



How to Guide: Stock Master.

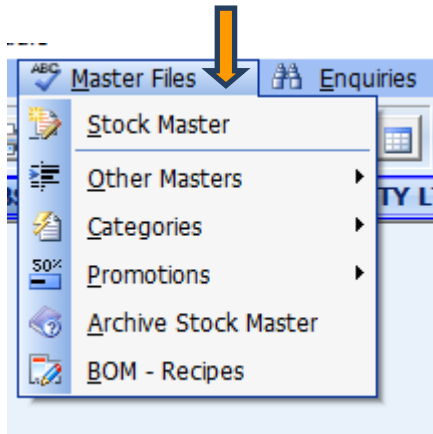
Sept 2020



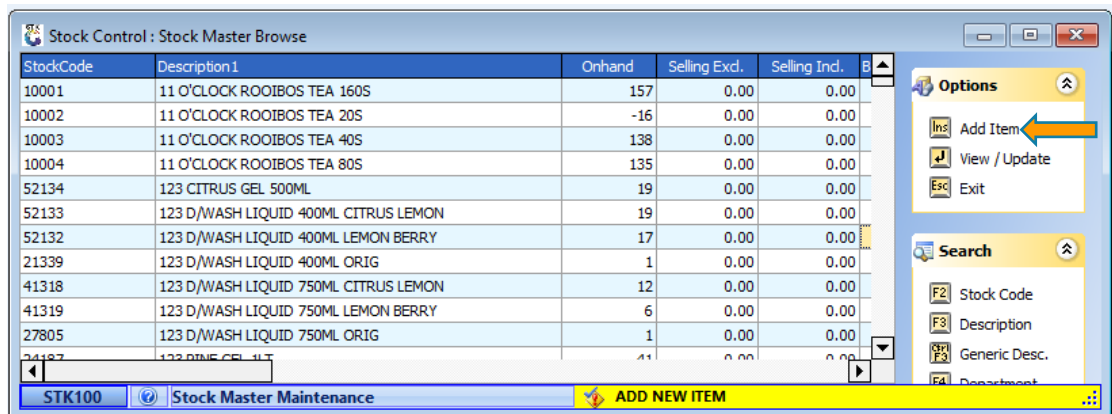
*MRJ Consultants
37 Weavind Ave, Eldoraigne, Centurion, 0157
Tel: (012) 654 0300
Mail: helpdesk@mrj.co.za*

Stock Control How to create a Stock Item.

1. Go to 'Stock Control' -> 'Master Files' -> 'Stock Master'.



2. Click on 'Add Item'.



Creating a Normal Item.

This is a stand-alone item that comes in one pack size for example - Super Sun 12.5kg.

1. The following fields are Mandatory on the Header Data Tab:

- Description – Super Sun 12.5kg
- Pack size – 1x1x12.5Kg
- Stock type - **Select** the Stock Type
- Department – **Choose** your department
- Sub-Dept -**Choose** your sub department
- Supplier – **Select** the supplier of this item
- Barcode – Type in the barcode of the item
- Vat code – **Select** if this is a vatable item or zero rated

Stock Control : Stock Master Maintenance

Stock Code: Auto-Generate [Rule: S] Description #1: Description #2: Stock Type: N - Normal Stock Item *Status: A - Active Pack Size: 1X1X1S Units/Pack: 1

Main Details Categories / Types Properties / Indicators Notes & Descriptions

Header Data Costs Prices Rebates

Department: Sub-Dept.: Supplier: Buyer:

VAT Code: S | STANDARD RATE | 15 [Pack Sizes] Units/Case: 1 Costs: 0.00 Units/Palette: 1 Costs: 0.00 Singles: 1 Costs: 0.00 Sell by: 0 Days Shelf Life: 0 Days

Barcode: Supplier Code: Scale Item Type: N - Non-Scale Item Scale Price/Kg: N - Non Scale Item

Description	PR.Code	Excl.	Incl.	Min.Buy
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Total Onhand: 0.00 Sales Orders: 0.00 on Layby: 0.00 Purchase Orders: 0.00 NETT Available: 0.00 Awaiting Dispatch: 0.00 NETT On Floor: 0.00 Damaged: 0.00 Minimum Level: 0 Maximum Level: 0 Number of Variants: 0

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

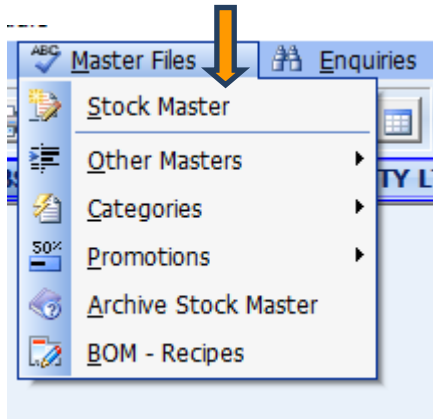
- Now you go to **'Cost Prices'** / press Tab Ctrl F8
This is where you enter your cost price for this item. Please fill in your cost price on **'Last Cost'**, **'Avg Cost'** and **'Buy Cost'**.

- Go to **'Categories/Types'**, select your categories and tick the indicators that is relevant, if you want the item to sell below cost or be able to trade into negative onhand. **'Save'** the Item.

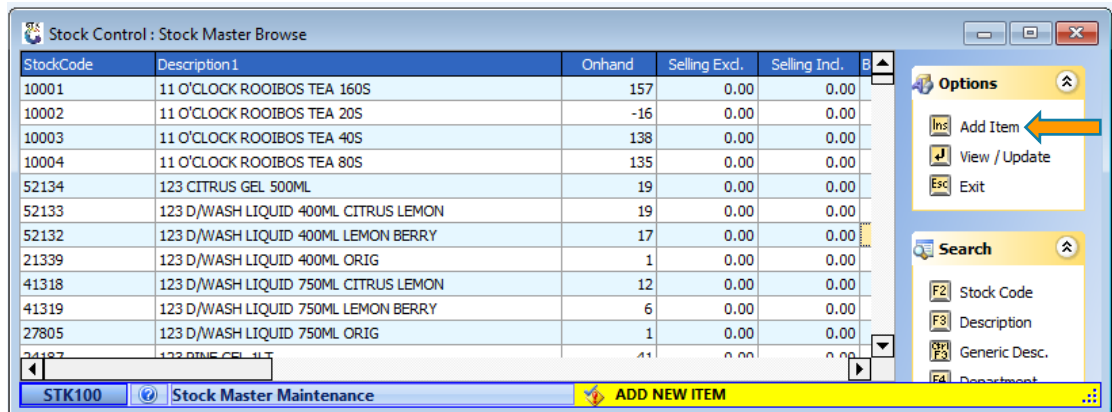
Creating a Parent item.

This item has more than one pack size, for example Coca-Cola 300ml that comes in a unit, a six pack and a case. To link the items together, follow these steps:

1. 'Stock Control' -> 'Master Files' -> 'Stock Master'.



2. Click on 'Add Item'.



3. The following screen will appear, fill in the fields which are Mandatory on the Header Data Tab.
 - Description – Coca Cola 300ml
 - Pack size – 1x1x300ml
 - Stock type -Here you need to select P -Link Items For unit shrink case item to be linked under one code. You will see that you can't enter a barcode anymore on the header data and that there is a new tab that says linked items.
 - Department – **Choose** your department
 - Sub-Dept - **Choose** your sub department
 - Supplier – **Select** the supplier of this item
 - Vat code – **Select** if this is a vatable item or zero rated

Stock Control : Stock Master Maintenance

Stock Code: Auto-Generate [Rule: 3] Description #1: []

Stock Type: P - Link Item (Pack Variants) Description #2: []

*Status: A - Active Pack Size: 1X1X1S - 1X1X1S Units/Pack: 1

Main Details | Categories / Types | Properties / Indicators | Notes & Descriptions | Linked Items

Header Data | Costs Prices | Rebates

Department: [] Sub-Dept.: []

Supplier: [] Buyer: []

VAT Code: S STANDARD RATE 15

Barcode: []

Supplier Code: []

Scale Item Type: N - Non-Scale Item

Scale Price/Kg: N - Non Scale Item

[Pack Sizes]

Units/Case: 1 Costs: 0.00

Units/Palette: 1 Costs: 0.00

Singles: 1 Costs: 0.00

Sell by: 0 Days Shelf Life: 0 Days

Total Onhand: 0.00

Sales Orders on Layby: 0.00

Purchase Orders: 0.00

NETT Available: 0.00

Awaiting Dispatch: 0.00

NETT On Floor: 0.00

Damaged: 0.00

Minimum Level: 0

Maximum Level: 0

Number of Variants: 0

Description	PR.Code	Excl.	Incl.	Min.Buy

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

- Now you go to 'Cost Prices' / press Tab Ctrl F8
This is where you enter your cost price for this item. Please fill in your cost price on 'Last Cost', 'Avg Cost' and 'Buy Cost'.

Stock Control : Stock Master Maintenance

Stock Code: Auto-Generate [Rule: 3] Description #1: []
 Stock Type: N - Normal Stock Item Description #2: []
 *Status: A - Active Pack Size: 1X1X1S - 1X1X1S Units/Pack: 1

Options: Save, Exit

Costs Prices

[Cost Prices]

Last Cost Excl. 0.00
 Last Cost Incl. 0.00
 Avg. Cost Excl. 0.00
 Avg. Cost Incl. 0.00
 Buying Cost Excl. 0.00
 Buying Cost Incl. 0.00
 Rebate Last. Excl. 0.00
 Rebate Avg. Excl. 0.00
 Nett. Last. Reb. Ex. 0.00
 Nett. Avg. Reb. Ex. 0.00
 Rebates (Off. Inv.) 0.00 %
 Rebates (Claimed) 0.00 %
 Cost Code []

[Cost Calculation in BUY Item Units]

Buy Item Code [] Buy Item Units/Pack 0

	per Buy.Cost	per Avg.Cost	per Last.Cost
Selling Incl.			
Cost Incl.			
Profit (Excl)			
GP%			
Rebates			
Net.Cost Incl.			
Net Profit (Excl)			
Net GP%			

[Last Received by (GRV)]
 Supplier Acc. [] []

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

- Go to 'Categories/Types', select your categories and tick the indicators that is relevant, if you want the item to sell below cost or be able to trade into negative onhand. 'Save' the Item.

