



# GENESIS

## How to Guide How to do a manual stock take

---

*MRJ Consultants*

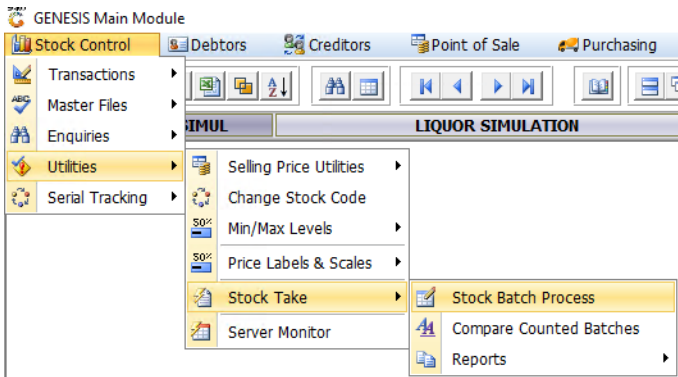
*37 Weavind Ave, Eldoraigne, Centurion, 0157*

*Tel: (012) 654 0300*

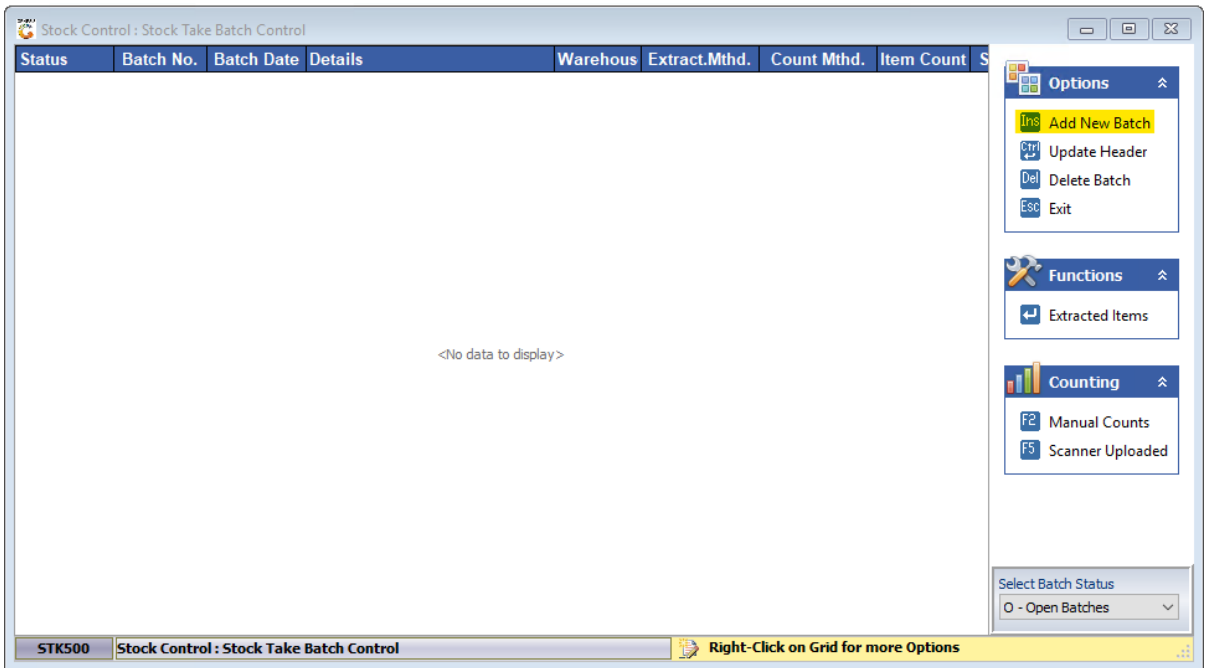
*Mail: [helpdesk@mrj.co.za](mailto:helpdesk@mrj.co.za)*



