

How to Guide: Point of Sales

Sept 2019



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

How to add an item to the online store.

- 1. Download all item images and save it under the W-Drive. (Big Save Folder/Web Pictures).
- 2. Go to 'Genesis Menu' > 'Stock Control' > 'Master Files' > 'Stock Master'.

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ransa	tions 49 Master Files	A Enau	iries 🛭 🤹 Utilitie:	s 🖂 Exit								
1 🎲	Stock Master				00		3					
津	Other Masters		E DIGTRIDUTION		ncono		2.			DIC CALLE DICT		DE
- 1	Category Maintenance	BIG SAV	E DISTRIBUTION	CENTRE (PTY) ETD Branch	BSUDU					BIG SAVE DIST	RIBUTION CENT	RE
50%	Dromotions •		1975								г	
	Ejonodoris ,		G		Stock Cor	trol : St	ock Maste	r Browse				
1	Archive Stock Master		StockCode	Description1	∆ Onha	nd Se	ling Excl.	Selling Incl. 8	SarCode Supplier	DeptCode	-	
	BOM - Recipes		64754	BROOKES OROS CONCENRATE 2LT GUAVA		6	0.00	0.00	TIG001	CLDBEV	Detions	×
1	Category Detail		64755	BROOKES OROS CONCENRATE 2LT MANGO		6	0.00	0.00	TIG001	CLDBEV	🛃 View (Up	date
			64756	BROOKES OROS CONCENRATE 2LT PINEAPPLE		12	0.00	0.00	TIG001	CLDBEV	E non y op	
			64757	BROOKES OROS CONCENRATE 2LT TROPICAL		6	0.00	0.00	TIG001	CLDBEV	Exit	
			28985	BROOKES OROS RTD SUUML ORANGE		0	0.00	0.00	11G001	CLDBEV	and the second	
			10/41	BROOKES OR OS SQUASH ZLT COCO PINE		0	0.00	0.00	TIGUUI	CLDBEV	og search	~
			10/44	BROOKES OROS SQUASH 2LT LEMOS		0	0.00	0.00	TIGUUI	CLUBEY	F2 Stock Coo	de
			10745	BROOKES OR OS SQUASH 2LT MANGO		6	0.00	0.00	TIGOUI	CLUBEY	E3 Descriptio	~
			10740	BROOKES OR OS SQUASH 2LT MAARTUIE		101	0.00	0.00	TIGODI	CLUBEY	Descripcio	
			10747	BROOKES OR OS SQUASH ZET OR ANGE		246	0.00	0.00	110001	CLOBE#	Generic D	esc.
			10740	BROOKES TRULIEM LEMON THEE 250M		0	0.00	0.00	TIGODI	CLUBE?	🔁 Departme	int 🛛
			10770	BROOKES TRUE EN LEMON JUICE 21 T		60	0.00	0.00	TIG001	SALICES	🛐 Barcode	
			10771	BROOKES TRULEM LEMON JUICE SOON		120	0.00	0.00	TIGODI	SAUCES	🕅 Alt.Barco	de
			10111	provides into the region source downed		100	0.00	0100	110001	prioces	F6 Suppliare	Code
											50ppliers	Acc.
											📧 Variant	
											E Categorie	15
											Parent Items	
											Restricted/Ho	old Item
											🦲 Kit Item [Ctr	rl-K]
											Right Click on G	arid for
			STK 100	Stock Master Maintenance	95	WEW ONI	v			Standard	View	
			5	Stock master malifieldince	1					- Journaura		