Stock Control : Stock Master Maintenance

Stock Code: Auto-Generate [Rule: 3] Description #1: []
 Stock Type: N - Normal Stock Item Description #2: []
 *Status: A - Active Pack Size: 1X1X1S - 1X1X1S Units/Pack: 1

Options: Save, Exit

Categories / Types

[Bin Location]

Main Bin Location []
 Max. Qty in Binloc 1.00
 Binloc. Performance 1.00
 Sale Group []

[Selection Indicators]

Sale Item
 Purchase Item
 Inventory Item
 Reporting Item

[Type Indicators]

KVI Item
 TDSS Item
 Express Item
 Virtual Card
 Fabric Item
 Pallet Item
 UNI-Pin Recharge Item
 Split Code Item

[Security Indicators]

*Allow Negative Onhand
 *Allow Returns
 *Allow to Sell Below Cos
 *Allow to Deal or Change Selling Price
 *Print GRV Label
 ONLINE Range Item

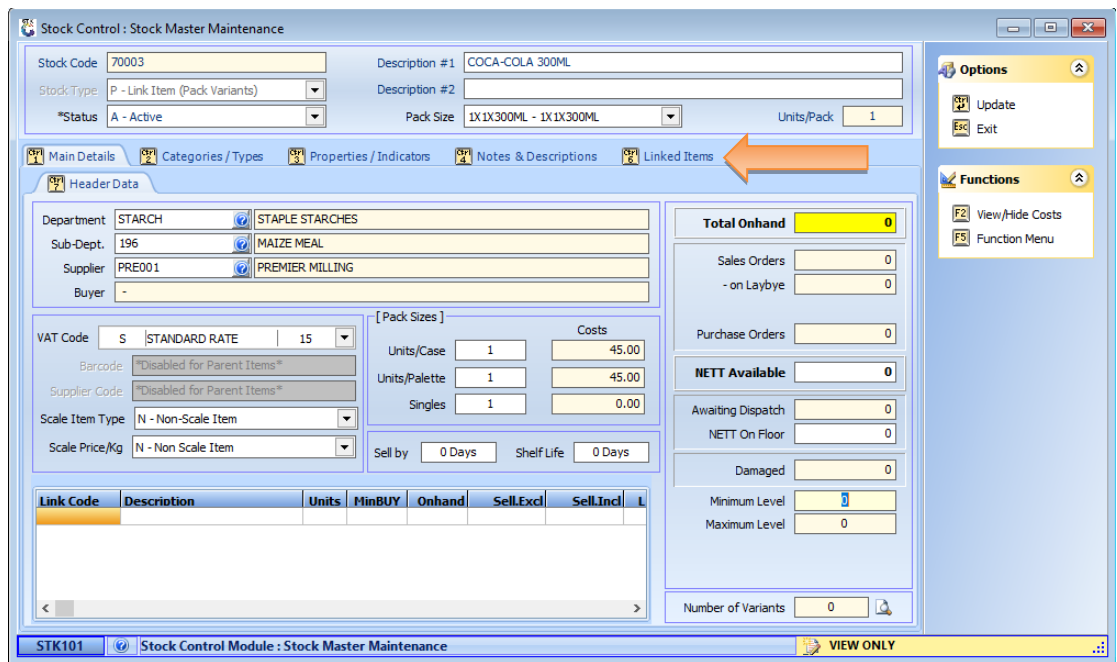
[Serial Tracking Indicators]

Serial Tracking Item
 Activate Linked Serial No

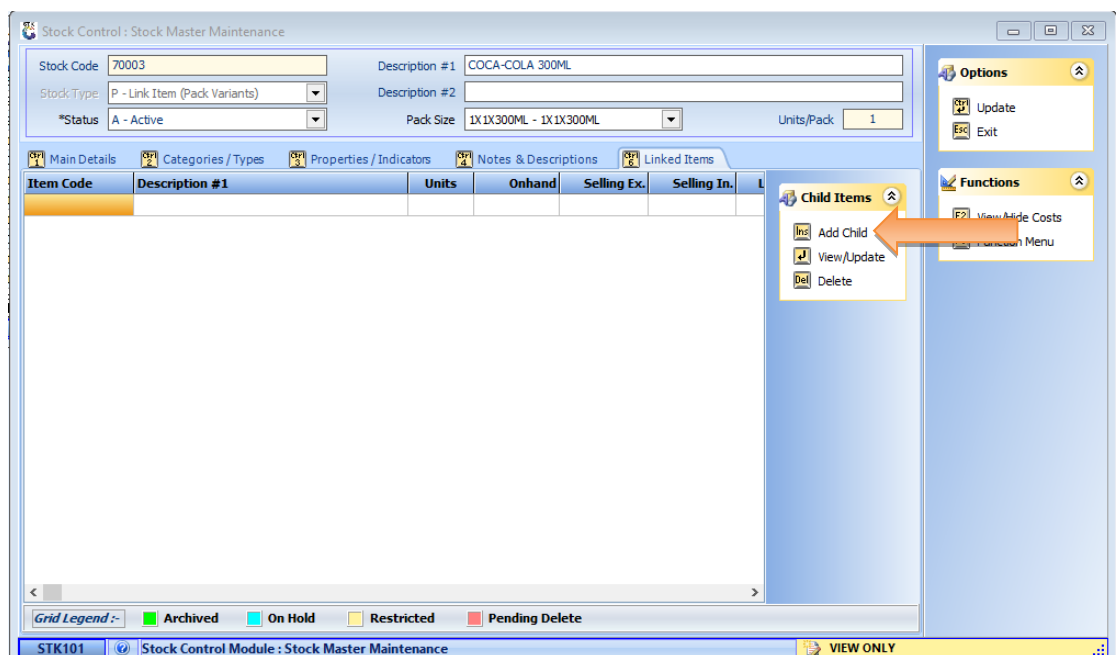
[*] / Can be set as Default Parameters

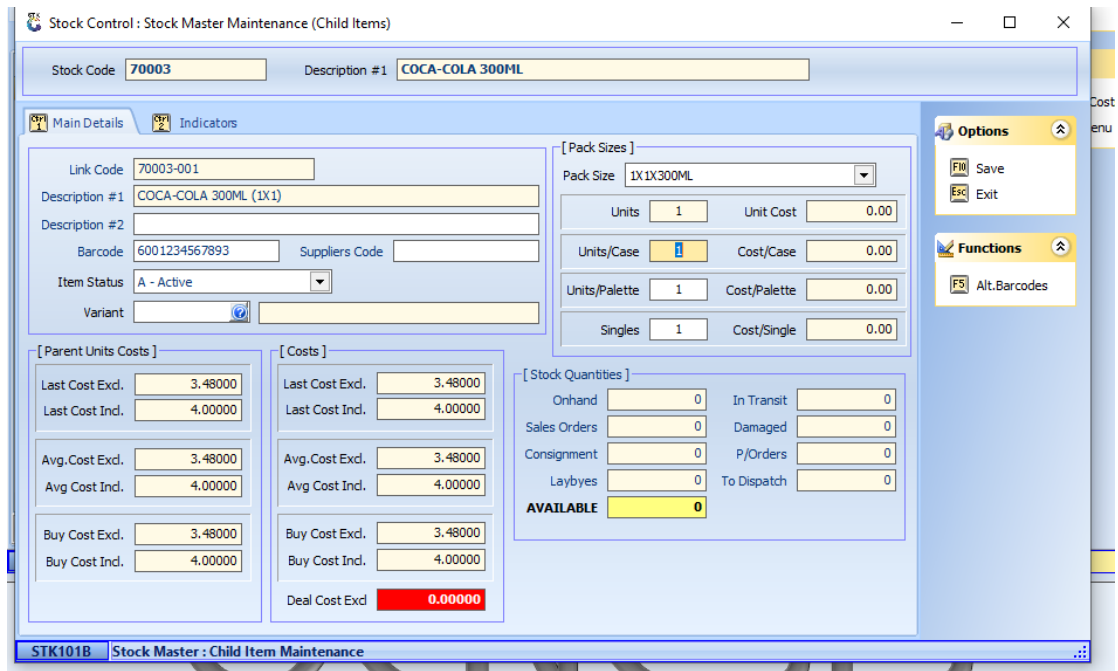
STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

- Go back to this item and click on 'Linked Items'.

