
63778	63778-006	1659 Sauvignon Blanc 750ml X6	156.51	179.99	-0.33000	16009692412086		1X6X750ML			WINI
13062	13062-001	1707 Chardonnay/Semillon/Vogner Reserve 750ml	143.48	165.00	0.00000	6008064000442		1X1X750ML			WINI
13062	13062-006	1707 Chardonnay/Semillon/Vogner Reserve 750ml X6	652.17	750.00	0.00000	6008064000459	SH1707WB	1X6X750ML			WINI
14311	14311-001	1707 Shiraz/Merlot/Cab/Petz Verdot Res 750ml	125.00	143.75	0.00000	6008064000237		1X1X750ML			WINI
14311	14311-006	1707 Shiraz/Merlot/Cab/Petz Verdot Res 750ml X6	782.40	899.00	0.00000	6008064000238	SH1707WB	1X6X750ML			WINI

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

STOCK

Stock Code:

Link Code:

Description #1:

Description #3:

Quantity:

Price:

Discount:

▼



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



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

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