3. Search for your item and press enter to view/update.

Stock Control : Stock Master Maintenance		- • ×
Stock Code 10741 Description #1 BROOKES OROS SQUASH 2LT COCO PINE	A Options	۲
Stock Type P - Link Item (Pack Variants) Description #2	(TT) and the	
*Status A - Active Pack Size 1X1X2LT - 1X1X2LT Units/Pack 1	Esc Exit	
Main Details 🕎 Categories / Types 🛐 Properties / Indicators 🕎 Notes & Descriptions 😨 Linked Items		
Header Data	Functions	۲
Department CLDBEV @ BEVERAGES Total Onhand 0	F2 View/Hide 0	Iosts
Sub-Dept. COLDBEV COLD BEVERAGES	F5 Function M	enu
Supplier TIG001 C TIGER BRANDS BEVERAGES - Sales Order 6 630		
Buyer MILDRED - MILDRED MADISENG - on Laybye 0		
VAT Code S STANDARD RATE 15 Costs Purchase Orders 0 Units/Case 1 29.52 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
Barcode *Disabled for Parent Items* Units/Palette 1 29.52 NETT Available -6 630		
Suppler code "Disabled for Parent Items" Singles 1 0.00 - To Dispatch 0		
Scale Item Type N-Non-Scale Item NETT On Floor 0		
Scale Price/Kg N - Non Scale Item Sell by O Days Shelf Life O Days		
Damaged U		
Link Code Description Units MinBUY Onhand SelLExcl SelLIncl L Minimum Level 116		
10741-006 BROOKES OKOS SQUASH ZLI 6 1 0 146.09 106.00 1 Maximum Level 120 10741-010 BROOKES OKOS SQUASH ZLI 1 1 0 24.35 28.00 Maximum Level 120		
Number of Variants		
STK101 @ Stock Control Module : Stock Master Maintenance 🛛 😵 VEW ONLY		

- 4. Click on update then click on the 'Categories/Type' tab.
- 5. Then tick on the box that reads 'ONLINE Range Item'.

👸 Stock Cont	rol : Stock Ma	ster Maintenanc	e					_ 🗆 ×
Stock Code	10741		Descr	iption #1 BROOKES OROS SQUASH	2LT COCO PINE		🛷 Options	۲
Stock Type *Status	P - Link Item (P A - Active	ack Variants)	Descr	iption #2 Pack Size 1X1X2LT - 1X1X2LT		Units/Pack 1	😰 Update 🔤 Exit	
Main Detai	ils 🕎 Categ	gories/Types	😗 Properties / Indica	ators 🕎 Notes & Descriptions	🐮 Linked Iter	ms	Functions	۲
Ca Ca Ca	itegory 00 GR itegory 01 BE\ itegory 02	OCERY 0	GROCERY BEVERAGES				F2 View/Hide G	osts nu
Ca Pr	tegory 03 operty 01 OR	0 05 0	OROS					
[Selection In ☑ Sale Ite	dicators]	[Type Ind	icators]	[Security Indicators]	ł	[Serial Tracking Indicators]		
 Purchat Invention 	se Item ory Item	TDS Exp	55 Item vress Item	 *Allow Returns *Allow to Sell Below Cos 		Activate Linked Serial No		
C Reporti	ing Item	Virb	ual Card vric Item et Item I-Pin Recharge Item	*Allow to Deal or Chang *Print GRV Label ONLINE Range Item	e Selling Price			
				[*] / Can be set as Default	Parameters			
STK101	Stock Co	ontrol Module : S	tock Master Mainte	enance		VIEW ONLY		

- 6. Go to **'Linked items'** > select the item > go to **'Selling Price'** Tab > click on add price.
- 7. Select Price code 02 > enter your price under new values inclusive, enter it all the way through.

Stock Control : Stock Master Maintenance		_ 0 ×
Stock Code 10741 Description #1 BROC	KES OROS SQUASH 2LT COCO PINE	Options
Stock Type P - Link Item (Pack Variants) Description #2		
*Status A - Active Pack Size 1X1X	2LT - 1X1X2LT	1 Update
		Exit
Main Details 2 Categories / Types 2 Properties / Indicators 2 Not	es & Descriptions	Maria
Item Lode Description #1 Units	Unhand Selling Ex. Selling In. L	Functions
Stock Control : Stock Master Maintenance (Child Items)		e Costs
Stock Code 10741 Description #1 BROOKES OROS SQUA	ISH 2LT COCO PINE	has 5 Variants
Main Details Tindicators Selling Prices		
Last Cost Excl. 29.52000 Last Cost Incl. 33.95000	cl 29.52000 Avg.Cost.Incl 33.95000	Ell Save
Stend control colline price Maintenance		Exit
	Prices (*)	
Stock Code 10741 Description #1 BROOKES OROS SQUASH 2LT COC	D PINE (1X1)	Functions (*)
Link Code 10741-001 Description #2	Add Price	F5 Alt.Barcodes
[Cash Hard - Average Cash]		F9 View Variants
Last Cost Ex. 29.52000 Avg.Cost Ex. 29.52000 Nett.Cost Ex. 27.45333	Options	
Last Cost In. 33.95000 Avg.Cost In. 33.95000 Nett.Cost In. 31.57333		
Last Rebate 2.06667 Avg.Rebate 2.06667	El save	
Price Code 02 - E-COMMERCE PRICE	MEnables (A)	
Pricing Rule I - Inclusive Pricing Rule I - Inclusive		
Rounding Factor 0 - No Rounding Default GP% 0.00 %	View Variants	
[Current Values]		
Valid From Valid From 2020/04/03		
Valid To Valid To 97		
Exclusive 0.00 Exclusive 0.00		
Inclusive 0.00 Inclusive 0.00		
Markup 0.00 % Markup 0.00 %		.::
GP% 0.00% GP% 0.00%		
Discount % 0.00 % Discount % 0.00 %		
Discount Value 0.00 Discount Value 0.00		
Max.Disc.% 0.00 % Max.Disc.% 0.00 %		
Max.Disc.Value 0.00 Max.Disc.Value 0.00		
STK106 Stock Master : Selling Price Maintenance		