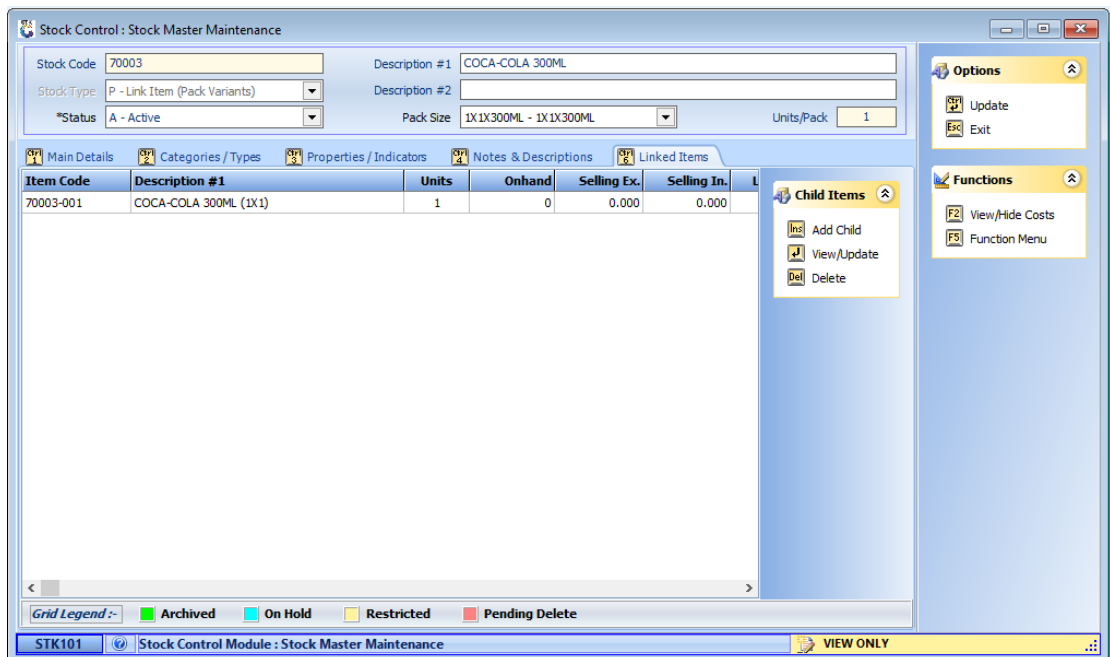


- Click on 'Add Child' to add the first item.





- Now you enter the barcode for the unit and the pack size and click on 'Save' / press F10.



- You will see that you now have one link code linked to this stock code. You can add the next size by clicking on 'Add Child' again.

Stock Control : Stock Master Maintenance (Child Items)

Stock Code: 70003 Description #1: COCA-COLA 300ML

Main Details Indicators

Link Code: 70003-006
 Description #1: COCA-COLA 300ML (1X6)
 Description #2:
 Barcode: 6009876543211 Suppliers Code:
 Item Status: A - Active
 Variant:
 [Parent Units Costs]
 Last Cost Excl. 3.48000 Last Cost Ind. 4.00000
 Avg. Cost Excl. 3.48000 Avg Cost Ind. 4.00000
 Buy Cost Excl. 3.48000 Buy Cost Ind. 4.00000
 [Costs]
 Last Cost Excl. 20.88000 Last Cost Ind. 24.00000
 Avg. Cost Excl. 20.88000 Avg Cost Ind. 24.00000
 Buy Cost Excl. 20.88000 Buy Cost Ind. 24.00000
 Deal Cost Excl. 0.00000
 [Pack Sizes]
 Pack Size: 1X6X300ML
 Units: 6 Unit Cost: 0.00
 Units/Case: 1 Cost/Case: 0.00
 Units/Palette: 1 Cost/Palette: 0.00
 Singles: 1 Cost/Single: 0.00
 [Stock Quantities]
 Onhand: 0 In Transit: 0
 Sales Orders: 0 Damaged: 0
 Consignment: 0 P/Orders: 0
 Laybys: 0 To Dispatch: 0
 AVAILABLE: 0

Options: Save (F10), Exit (Esc)
 Functions: Alt.BarCodes (F3)

STK101B Stock Master : Child Item Maintenance

- Enter the barcode and the pack size, click 'Save' or Press F10. Now you have two linked codes linked to this stock code.

Stock Control : Stock Master Maintenance

Stock Code: 70003 Description #1: COCA-COLA 300ML
 Stock Type: P - Link Item (Pack Variants) Description #2:
 *Status: A - Active Pack Size: 1X1X300ML - 1X1X300ML Units/Pack: 1

Main Details Categories / Types Properties / Indicators Notes & Descriptions Linked Items

Item Code	Description #1	Units	Onhand	Selling Ex.	Selling In.
70003-006	COCA-COLA 300ML (1X6)	6	0	0.000	0.000
70003-001	COCA-COLA 300ML (1X1)	1	0	0.000	0.000

Child Items: Add Child, View/Update, Delete

Options: Update (F10), Exit (Esc)
 Functions: View/Hide Costs (F2), Function Menu (F5)

Grid Legend: Archived (Green), On Hold (Cyan), Restricted (Yellow), Pending Delete (Red)

STK101 Stock Control Module : Stock Master Maintenance VIEW ONLY

Stock Types

- N-Normal Stock Item – This is normal trade items, that has no Pack Variant, i.e. Pallets or SuperSun 12.5KG
- P-Link Item (Pack Variant) – This is items with Pack Variant, i.e. Case, Shrink and Units.
- K-Kit Master Item – This is used for Hamper Items.
- X-Service Item – This is an Item that does not carry any stock, but we can sell it, i.e. Travel and manpower.

Stock Status

Status – **A**-Active (the item can be traded with); **H**-Hold (the item cannot be sold or purchased); **R**-Restricted (the item can be sold, but not purchased); **D**-Pending Delete (once the item has moved to zero onhand, then it will be archived); **X**-Archived (this item has been archived and must be restored before any trading is allowed)

Description

Description – This is the base description of the item, therefore no pack size must be added, as the system will add it automatically. Stick to the basic description, i.e. the Brand, Size and then Flavor or Fragrance, e.g. LUX SOAP 200G PINK. The Pack Size of (4x6) or (1x6) will automatically be added to Description 3 when the Pack Configurations are created.

Pack Size

Pack Size – Select the Unit configuration from the dropdown list. The correct Pack Size is extremely important, as the Units and Description are determine by it.

Main Details

- Main Details -> Header Data -> Department – Select the appropriate department from the dropdown list.
- Main Details -> Header Data -> Sub-Dept – Select the appropriate sub-department from the dropdown list.
- Creditor - > Select the supplier who manufactures or distributes this item. When creating a PO, then only items listed to this Creditor are displayed.

Stock Costings

The system can be set to use Average or Last cost for calculations. Each item carries 4 costs:

- **Average** – This cost fluctuates depending on the onhand and cost of the item, prior to receiving new stock and if the cost increases or decreases. **Note:** If the onhand of the item are negative, then the system will journal the difference in valuation to the General Ledger.

- **Last** - This is the last GRV price on the item.
- **Buy** – This is a manual controlled item; it is meant to capture the price agreed with the Representative of the supplier. The system can be set to not allow the buyers to purchase over this cost.
- **Nett** – This is the Cost of the item, after discounts or rebates, example if you received a settlement discount.

Stock Grouping

- **Departments** – Stock can be grouped in Department and Sub-Departments.
- **Categories** – The level caters for 5 levels and are daisy chained, meaning Category 2 will only display items under Category 1.
- **Properties** – Items can be flagged by 10 Properties, which is useful to filter in reports.

How to Create A Pack Size

Stock -> Master Files -> Other Masters -> Pack Size

Field Description:

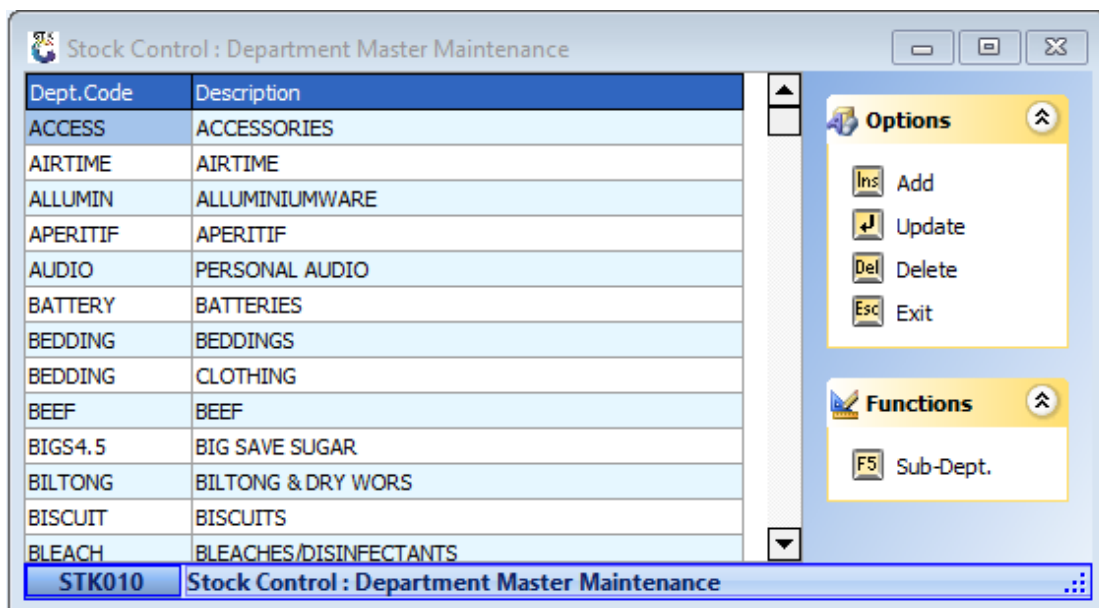
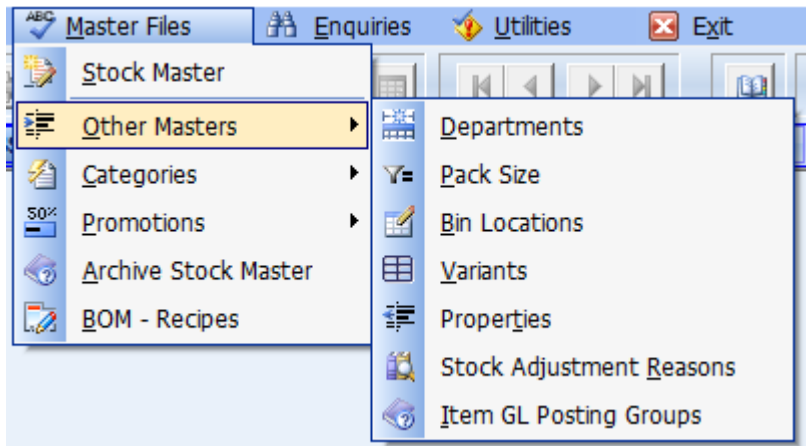
- **Pack Size** – This is the possible pack configurations, the standard for all Genesis users, in Coca Cola’s example of the 330ml tins are: 4x6x330ml, so from this we know that the unit is a 330ml, then there is 6 x 330ml cans in a shrink, and there is 4 x Shrinks of 6 Units in a Case. So a Case consists of 4x6 Units, thus 24 Units in a Case.
- **Description** – this is more descriptive of the Pack Size field
- **Units/Pack** – This is the most important setting of anything in the system, this will determine the factor use to calculate the Cost or Units on every GRV and Sale of a Case or Unit. So if 1 Case is sold, for example 24 Units will be deducted from the On hand, and if 1 Case is GRV’ed, then the cost is divided by 24 to determine the cost of Units.
- **Code Prefix/Suffix** – We only uses Suffix. The is a string of characters added to the Stock code of the Parent Item, which is the “Unit”, let’s say the Stock code of a 330ml Coke is 12345, then the Case will be 12345-024, the Unit 12345-060 and the