I. Once you have logged in to the Main Module, go to **Stock Control, Utilities, Stock Take, Stock Batch Process:**



1. Click on **Add New Batch:**



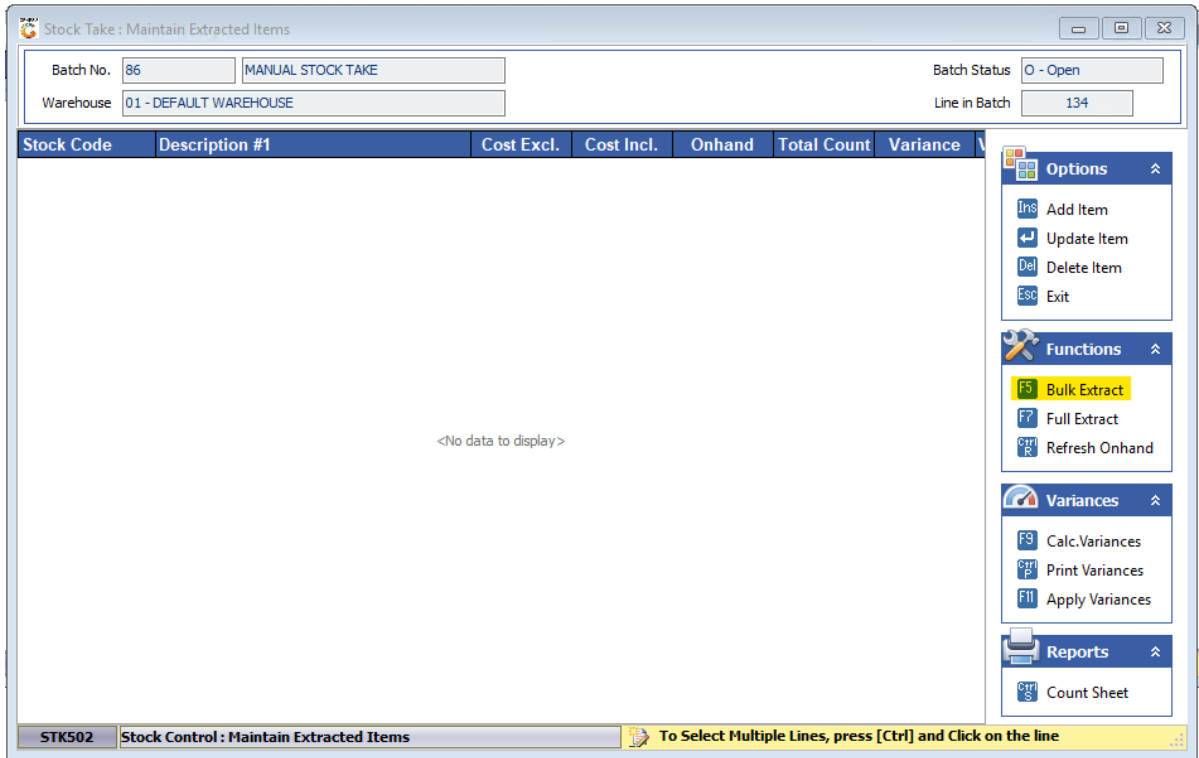
- i) Update the Batch Details as shown in the image below, the Batch Header (**Details** tab) can be any title that you prefer; please ensure that the **Extract Method**, **Count Method** and **Variance Options** are correct. Once all details have been captured correctly, please click on **Save**:

- ii) Click on **Yes**:

2. Click on **Extracted Items**:

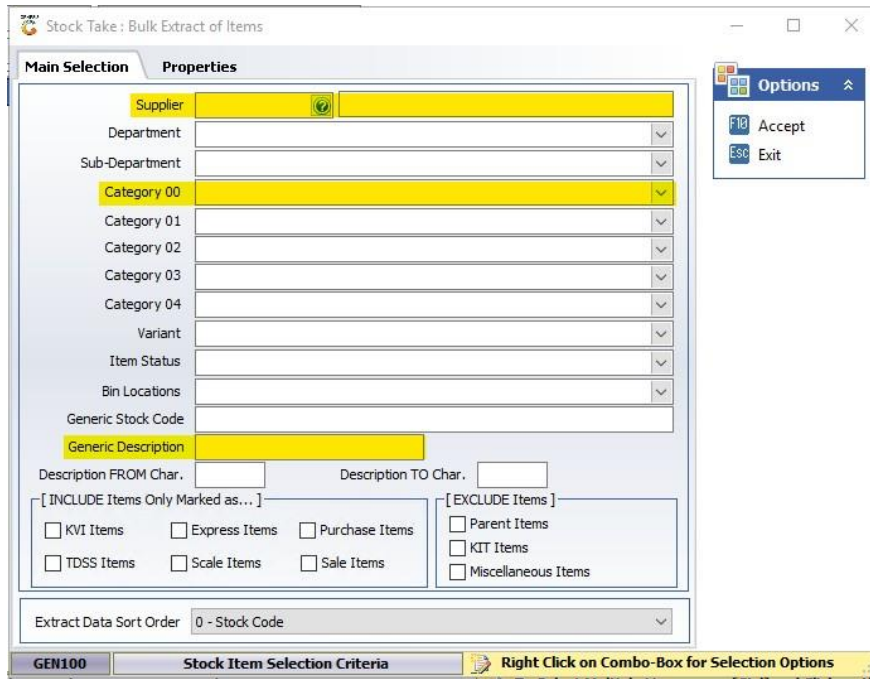
Status	Batch No.	Batch Date	Details	Warehouse	Extract.Mthd.	Count Mthd.	Item Count	S
Open	86	2022/01/21	MANUAL STOCK TAKE	01	Counted	Quick Count	0	

3. Click on **Bulk Extract**:



4. Stock items can be filtered according to:

- i) Supplier
- ii) Category
- iii) Generic Description



**IN THIS HOW TO GUIDE I WILL BE DEMONSTRATING ALL THREE DIFFERENT WAYS THAT YOU CAN USE TO DO A MANUAL STOCK TAKE WHEN COUNTING ONLY CERTAIN SECTIONS OF YOUR STORE.**

## I. Supplier

1. Click on the ? and select the relevant supplier, then click on **Accept**:

Stock Take: Bulk Extract of Items

**Main Selection** **Properties**

Supplier: HAL001 HALEWOOD INTERNATIONAL SA (PTY) LTD

Department: [Dropdown]

Sub-Department: [Dropdown]

Category 00: [Dropdown]

Category 01: [Dropdown]

Category 02: [Dropdown]

Category 03: [Dropdown]

Category 04: [Dropdown]

Variant: [Dropdown]

Item Status: [Dropdown]

Bin Locations: [Dropdown]

Generic Stock Code: [Text]

Generic Description: [Text]

Description FROM Char.: [Text] Description TO Char.: [Text]

[ INCLUDE Items Only Marked as... ] [ EXCLUDE Items ]

KVI Items  Express Items  Purchase Items  Parent Items

TDSS Items  Scale Items  Sale Items  KIT Items  Miscellaneous Items

Extract Data Sort Order: 0 - Stock Code

GEN100 Stock Item Selection Criteria Right Click on Combo-Box for Selection Options

Options

Accept

Exit

- i) Click on **Yes**:

System Prompt

**Stock Take**

Extract Selected Items?