Upload the image.

1. Go to **'Function Menu'**.

Stock Control :	Stock Master Maintenance						-	. 🗆
Stock Code 107	41 Des	cription #1	BROOKES OROS SO	QUASH 2LT COCO	PINE		A Options	٢
Stock Type P - L	Link Item (Pack Variants) 🗾 Des	cription #2						-
*Status A - A	Active	Pack Size	1X1X2LT - 1X1X2LT		•	Units/Pack 1	Esc Fyit	
🖤 Main Details	🐨 Categories / Types 🛛 🐨 Properties / Indi	cators 🖾	Notes & Descrin	tions 🕅 Lin	ked Items			
item Code	Description #1	Units	Onhand	Selling Ex.	Selling In. I		Functions	٦
0741-006	BROOKES OROS SQUASH 2LT COCO PINE (1X6)	6	0	146.09	168.00	🛷 Child Items 🙁		
0741-001	BROOKES OROS SQUASH 2LT COCO PINE (1X1)	1	0	24.35	28.00	View/Update	View/Hide Costs	•
<u>د</u>					J			
Grid Legend :-	Archived 🚺 On Hold 📃 Rest	ricted	Pending Dele	te				
STK101 🕜	Stock Control Module : Stock Master Main	tenance				VIEW ONLY		

2. Click on 'Item Image'.

Stock Cont	rol : Stock Master Maintenance					
Stock Code	10741	Description #1	ROOKES OROS SOUA	SH 2LT COCO PINE		Function Menu
Stock Type	P - Link Item (Pack Variants)	Description #2				🗁 🛅 🎦 Close
*Status	A - Active	Pack Size 1	X1X2LT - 1X1X2LT		Units/Pack 1	Transactions
						⊞… Balances Item Stats
Main Detai	lis 2 Categories / Types 3 Proper	ties / Indicators	Notes & Description			🕀 🧰 Deals & Promotions
10741-006	BROOKES OROS SOLIASH 2LT COCO PIN	UNICS		146.09 168.00	📕 🛷 Child Items 🙁	Hternate Codes
10741-001	BROOKES OROS SQUASH 2LT COCO PIN	VE (1X1) 1	0	24.35 28.00	View/Undate	🕀 💼 Utilities
-	Archived Do Hold	Restricted	Pending Delete			Amendment Audit
CTK101	Charle Control Madula - Charle Mart		r enoung Delete			
SIKIUI	Stock Concroi Module : Stock Mas	ter maintenance			VIEW UNLT	.::

3. Click on 'Load Image'.

Stock Control : Stock Item Image				
Stock Code 10741	Image Type jpg	Pack Sizes	Units/Pack	🚯 Options 🙁
Description #1 BROOKES OROS SQUASH 2LT	COCO PINE	1X1X2LT	1	
Dimension	-1	1X1X2LT	1	
Length Breadth Height	Weight	1X6X2LT	6	Exit
0.00 mm 0.00 mm	0.00 mm 2.000 kg			