Units 12345-001. So you need to specify the “-“sign and the Units, padded by zero’s, so that 6 units is “-006”.

- Description Prefix/Suffix – We only uses Suffix. The is a string of characters added to the Description of the Item, for example “Coca-Cola 330ml”, then the Case suffice will be “(4x6)”; the Shrink suffix “(1x6)”; and the Unit “(1x1)”

Departments and Sub Departments

Stock Master -> Master Files -> Other Masters -> Departments

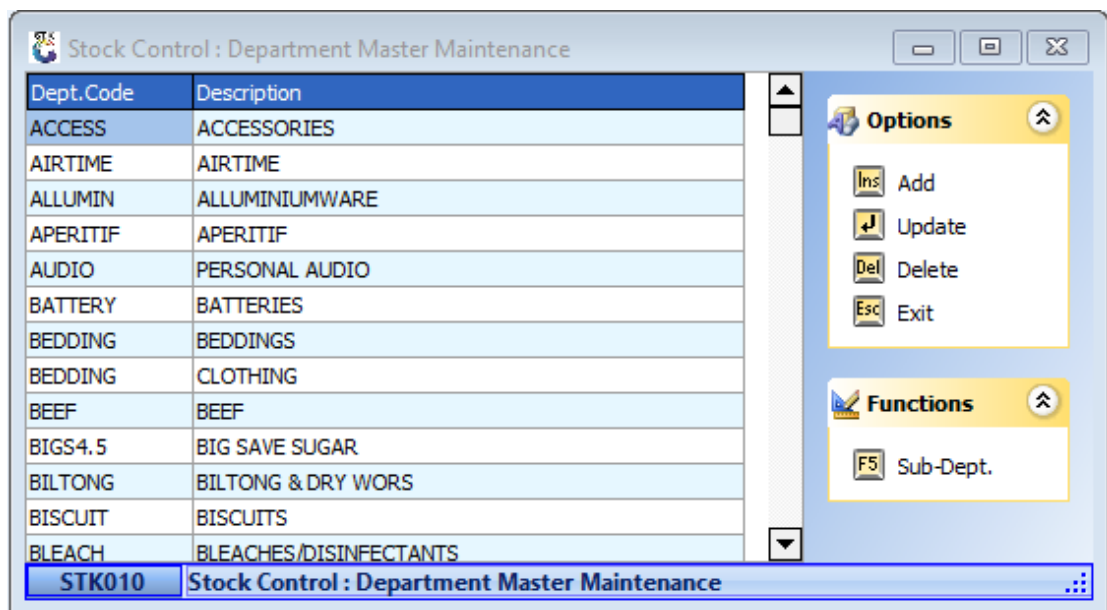


Firstly, the buttons on the side:

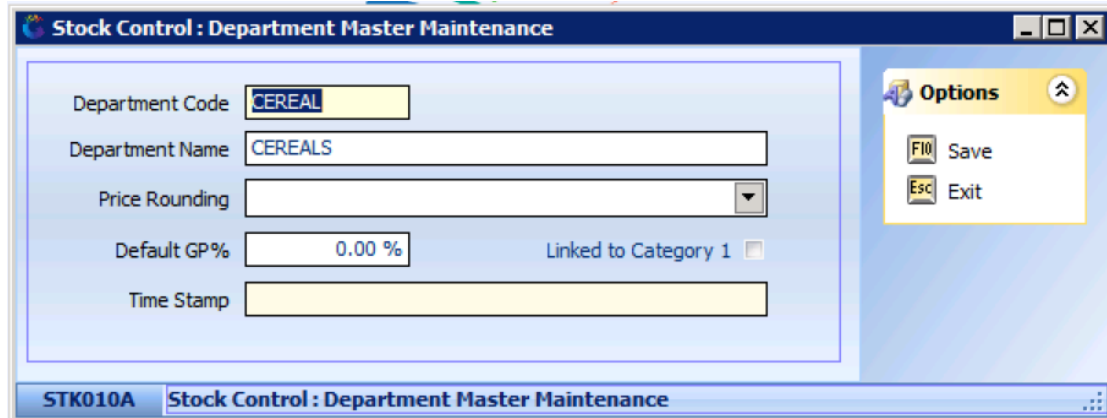
- **Add** – Adding new Departments
- **Update** – Updating, or changing the highlighted department.
- **Delete** – Delete the department that is highlighted.
- **F5 – Sub-Dept.** – Each Department can have Sub-Departments.

How to add a department

1. Stock -> Master Files -> Other Masters -> Departments



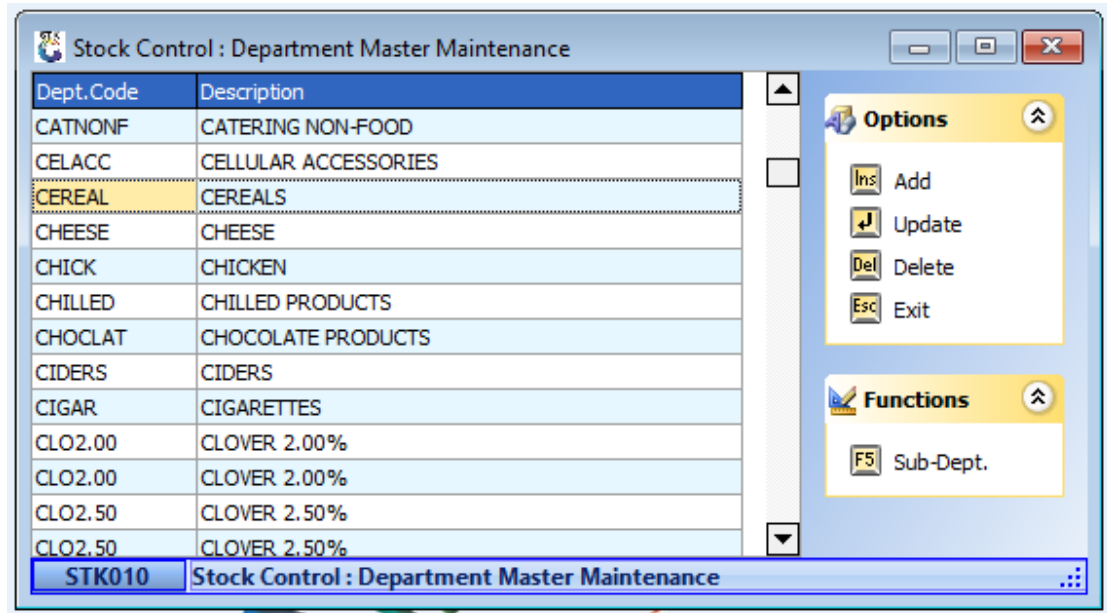
2. Click on 'Add' then this window will open.



3. You have to type in a 'Department Code'. A Department code is a 10 Character Field. We prefer that you use a descriptive 10 Character abbreviation to describe the Department.
4. Give the Department a Name. 'Department Name' is a descriptive name for the department, it is mostly used on screens and some reports.
5. Linked to Category 1 – If yes, then the associated Category must be selected, thus if entering a new stock item, then when selecting the Category, it will be limited to the Category linked.
6. 'Time Stamp' is the Date & Time this setup was last modified.