N No Y Yes

2. All items listed under Halewood International SA should now be listed in the stock take batch. Items are listed by default according to **Stock Code**, but by clicking on **Description #1** or **Onhand**, the system will rearrange items from A-Z / Z-A, or from -1 -1 / 1 -1 :

Stock Take : Maintain Extracted Items

Batch No. 86 MANUAL STOCK TAKE Batch Status O - Open  
Warehouse 01 - DEFAULT WAREHOUSE Line in Batch 134

Stock Code	Description #1	Cost Excl.	Cost Incl.	Onhand	Total Count	Variance
10011	Antica Sambuca Classic 750ml	220.00	253.00	0	0	0
10013	Antica Sambuca Raspberry 750ml	139.13	160.00	0	0	0
10339	Mary Le Bone Gin 750ml	0.00	0.00	0	0	0
11339	Original Ice Gluhwein Box 2Lt	0.00	0.00	0	0	0
11343	Original Ice Gluhwein 750ml	0.00	0.00	0	0	0
12946	Limoncello 750ml	173.04	199.00	0	0	0
13037	Hall & Bramley Soda Water Can 200ml	0.00	0.00	0	0	0
13237	Buffelsfontein Pinotage 750ml	0.00	0.00	-1	0	0
14271	West Cork Single Malt Whiskey 43% 750ml	0.00	0.00	0	0	0
14315	7 Stars Berry Can 500ml	4.53	5.21	0	0	0
14357	Antica Sambuca Coffee 750ml	139.13	160.00	0	0	0
14534	Caribbean Twist Rum & Cola Can 330ml	0.00	0.00	0	0	0
14635	Deau Black Cognac 40% 750ml	1 913.04	2 200.00	0	0	0
14636	Deau Cognac XO 40% 750ml	1 565.22	1 800.00	0	0	0
14831	Gelston Irish 25 Yo Whiskey 750ml	0.00	0.00	0	0	0
14891	Hall & Bramley Purple Tonic Water Can 200ml	0.00	0.00	0	0	0
14913	Herencia Tequila Anejo 38% 750ml	378.26	435.00	0	0	0
14914	Herencia Tequila Blanco (Silver) 43% 750ml	339.13	390.00	0	0	0
14915	Herencia Tequila Reposado 38% 750ml	0.00	0.00	0	0	0
14958	JJ Whitley Gin 43% 750ml	152.17	175.00	0	0	0
15621	Sombrero Tequila Silver 43% 750ml	0.00	0.00	0	0	0
15783	West Cork Original Whiskey 43% 750ml	0.00	0.00	0	0	0
18163	Red Square Black Ice Nrb 275ml	10.28	11.82	-79	0	0
18165	Red Square Blue Ice Nrb 275ml	10.28	11.82	-78	0	0
18166	Red Square Gold Ice Nrb 275ml	10.28	11.82	-78	0	0

Options: Add Item, Update Item, Delete Item, Exit  
Functions: Bulk Extract, Full Extract, Refresh Onhand  
Variances: Calc. Variances, Print Variances, Apply Variances  
Reports: Count Sheet

STKS02 Found: 489 Records... Right Click on Combo-Box for Selection Options

Stock Take : Maintain Extracted Items

Batch No. 86 MANUAL STOCK TAKE Batch Status O - Open  
Warehouse 01 - DEFAULT WAREHOUSE Line in Batch 134

Stock Code	Description #1	Cost Excl.	Cost Incl.	Onhand	Total Count	Variance
14315	7 Stars Berry Can 500ml	4.53	5.21	0	0	0
65049	7 Stars Ginger Can 500ml	4.53	5.21	0	0	0
46860	7 Stars Original Can 500ml	4.53	5.21	-1	0	0
10011	Antica Sambuca Classic 750ml	220.00	253.00	0	0	0
14357	Antica Sambuca Coffee 750ml	139.13	160.00	0	0	0
67347	Antica Sambuca Liquorice 750ml	139.13	160.00	0	0	0
10013	Antica Sambuca Raspberry 750ml	139.13	160.00	0	0	0
70580	Belgravia Blackberry Gin 43% 750ml	0.00	0.00	23	0	0
70581	Belgravia Blood Orange Gin 43% 750ml	0.00	0.00	23	0	0
64287	Belgravia Gin & Blue Tonic Nrb 275ml	11.05	12.71	48	0	0
57412	Belgravia Gin & Dry Lemon Can 440ml	13.77	15.83	48	0	0
45808	Belgravia Gin & Dry Lemon Nrb 275ml	10.85	12.48	42	0	0
45806	Belgravia Gin & Juice Nrb 275ml	11.03	12.68	48	0	0
49627	Belgravia Gin & Pink Tonic Nrb 275ml	11.05	12.71	48	0	0
45807	Belgravia Gin & Tea Nrb 275ml	10.86	12.49	48	0	0
57413	Belgravia Gin & Tonic Can 440ml	13.22	15.21	48	0	0
45809	Belgravia Gin & Tonic Nrb 275ml	11.05	12.71	42	0	0
45819	Belgravia Gin 43% 750ml	97.96	112.65	24	0	0
70579	Belgravia Pink Gin 43% 200ml	0.00	0.00	48	0	0
64860	Belgravia Pink Gin 43% 750ml	96.22	110.65	24	0	0
64465	Buffelsfontein & Kola Can 440ml	12.68	14.58	0	0	0
59449	Buffelsfontein & Kola Nrb 275ml	8.80	10.12	0	0	0
56124	Buffelsfontein Brandewyn 43% 750ml	130.43	150.00	-1	0	0
67465	Buffelsfontein Lager Nrb 340ml	9.75	11.21	0	0	0
13237	Buffelsfontein Pinotage 750ml	0.00	0.00	-1	0	0

Options: Add Item, Update Item, Delete Item, Exit  
Functions: Bulk Extract, Full Extract, Refresh Onhand  
Variances: Calc. Variances, Print Variances, Apply Variances  
Reports: Count Sheet

STKS02 Found: 489 Records... Right Click on Combo-Box for Selection Options

## II. Category

1.