4. Select your image and click on open. It will save automatically.

Stock Cor	Machor Mantonanco ntrol : Stock Item Image					_ _ X	
Stock	Code 10741	Image Type jpg	Pack Sizes	Units/Pac	:k 🦂	Options 🙁	*
Descriptio	Description #1 BROOKES OROS SQUASH 2LT COCO PINE		1X1X2LT	1		-	
	EDimo	priong 1	1X1X2LT	1		Load Image	ate
Lepath	Breadth H	leight Weight	1X6X2LT	6		Exit	
Conger	0.00 mm 0.00 mm	0.00 mm 2.000 kg					
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	👯 Open						×
	😋 🕞 🗸 🔸 Network 🗸	+ 192.168.1.100 + Bigsave + Web Pictures +			- 🛃	Search Web Pictures	2
	Organize 🔻 New folder					8==	- 🔟 🕐
	📃 Desktop 🔺	Name *	Date modified	Туре	Size	1	-
	Downloads	Download	2020/03/31 13:03	File folder			
	Recent Places	🎭 7 Up 2lt.png	2020/04/02 14:44	PNG image	159 KB		
	- Choonico	🔚 Air Wick Cotton Breeze 280ml.jpeg	2020/03/31 12:39	JPEG image	26 KB		
	🥃 Libraries	尾 Air Wick Lavender.png	2020/03/31 12:45	PNG image	113 KB		
		📭 Air Wick Peach and Jasmine 280ml.png	2020/03/31 12:44	PNG image	109 KB		
	🖳 Computer	💽 Air Wick Pot Pourri 280ml.png	2020/03/31 12:46	PNG image	112 KB		
	Bigsave (\\192.168	尾 Air Wick Sparkling Citrus 280ml.png	2020/03/31 12:47	PNG image	111 KB		
	3 US (C:)	NG AXE Deo Adrenalin 150ml.PNG	2020/04/03 01:30	PNG image	141 KB		
	WORKING (\\192.1	NXE Deo Apollo 150ml.JPG	2020/04/03 01:30	JPEG image	22 KB		
	bsdcshare (\\192.1	NG AXE Deo Dark temptation 150ml.PNG	2020/04/03 01:30	PNG image	160 KB		
	🖵 PUBLIC (\\192.168	NXE Deo Gold 150ml.JPG	2020/04/03 01:30	JPEG image	27 KB		
CTV101C	👝 DATA (V:)	NXE Deo Wild Spice 150ml.JPG	2020/04/03 01:30	JPEG image	22 KB		
SIKIUIC STO	🖵 DATA (\\192.168.1	Baby Soft 2ply Toilet Paper MINI 9s.jpeg	2020/03/31 12:06	JPEG image	55 KB		
	Statuark	🃭 Beacon Mashmallow Easter Eggs 48's.png	2020/04/01 16:48	PNG image	277 KB		
	Network	🔤 Big Save Maize Meal.jpg	2020/03/31 13:03	JPEG image	462 KB		
	•	🛋 Bia Caula Mayananaisa Skalana	2020/04/02 00:12	DNC imperi	140 20		-
	File n	ame: 7 Up 2lt.png			•	All Images Files (*.*)	-
						Open 👻	Cancel
							//.

The item will now be marked as an Online Range Item with a price and image. Now that it's done, the item must be ranged to a website.

Stock Control : Stock Master Maintenance		
Stock Code 10741 Description #1 BROOKES OROS SQUASH 2LT COCO PI	INE	🖓 Options 🔹
Stock Type P - Link Item (Pack Variants) Description #2 *Status A - Active Pack Size 1X1X2LT - 1X1X2LT	Units/Pack 1	🕎 Update
Main Details \ 🕎 Categories / Types 🛐 Properties / Indicators 🏹 Notes & Descriptions 🍞 Linke	d Items	Exit
P Header Data		Functions 📀
Department CLDBEV BEVERAGES	Total Onhand 0	F2 View/Hide Costs
Suppler TIG001 MILDEFD MILDEFD MALES	- Sales Order 6 738 - on Laybye 0	
VAT Code \$ STANDARD RATE 15 [Pack Sizes] Barcode "Disabled for Parent Items" Units/Case 1 29.52 Supplier Code "Disabled for Parent Items" Units/Palette 1 29.52 Scale Item Type N - Non-Scale Item Sell by 0 Days Shelf Life 0 Days	Purchase Orders 0 NETT Available -6 738 - To Dispatch 0 NETT On Floor 0 Damaged 0	
Link Code Description Units MinBUY Onhand SelLtxcl SelLIncl L 10741-006 BROOKES OROS SQUASH 2LT 6 1 0 146.09 168.00 1 10741-001 BROOKES OROS SQUASH 2LT 1 1 0 24.35 28.00	Minimum Level 0 Maximum Level 0	
	Number of Variants 0	
STK101 Ø Stock Control Module : Stock Master Maintenance	VIEW ONLY	