How to add a sub-department

1. When you have created your department, you can then click on 'Sub-Dept' or Press F5.
2. Then this window will open.



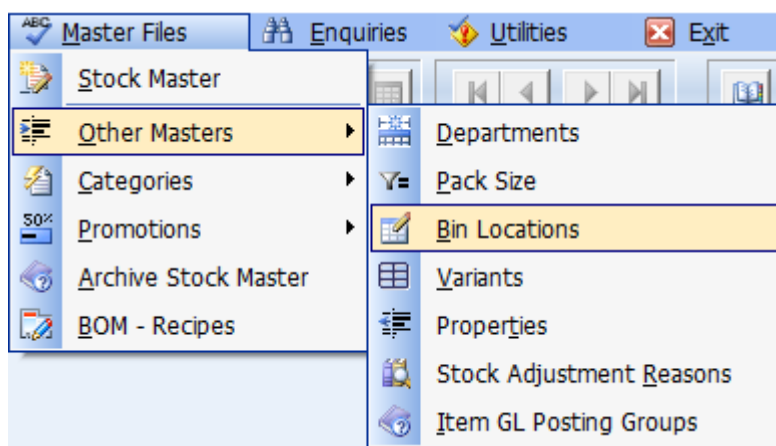
Bin Location

Master Files > Other Masters > Bin Location

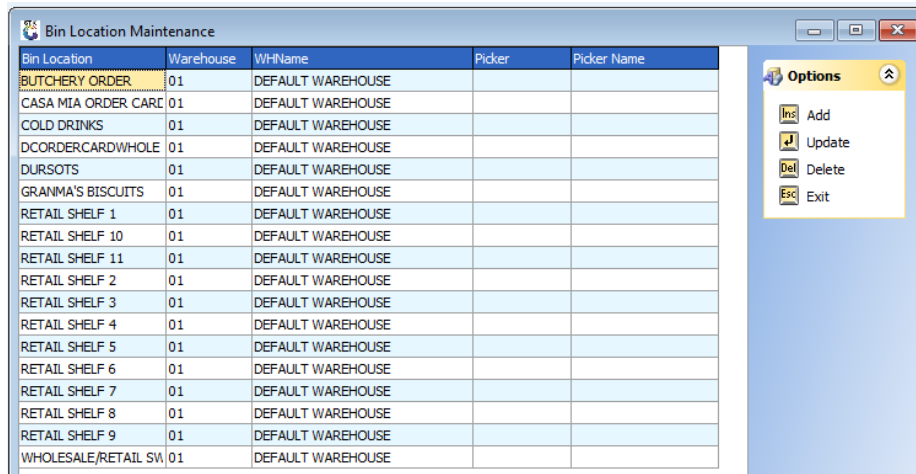
Bin Locations can be specified per Warehouse, this is designated areas where specific stock is kept, the Bin Location is then added to the Stock Items Master, this area can then be Stock Counted on a Bin Location Count. This is ideal for Fresh Areas, like Milk, Bread Veggies, etc.

How to Create a Bin Location

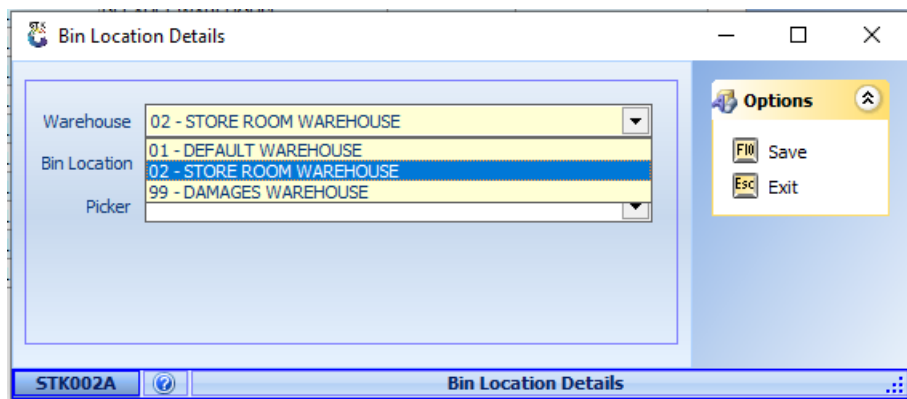
1. Stock -> Master Files -> Other Masters -> Bin Locations.



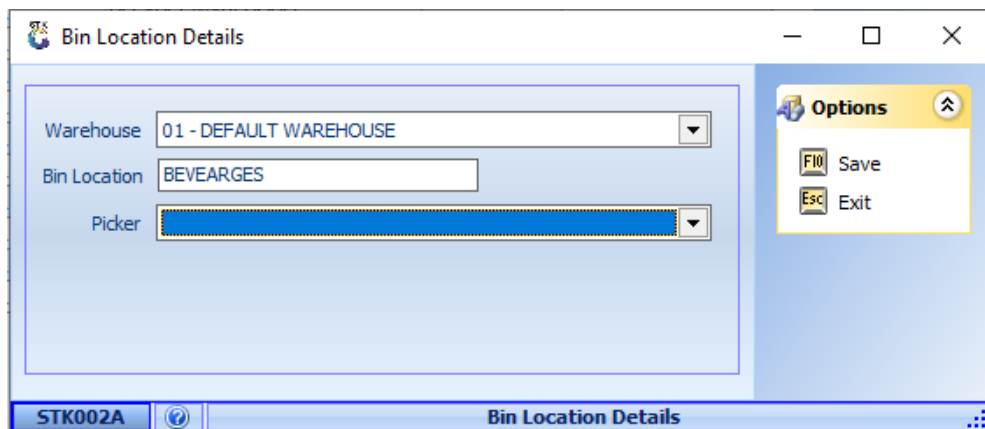
2. Click on 'Add'.



3. Select your warehouse if you have more than one warehouse on your system.

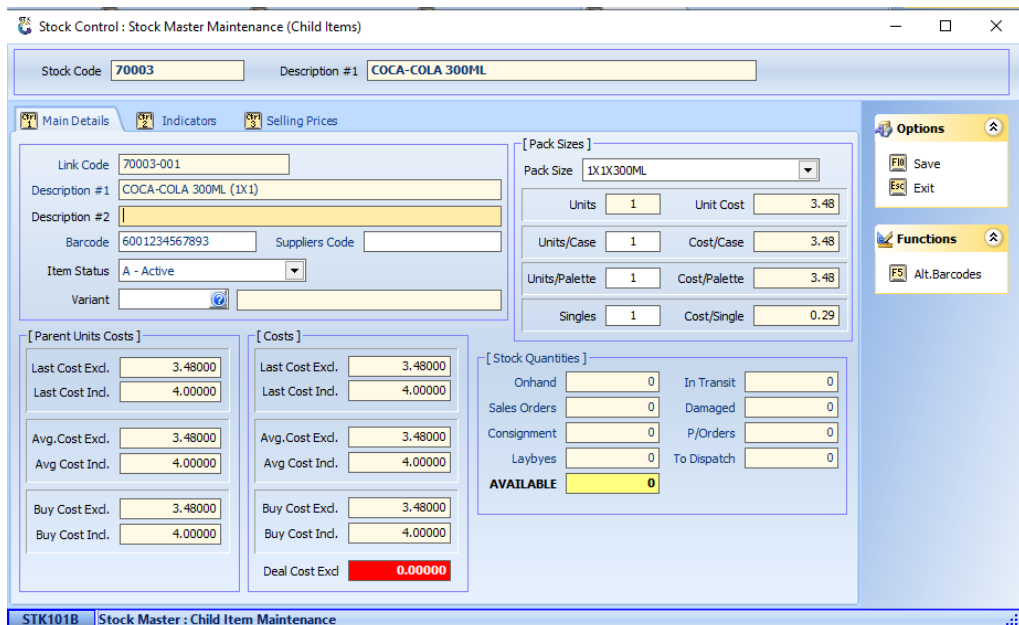
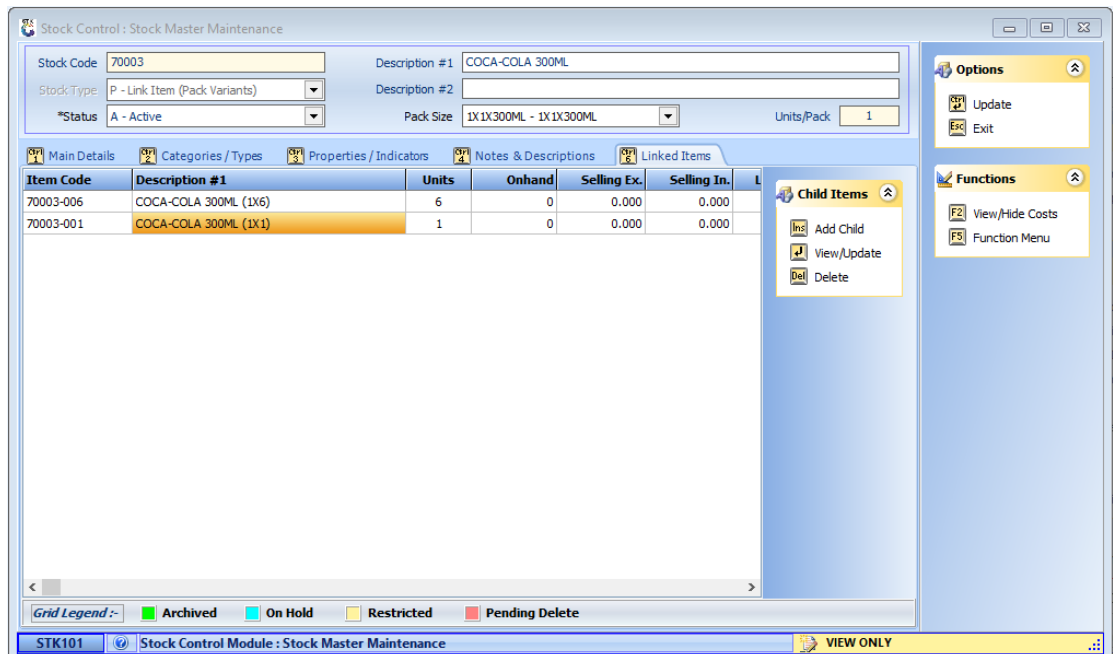