The screenshot shows the 'Stock Take: Bulk Extract of Items' window. It features a 'Main Selection' tab with various dropdown menus and checkboxes. The 'Properties' section includes fields for Supplier, Department, Sub-Department, and Category (00-04). Category 00 is 'Spirits - SPIRITS', Category 01 is 'Whisky - SP-WHISKY', Category 02 is 'Bourbon - SPWHBO', and Category 03 is 'Bourbon - BOURBON01'. There are also checkboxes for 'INCLUDE Items Only Marked as...' (KVI, Express, Purchase, TDSS, Scale, Sale) and 'EXCLUDE Items' (Parent, KIT, Miscellaneous). An 'Options' pop-up is visible with 'F10 Accept' and 'Esc Exit'.

Each category will pull items listed under that category into the stock take batch. If you use only Spirits in Category 00, it will pull not only Whisky but other spirits like Brandy, Gin, and Vodka. If you use only Whisky in Category 01, it will pull all items listed as a whisky, for example all Johnnie Walker, Glenfiddich and Jack Daniels, etc, but when using only Bourbon on Category 02 only Jack Daniels and other Bourbon Whiskies will be pulled into the stock take batch. Each category can also be used on its own, it is not necessary to list all four categories at the same time.

The screenshot shows the 'Stock Take: Maintain Extracted Items' window. It displays a table of extracted items with columns for Stock Code, Description #1, Cost Excl., Cost Incl., Onhand, Total Count, and Variance. The table lists various items like 'Makers Mark & 2 Glasses', 'Jack Daniels & Guitar Keyring', etc. An 'Options' pop-up is visible with 'Ins Add Item', 'Update Item', 'Del Delete Item', and 'Esc Exit'. A 'Functions' pop-up is also visible with 'F3 Bulk Extract', 'F7 Full Extract', and 'Ctrl R Refresh Onhand'. A 'Reports' pop-up is visible with 'F3 Calc. Variances', 'Ctrl P Print Variances', and 'F11 Apply Variances'. A 'Count Sheet' report is also visible.

Stock Code	Description #1	Cost Excl.	Cost Incl.	Onhand	Total Count	Variance
10369	Makers Mark & 2 Glasses	200.28	230.32	0	0	0
11213	Jack Daniels & Guitar Keyring	229.00	263.35	0	0	0
11238	Jack Daniels Tennessee Honey & Single Glass	187.33	215.43	0	0	0
11391	Knob Creek 750ml	401.70	461.96	0	0	0
11684	Jack Daniels & Double Glass Tin Gift	0.00	0.00	0	0	0
11685	Makers Mark 750ml	0.00	0.00	0	0	0
11809	Jim Beam White & 2 Glasses	158.33	182.08	0	0	0
12041	American Barrels Bourbon 750ml	422.50	485.88	0	0	0
12138	Jim Beam Black 750ml	191.67	220.42	0	0	0
12454	Jim Beam White Tin	147.97	170.16	0	0	0
13672	Jack Daniels Tennessee Honey 1L	282.00	324.30	0	0	0
13673	Jack Daniels 50ml	21.20	24.38	0	0	0
13679	Jim Beam Devils Cut 750ml	172.50	198.38	0	0	0
14293	Woodford Reserve 750ml	0.00	0.00	0	0	0
14449	Blantons Gold 750ml	650.00	747.50	0	0	0
14450	Blantons Original Single Barrel 750ml	0.00	0.00	0	0	0
14510	Buffalo Trace 750ml	214.50	246.68	0	0	0
14759	Eagle Rare Single Barrel 750ml	0.00	0.00	0	0	0
14945	Jack Daniels & Cap	235.00	270.25	0	0	0
14946	Jack Daniels Legacy 2 Pack	0.00	0.00	0	0	0
14947	Jack Daniels Single Barrel & Nosing Glass	455.00	523.25	0	0	0
15147	Makers Mark 46 750ml	387.44	445.56	0	0	0
15791	Woodford Reserve & Glass Gift	0.00	0.00	0	0	0
15792	Woodford Reserve Double Oaked 750ml	0.00	0.00	0	0	0
17754	Jack Daniels 1L	264.83	304.56	0	0	0

### III. Generic Description

1. In the **Generic Description** tab, please type in **Jack Daniels**, this will indicate to the system to extract all items with Jack Daniels in its description into the stock take batch. Once you have entered the description, click on **Accept**:

Stock Take : Bulk Extract of Items

Main Selection Properties

Supplier [ ]

Department [ ]

Sub-Department [ ]

Category 00 [ ]

Category 01 [ ]

Category 02 [ ]

Category 03 [ ]

Category 04 [ ]

Variant [ ]

Item Status [ ]

Bin Locations [ ]

Generic Stock Code [ ]

Generic Description JACK DANIELS

Description FROM Char. [ ] Description TO Char. [ ]

[ INCLUDE Items Only Marked as... ]

KVI Items  Express Items  Purchase Items

TDSS Items  Scale Items  Sale Items

[ EXCLUDE Items ]

Parent Items

KIT Items

Miscellaneous Items

Extract Data Sort Order 0 - Stock Code

GEN100 Stock Item Selection Criteria Right Click on Combo-Box for Selection Options

2. Click on **Yes**:

System Prompt

Stock Take

Extract Selected Items?