1. Go to **'Function Menu'**.

2. Click on 'Utilities'.

Stock Control : Stock Master Maintenance	_ 🗆 ×
Stock Code 10741 Description #1 BROOKES OROS SQUASH 2LT COCO PINE Stock Type P - Link Item (Pack Variants) Description #2 Pack Size IXIX2LT - IXIX2LT Units/Pack 1 	Function Menu
Main Details Q Categories / Types Header Data Properties / Indicators Properties / Indicators <th>Item Stats Deals & Promotions Alternate Codes Orders Orders</th>	Item Stats Deals & Promotions Alternate Codes Orders Orders
Sub-Dept. COLDERV COLD BEVERAGES Suppler TIGO01 ITIGER BRANDS BEVERAGES Buyer MILDRED - MILDRED MADISENG	Split Codes Amendment Audit Onhand : All Branches Update Branch Data
VAT Code S STANDARD RATE 15 Costs Purchase Orders 0 Barcode *Disabled for Parent Items* Units/Case 1 29,52 NETT Available -6 738	I tem Indge
Suppler Code Usaged for Variet items* Scale Item Type N- Non-Scale Item Scale Price/Kg N- Non Scale Item Sell by 0 Days Shelf Life 0 Days	
Link Code Description Units MinBUY Onhand Sell.Excl Sell.Incl L 10741-006 BROOKES OROS SQUASH 2LT 6 1 0 146.09 168.00 1 10741-001 BROOKES OROS SQUASH 2LT 1 1 0 24.35 28.00 1	
Number of Variants 0	
STK101 🛞 Stock Control Module : Stock Master Maintenance УVIEW ONLY	

3. Click on 'Range to Online Branch'.

🚰 Stock Control : Stock Master Maintenance	
Shark Code 10741 Description #1	RECORDS SOLUSE 21 COCO RIVE
Stock Type P - Link Item (Pack Variants) Description #2	
*Status A - Active Pack Size 1	1X1X2LT - 1X1X2LT Units/Pack 1 Transactions
	Halances
🎬 Main Details 🔪 Categories / Types 🛛 😗 Properties / Indicators 🖓	Notes & Descriptions 😨 Linked Items
(The ader Data	🗄 🛅 Alternate Codes
	🕀 📩 Orders
Department CLDBEV BEVERAGES	Total Onhand 0
Sub-Dept. COLDBEV 🕡 COLD BEVERAGES	Copy Item
Supplier TIG001 IIGER BRANDS BEVERAGES	- Sales Order 6 738
	- on Laybye 0
Buyer MILDRED - MILDRED MADISENG	Range to Online Bran
[Pack Sizes]	Costs
VAT Code S STANDARD RATE 15	1 29.52 Purchase Orders 0 Amendment Audit
Barcode *Disabled for Parent Items*	Onhand : All Branches
Supplier Code Pisabled for Parent Items*	1 29.52 NETT Available 0130 Departe branch Data
Singles	1 0.00 - To Dispatch 0 End Indige
Scale Item Type N - Non-Scale Item	NETT On Electron II Item Serial Numbers
Scale Price/Kg N - Non Scale Item Sell by O Day	s Shelf Life 0 Days
	Damaged 0
Link Code Description Units MinBUY Onhand	Sell.Excl Sell.Incl L Minimum Level 0
10/41-006 BROOKES OROS SQUASH 2LT 6 1 0	146.09 168.00 1 Maximum Level 0
	Number of Variants 0
51K101 Ø Stock Control Module : Stock Master Maintenance	VIEW UNLY

4. Go to the relevant branch then click on 'Range'.

Call Stock Ligs	ter: Online	Ranging							_ 🗆 🗙
Stock Cod	Stock Code 10741 Description #1 BROOKES OROS SQUASH 2LT COCO PINE								
Ranged	Company	Company Name	Branch	Branch Name	Onhand	Avg.Cost.Ex	Buy.Cost.		
Ranged	BSCDC	BIG SAVE DISTRIBUTION CENTRE (PTY)	BSCDC	DISTRIBUTION CENTRE	0.00	29.52	29.	4) Options	۲
	BSMFD	BIG SAVE FOUNDERS	BSMFD	BIG SAVE FOUNDERS	0.00	0.00	0.	Esci Exit	
	BSMHD	BIG SAVE HOLDINGS	BSMHD	BIG SAVE HOLDINGS	0.00	0.00	0.	_	_
	BSMMG	BIG SAVE MANAGERS	BSMMG	BIG SAVE MANAGERS	0.00	0.00	0.	Ranging	۲
۲ ۲				Stork Master - Online Danging			×	Y Range N DeRang FS Refrest	e Range

This concludes the User Guide.