4. Now give the 'Bin Location' a name or number, you can also assign a 'Picker' to this Bin location



How to Assign a Bin Location to an Item

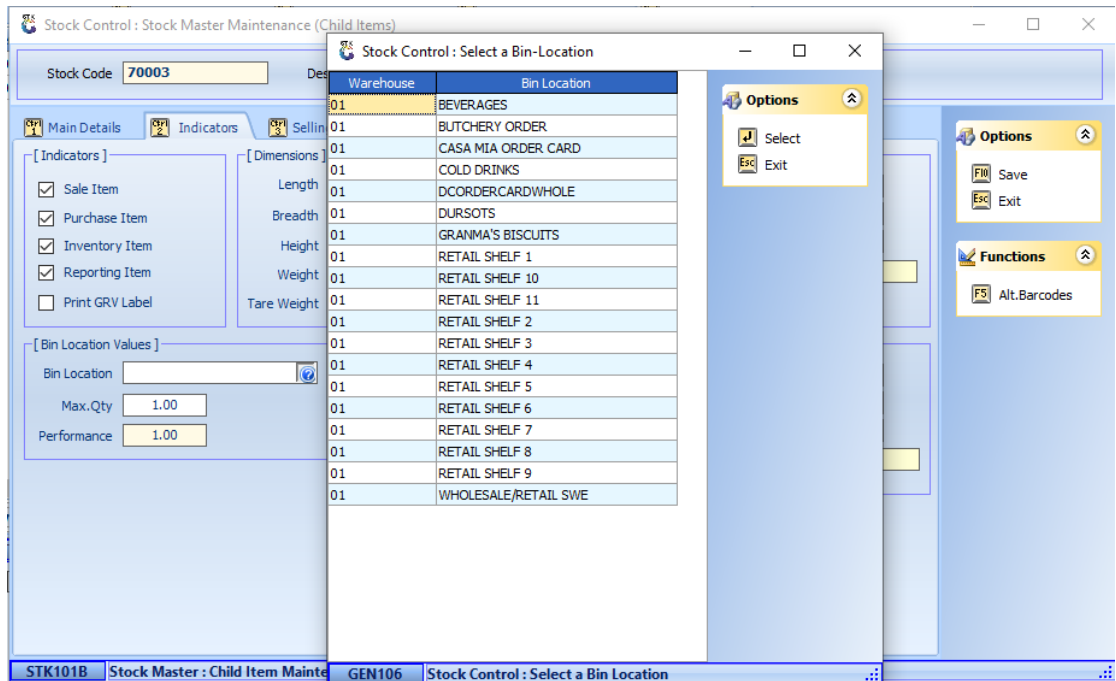
1. If you want to allocate an item to this Bin Location, you have to go to Stock control->Master Files and open an item.
2. On A Parent Child Item, you have to do this under linked items and allocate a Bin Location to the specific size. Click on 'Update'.



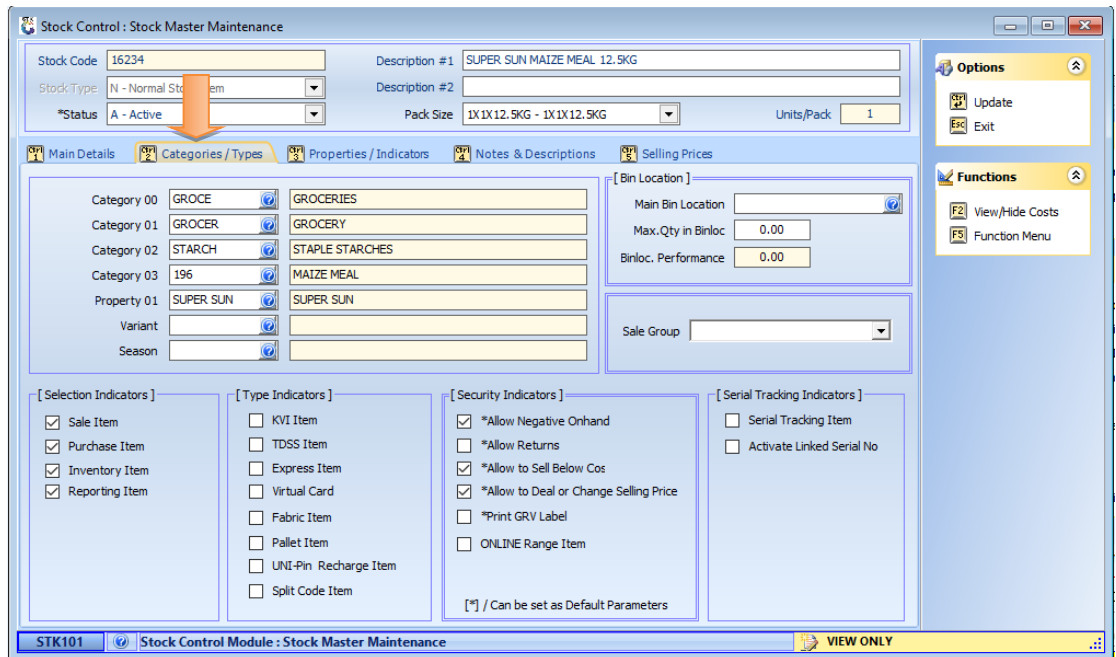
3. Go to Indicators.

The screenshot displays the SAP Stock Control: Stock Master Maintenance (Child Items) window. The window title is "Stock Control : Stock Master Maintenance (Child Items)". The main data fields are "Stock Code" (70003) and "Description #1" (COCA-COLA 300ML). The "Indicators" tab is selected, showing a list of indicators with checkboxes: "Sale Item" (checked), "Purchase Item" (checked), "Inventory Item" (checked), "Reporting Item" (checked), and "Print GRV Label" (unchecked). Other tabs include "Main Details" and "Selling Prices". The "Dimensions" section contains fields for Length (0.00 mm), Breadth (0.00 mm), Height (0.00 mm), Weight (0.000 kg), and Tare Weight (0.000 kg). The "Miscellaneous GP%" section includes "Misc. G.P" (0.00 %), "Item Fixed GP%" (0.00 %), and "Supplier Fixed GP%" (0.00 %). The "Last Updated Time Stamp" section shows Date (2019/10/01), Time (13:19:48), User (URSULA), and Machine (MRJ-WS-URSULA). The "Bin Location Values" section includes "Bin Location" (empty), "Max.Qty" (1.00), and "Performance" (1.00). The "Sale Group" is a dropdown menu. The "Created Time Stamp" section shows Date (2019/10/01), Time (13:19:48), User (URSULA), and Machine (MRJ-WS-URSULA). On the right side, there are "Options" (Save, Exit) and "Functions" (Alt.Barcodes) buttons. The status bar at the bottom shows "STK101B Stock Master : Child Item Maintenance".

- Click on the Question mark to Browse all Bin locations



- Select a Bin Location and then Press F10 to save or Click on 'Save'.
- Each size (link codes) can belong to a different Bin Location.
- On a Normal item you do this under Categories/ Types Tab.

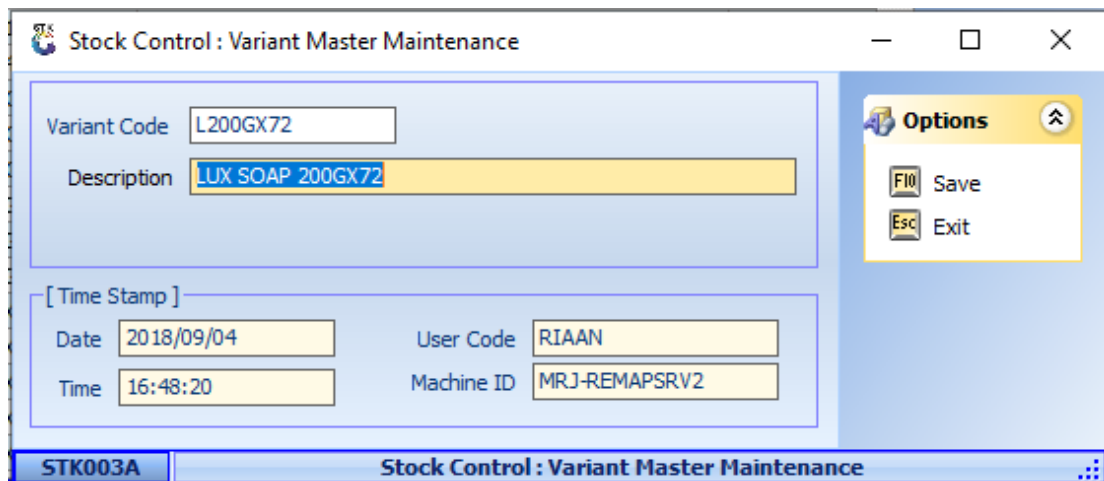


Variant Codes

Master Files – Other Masters - Variants

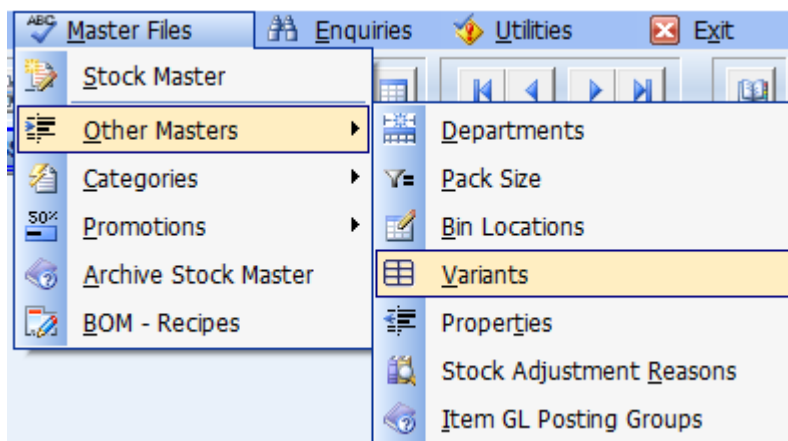
The Variants is used to link multiple items which are similar, but that have various flavours and fragrances. For example items like Soap 200g, they come in various fragrances or colours, or Cold drinks that have various flavours. When you change the selling price of the 'Green' item, then the system will prompt you to also change the Selling price of all other color linked to the Variant. *(This is very useful in loaded promotions or deals).*