N No Y Yes



3. All items with *Jack Daniels* in their description should now be listed in the batch:

Stock Take : Maintain Extracted Items

Batch No. 86 MANUAL STOCK TAKE Batch Status O - Open  
 Warehouse 01 - DEFAULT WAREHOUSE Line in Batch 26

Stock Code	Description #1	Cost Excl.	Cost Incl.	Onhand	Total Count	Variance
10629	Glass Jack Daniels	0.00	0.00	0	0	0
10628	Glass Jack Daniels Honey	0.00	0.00	0	0	0
10666	Hip Flask Jack Daniels Gift	199.00	228.85	0	0	0
14945	Jack Daniels & Cap	235.00	270.25	0	0	0
17759	Jack Daniels & Double Glass Gifting	201.67	231.92	0	0	0
11684	Jack Daniels & Double Glass Tin Gift	0.00	0.00	0	0	0
11213	Jack Daniels & Guitar Keyring	229.00	263.35	0	0	0
17754	Jack Daniels 1L	264.83	304.56	0	0	0
17755	Jack Daniels 200ml	59.92	68.90	0	0	0
17758	Jack Daniels 375ml	114.25	131.39	0	0	0
13673	Jack Daniels 50ml	21.20	24.38	0	0	0
67011	Jack Daniels 750ml	196.67	226.17	-26	0	0
14946	Jack Daniels Legacy 2 Pack	0.00	0.00	0	0	0
33578	Jack Daniels Sinatra Select 1L	1 688.00	1 941.20	0	0	0
14947	Jack Daniels Single Barrel & Nosing Glass	455.00	523.25	0	0	0
17763	Jack Daniels Single Barrel 750ml	0.00	0.00	0	0	0
66412	Jack Daniels Tennessee Fire 50ml	20.50	23.57	0	0	0
31158	Jack Daniels Tennessee Fire 750ml	201.67	231.92	0	0	0
17762	Jack Daniels Tennessee Honey & 2 Cans	0.00	0.00	0	0	0
11238	Jack Daniels Tennessee Honey & Single Glass	187.33	215.43	0	0	0
13672	Jack Daniels Tennessee Honey 1L	282.00	324.30	0	0	0
17764	Jack Daniels Tennessee Honey 750ml	201.67	231.92	0	0	0
14948	Jack Daniels Tennessee Rye 750ml	0.00	0.00	0	0	0
20844	Zippo Lighter 218 Jack Daniels	312.00	358.80	0	0	0
20875	Zippo Lighter Jack Daniels Label Brass	446.00	512.90	0	0	0

Options: Add Item, Update Item, Delete Item, Exit  
 Functions: Bulk Extract, Full Extract, Refresh Onhand  
 Variances: Calc. Variances, Print Variances, Apply Variances  
 Reports: Count Sheet

STK502 Stock Control : Maintain Extracted Items To Select Multiple Lines, press [Ctrl] and Click on the line

IV. Finalizing The Stock Take:

- Once you have captured all your stock counts in the **Total Count** column, please click on **Calc. Variances**:

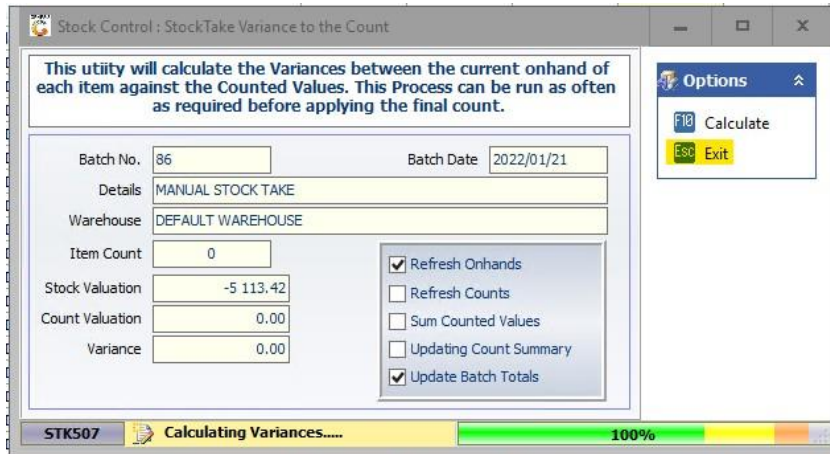
Stock Code	Description #1	Cost Excl.	Cost Incl.	Onhand	Total Count	Variance
10629	Glass Jack Daniels	0.00	0.00	0	20	0
10628	Glass Jack Daniels Honey	0.00	0.00	0	19	0
10666	Hip Flask Jack Daniels Gift	199.00	228.85	0	18	0
14945	Jack Daniels & Cap	235.00	270.25	0	17	0
17759	Jack Daniels & Double Glass Gifting	201.67	231.92	0	16	0
11684	Jack Daniels & Double Glass Tin Gift	0.00	0.00	0	15	0
11213	Jack Daniels & Guitar Keyring	229.00	263.35	0	14	0
17754	Jack Daniels 1L	264.83	304.56	0	13	0
17755	Jack Daniels 200ml	59.92	68.90	0	12	0
17758	Jack Daniels 375ml	114.25	131.39	0	11	0
13673	Jack Daniels 50ml	21.20	24.38	0	10	0
67011	Jack Daniels 750ml	196.67	226.17	-26	9	0
14946	Jack Daniels Legacy 2 Pack	0.00	0.00	0	8	0
33578	Jack Daniels Sinatra Select 1L	1 688.00	1 941.20	0	7	0
14947	Jack Daniels Single Barrel & Nosing Glass	455.00	523.25	0	6	0
17763	Jack Daniels Single Barrel 750ml	0.00	0.00	0	5	0
66412	Jack Daniels Tennessee Fire 50ml	20.50	23.57	0	4	0
31158	Jack Daniels Tennessee Fire 750ml	201.67	231.92	0	3	0
17762	Jack Daniels Tennessee Honey & 2 Cans	0.00	0.00	0	2	0
11238	Jack Daniels Tennessee Honey & Single Glass	187.33	215.43	0	1	0
13672	Jack Daniels Tennessee Honey 1L	282.00	324.30	0	0	0
17764	Jack Daniels Tennessee Honey 750ml	201.67	231.92	0	0	0
14948	Jack Daniels Tennessee Rye 750ml	0.00	0.00	0	0	0
20844	Zippo Lighter 218 Jack Daniels	312.00	358.80	0	0	0
20875	Zippo Lighter Jack Daniels Label Brass	446.00	512.90	0	0	0

- Click on **Calculate** and wait for the system to calculate the variances:

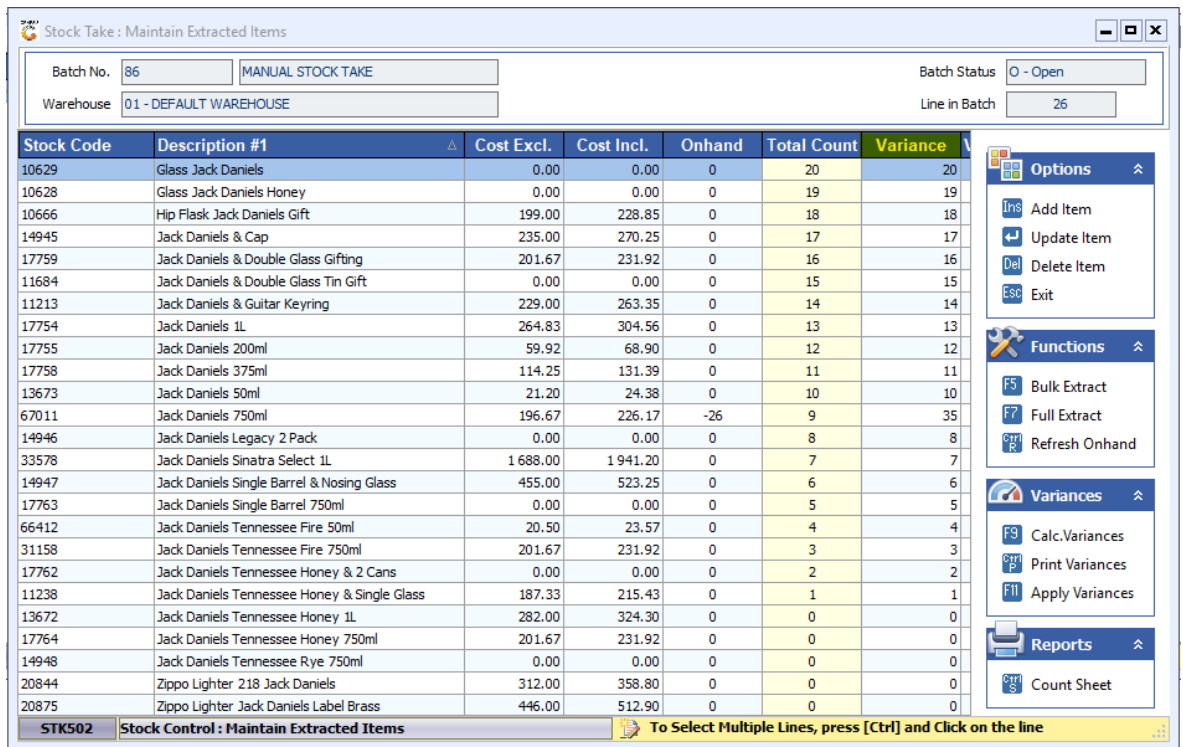
This utility will calculate the Variances between the current onhand of each item against the Counted Values. This Process can be run as often as required before applying the final count.