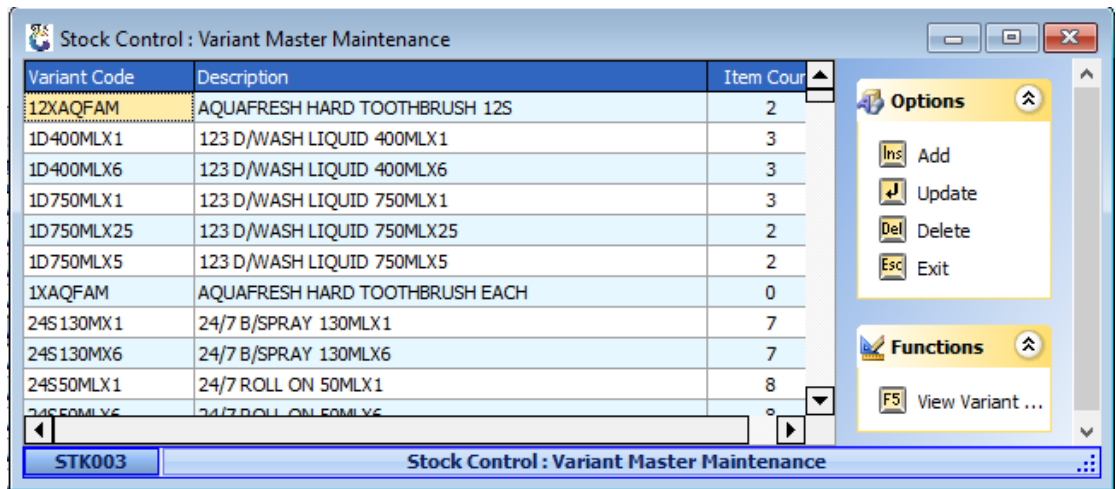
How To create a Variant



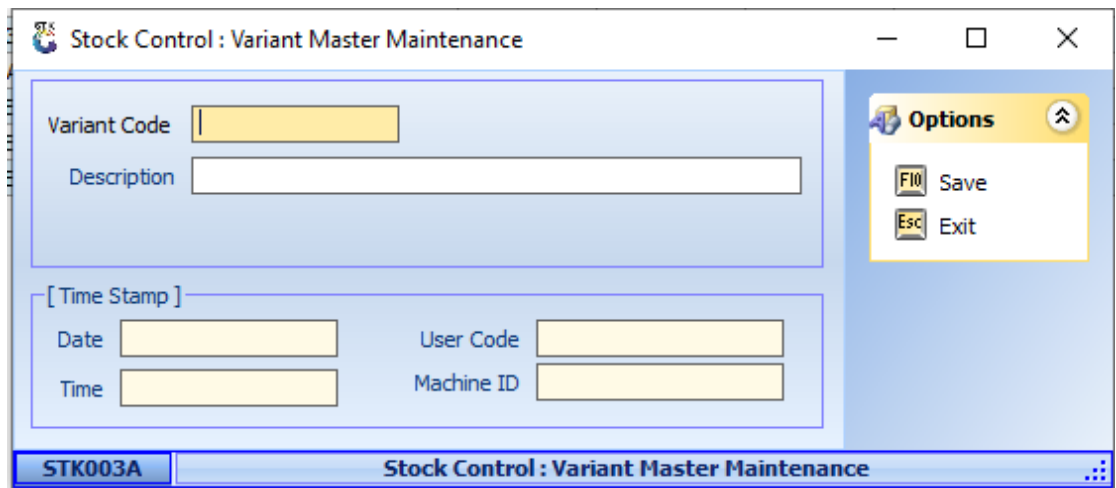
(The Variant Code can be 10 characters long; and the description that can be 50 characters long. The Variance Code is then added to items with the same Variant.)

1. Go to Stock Control ->Master Files->Other Masters->Variant





2. Click on 'Add'.



3. Now you can create your variant code and give it a description.

How to Allocate a Variant Code to a Stock Item

1. Go to stock control->Master Files and open an item.

On A Parent Child Item, you have to do this under **'Linked items'** and allocate a Variant Code to the specific size

The screenshot shows the 'Stock Control : Stock Master Maintenance' window. The 'Linked Items' tab is active, displaying a table with the following data:

Item Code	Description #1	Units	Onhand	Selling Ex.	Selling In.
70003-006	COCA-COLA 300ML (1X6)	6	0	0.000	0.000
70003-001	COCA-COLA 300ML (1X1)	1	0	0.000	0.000

At the bottom of the window, there is a 'Grid Legend' with the following items: Archived (green), On Hold (cyan), Restricted (yellow), and Pending Delete (red). The status bar at the bottom shows 'STK101' and 'Stock Control Module : Stock Master Maintenance'.

2. Click on **'Update'**.

The screenshot shows the 'Stock Control : Stock Master Maintenance (Child Items)' window. The 'Update' button is highlighted in the 'Options' panel on the right. The window displays various fields for the child item, including:

- Stock Code: 70003
- Description #1: COCA-COLA 300ML
- Link Code: 70003-001
- Description #1: COCA-COLA 300ML (1X1)
- Barcode: 6001234567893
- Suppliers Code: [Empty]
- Item Status: A - Active
- Variant: [Empty]
- Pack Size: 1X1X300ML
- Units: 1, Unit Cost: 3.48
- Units/Case: 1, Cost/Case: 3.48
- Units/Palette: 1, Cost/Palette: 3.48
- Singles: 1, Cost/Single: 0.29
- [Parent Units Costs]: Last Cost Excl. 3.48000, Last Cost Ind. 4.00000, Avg. Cost Excl. 3.48000, Avg Cost Ind. 4.00000, Buy Cost Excl. 3.48000, Buy Cost Ind. 4.00000
- [Costs]: Last Cost Excl. 3.48000, Last Cost Ind. 4.00000, Avg. Cost Excl. 3.48000, Avg Cost Ind. 4.00000, Buy Cost Excl. 3.48000, Buy Cost Ind. 4.00000, Deal Cost Excl. 0.00000
- [Stock Quantities]: Onhand 0, In Transit 0, Sales Orders 0, Damaged 0, Consignment 0, P/Orders 0, Laybyes 0, To Dispatch 0, AVAILABLE 0

The status bar at the bottom shows 'STK101B' and 'Stock Master : Child Item Maintenance'.

3. Click on the question mark next to the Variant field to browse all codes then select your variant code and then click on 'Save'. (On a Normal item you do this under Categories/Types Tab).

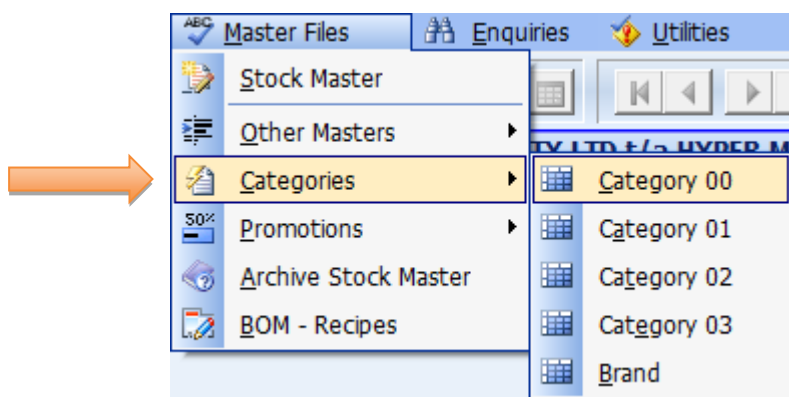
Categories

Master Files - Categories

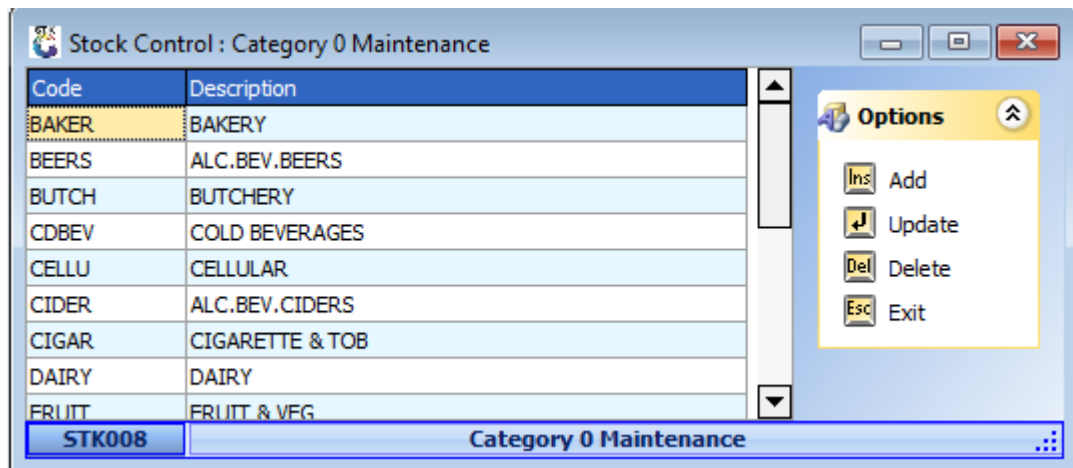
Genesis can handle 5 Levels of Categories, when you create and add Items, then you can drill into the Categories, once you selected Category 0, then you can only select Category 1 items linked to Category 0.

How to Create Categories

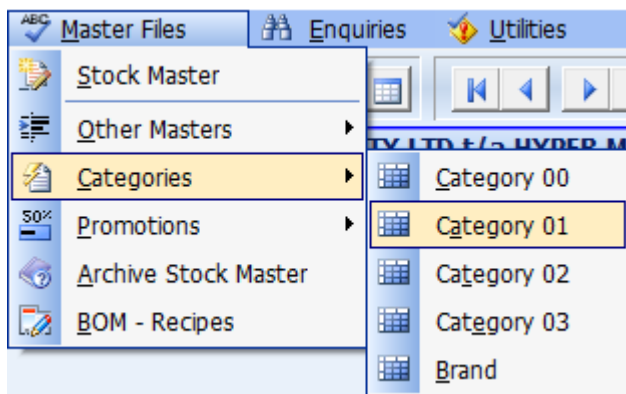
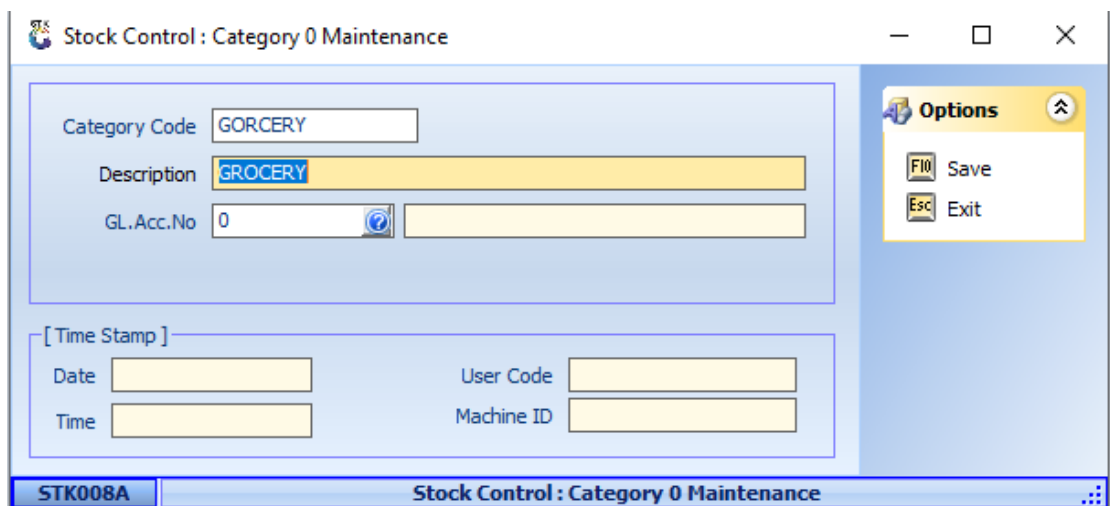
1. Stock Control-> Master Files -> Categories -Category0



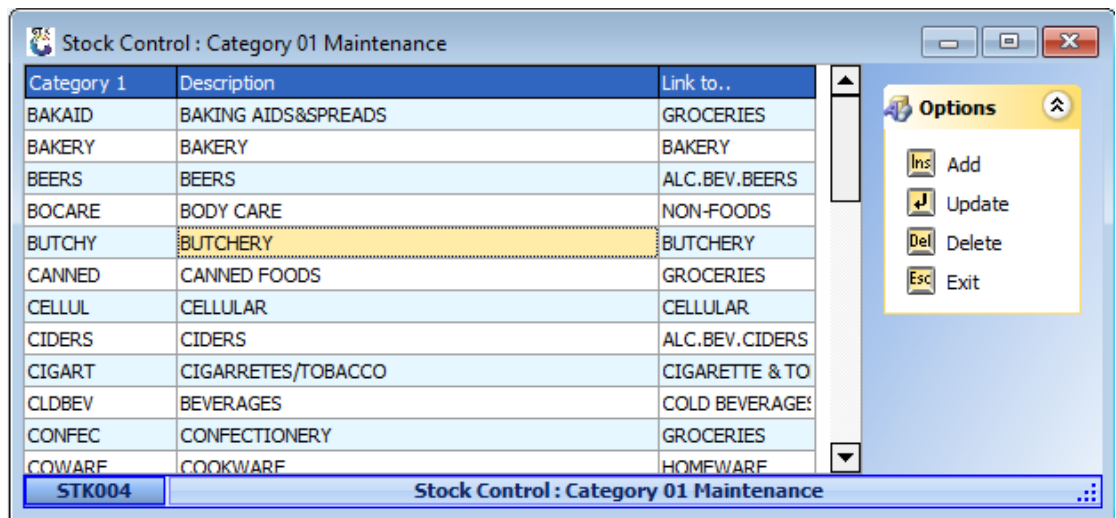
2. Click on 'Add'.



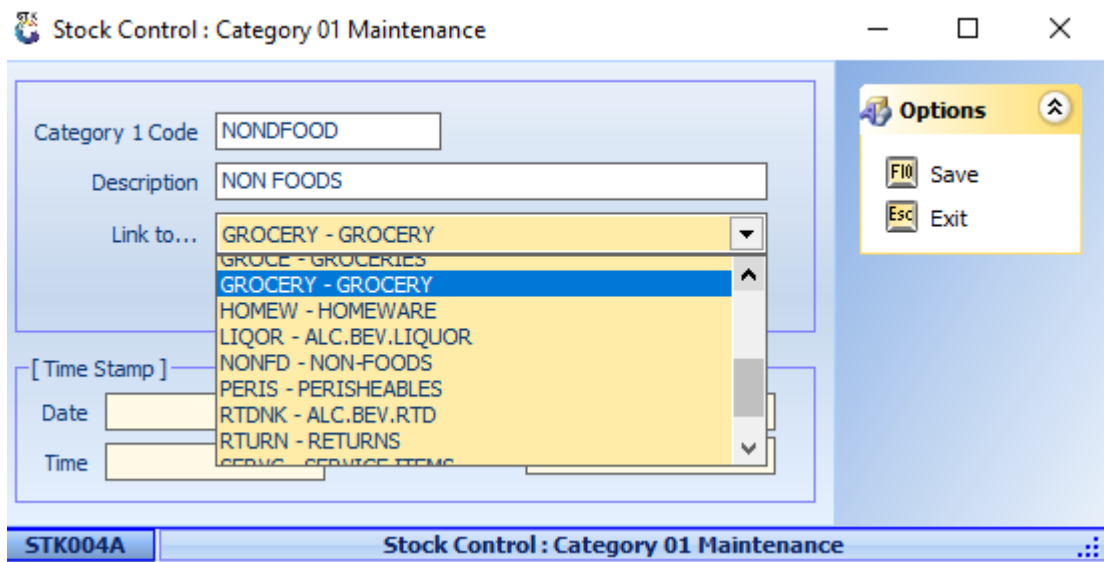
3. Create a code and give it a description. (If you want more Categories under Grocery, go to Stock Control -> Master Files -> Categories -> Category 1).



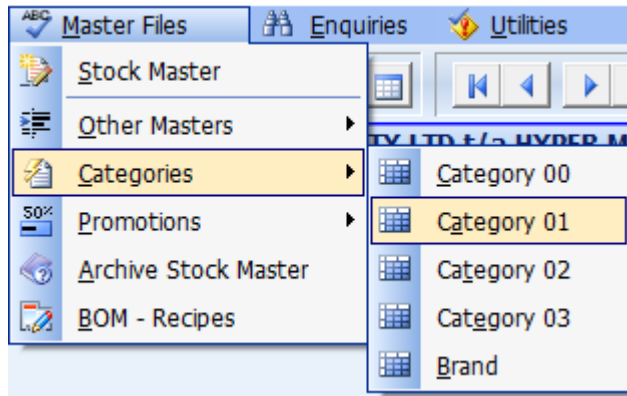
- Click on 'Add'.



- Now you can create a few categories and link it to Grocery. Example Food/Non Foods/Perishables/ Dairy



6. Create your Category 1 code, give it a description and link it to Category 0. (If you want to create more Categories under Nonfoods which is now a Category1, go to Stock Control-> Master Files -> Categories -Category2)



7. Under Non-Foods you can create Personal Hygiene/ House Hold Products Etc.

Stock Control : Category 02 Maintenance

Code	Description	Linked to....
ACCESS	ACCESSORIES	ELECTRONICS
AIRTIME	AIRTIME	CELLULAR
ALLUMIN	ALLUMINIUMWARE	COOKWARE
APERITIF	APERITIF	LIQUOR
AUDIO	PERSONAL AUDIO	ELECTRONICS
BATTERY	BATTERIES	GENERAL HARDWARE
BEDDING	BEDDINGS	TEXTILES
BEDDING	CLOTHING	TEXTILES
BEEF	BEEF	BUTCHERY
BILTONG	BILTONG & DRY WORS	BUTCHERY
BISCUIT	BISCUITS	CONFECTIONERY
BLEACH	BLEACHES/DISINFECTANTS	HOUSE HOLD PRODUCTS
BOYSTOY	BOYS TOYS	TOYS
BRANDY	BRANDY	LIQUOR

Options: Add, Update, Delete, Exit

STK005 Stock Control : Category 02 Maintenance

8. Click on **'Add'**.

Stock Control : Category 02 Maintenance

Category 2 Code: HOUSEH

Description: HOUSE HOLD PRODUCTS

Link to...: NONFOODS - NON FOOD

[Time Stamp]

Date: [] User Code: []

Time: [] Machine ID: []

Options

- F10 Save
- Esc Exit

STK005A Stock Control : Category 02 Maintenance

9. Create your Category 2 code and give it a description, link it to Non-Foods.
10. Now you can create Detergents/ Laundry etc. under Category3 and link it to House hold products. (The Categories help to group the items together to run all kinds of Reports for example you can run a Sales Report on Cereals and see how many you sell.) Click **'Save'**.

That concludes the User Guide