Batch No.	86	Batch Date	2022/01/21
Details	MANUAL STOCK TAKE		
Warehouse	DEFAULT WAREHOUSE		
Item Count	0		
Stock Valuation	-5 113.42		
Count Valuation	0.00		
Variance	0.00		

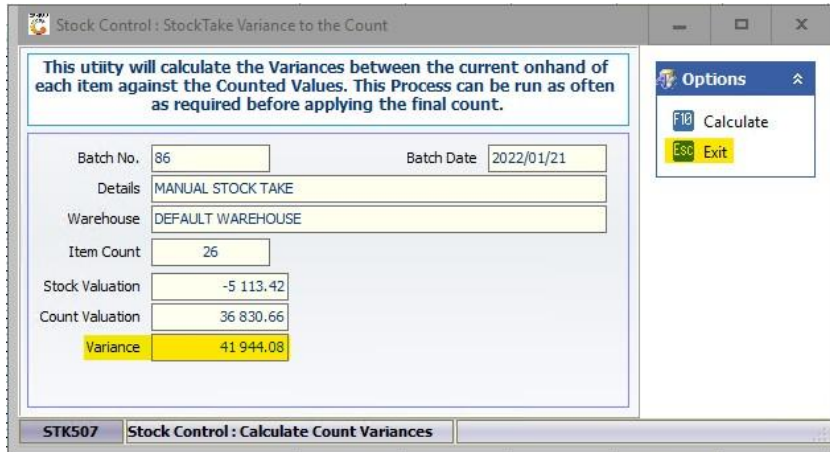
ii) Once done, please click on **Exit**:



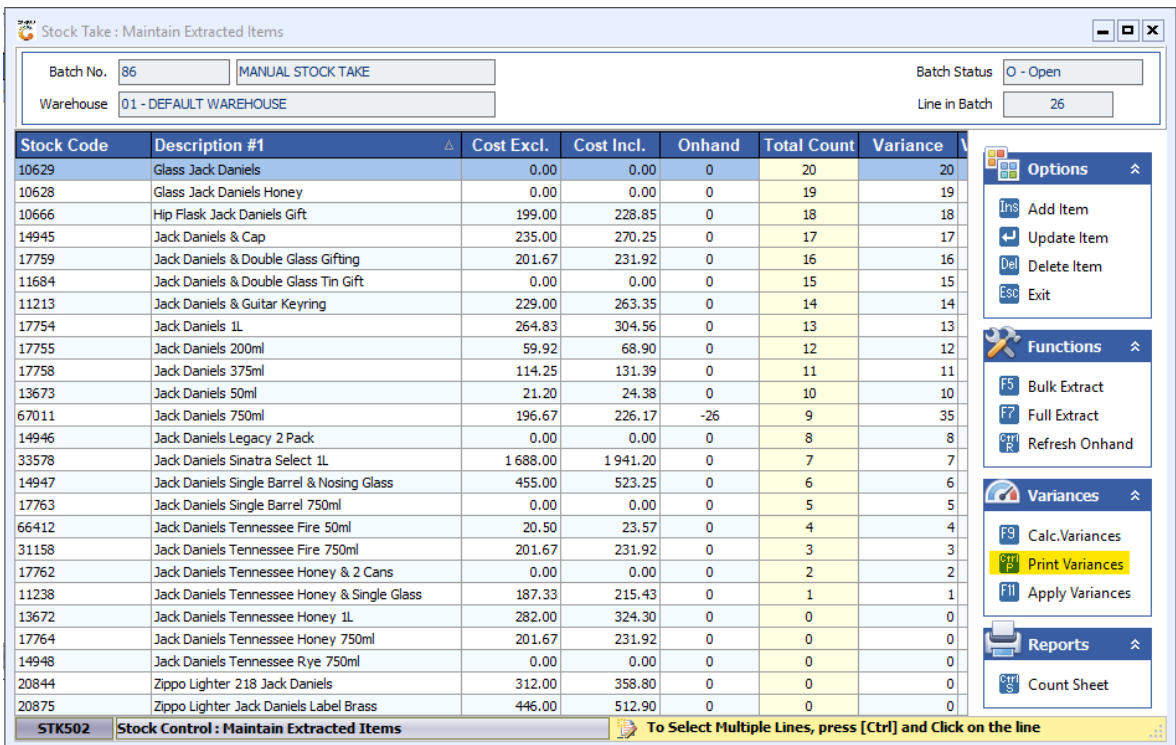
iii) The **Variance** column should now be displaying all variances:



iv) Click on **Calc. Variances** to see the total in Rand value:



2. If you would like to print the variances, please click on **Print Variances** and follow the steps:



3. You can change the **Report Type** and **Print Sequence**:

Stock Control: Stock Take Variance Report

This report will print the Variances resulting from the Stock Count for the selected stock take batch. There are a number of options available within the selection criteria.

Please select the required options to run the report.

Batch No.

Batch Date

Details

Warehouse

Report Type

Print Sequence

Options

- Print
- Exit

STK510 Stock Control : Stock Take Variance Report

4. Once you have captured all stock counts and you are satisfied with the variance, you can apply the stock take. Please click on **Apply Variances**:

Stock Take: Maintain Extracted Items

Batch No.   Batch Status

Warehouse  Line in Batch

Stock Code	Description #1	Cost Excl.	Cost Incl.	Onhand	Total Count	Variance
10629	Glass Jack Daniels	0.00	0.00	0	1	1
10628	Glass Jack Daniels Honey	0.00	0.00	0	2	2
10666	Hip Flask Jack Daniels Gift	199.00	228.85	0	3	3
14945	Jack Daniels & Cap	235.00	270.25	0	4	4
17759	Jack Daniels & Double Glass Gifting	201.67	231.92	0	5	5
11684	Jack Daniels & Double Glass Tin Gift	0.00	0.00	0	6	6
11213	Jack Daniels & Guitar Keyring	229.00	263.35	0	7	7
17754	Jack Daniels 1L	264.83	304.56	0	8	8
17755	Jack Daniels 200ml	59.92	68.90	0	9	9
17758	Jack Daniels 375ml	114.25	131.39	0	10	10
13673	Jack Daniels 50ml	21.20	24.38	0	11	11
67011	Jack Daniels 750ml	196.67	226.17	-26	12	38
14946	Jack Daniels Legacy 2 Pack	0.00	0.00	0	13	13
33578	Jack Daniels Sinatra Select 1L	1 688.00	1 941.20	0	14	14
14947	Jack Daniels Single Barrel & Nosing Glass	455.00	523.25	0	15	15
17763	Jack Daniels Single Barrel 750ml	0.00	0.00	0	16	16
66412	Jack Daniels Tennessee Fire 50ml	20.50	23.57	0	17	17
31158	Jack Daniels Tennessee Fire 750ml	201.67	231.92	0	18	18
17762	Jack Daniels Tennessee Honey & 2 Cans	0.00	0.00	0	19	19
11238	Jack Daniels Tennessee Honey & Single Glass	187.33	215.43	0	20	20
13672	Jack Daniels Tennessee Honey 1L	282.00	324.30	0	0	0
17764	Jack Daniels Tennessee Honey 750ml	201.67	231.92	0	0	0
14948	Jack Daniels Tennessee Rye 750ml	0.00	0.00	0	0	0
20844	Zippo Lighter 218 Jack Daniels	312.00	358.80	0	0	0
20875	Zippo Lighter Jack Daniels Label Brass	446.00	512.90	0	0	0

Options

- Add Item
- Update Item
- Delete Item
- Exit

Functions

- Bulk Extract
- Full Extract
- Refresh Onhand

Variances

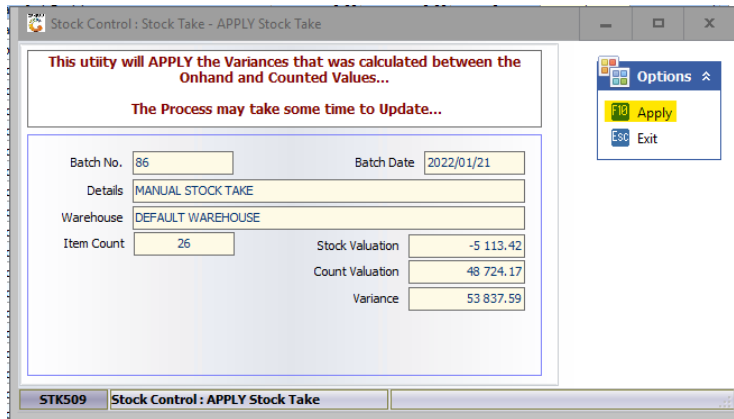
- Calc. Variances
- Print Variances
- Apply Variances

Reports

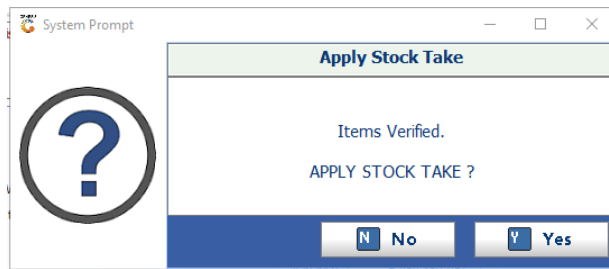
- Count Sheet

STK502 Stock Control : Maintain Extracted Items To Select Multiple Lines, press [Ctrl] and Click on the line

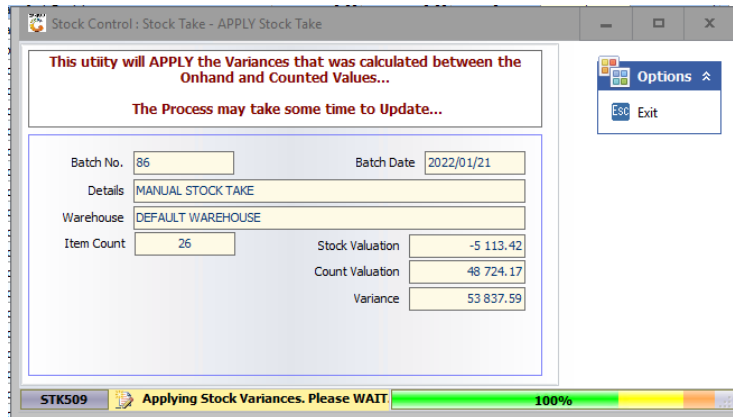
i) Click on **Apply**:



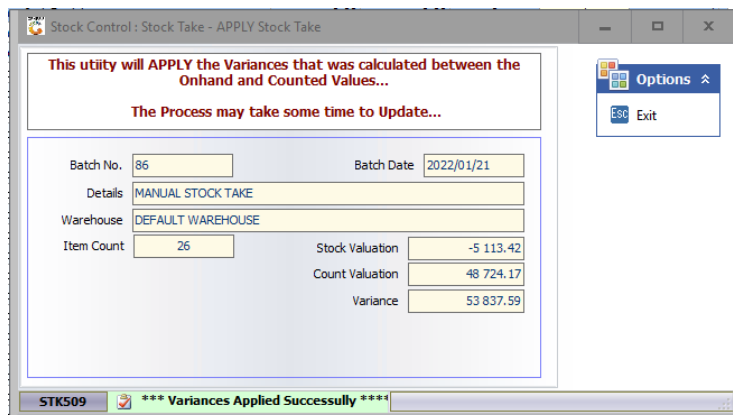
ii) Click on **Yes**:



5. Please wait for the system to finish running, this might take a few minutes:



6. Once this image is displayed, the stock take has been applied successfully and you can the **Exit** the stock take utility:



And that concludes the User



Guide.