# How to Guide
# How to do Stock take on the mobile application

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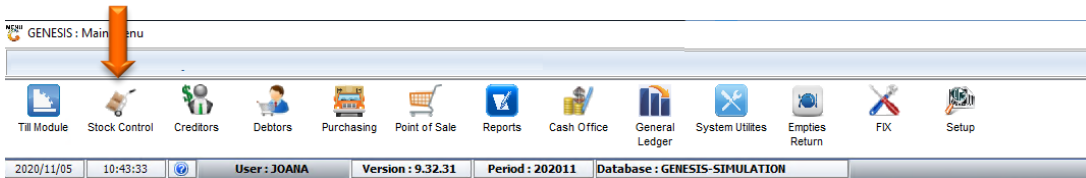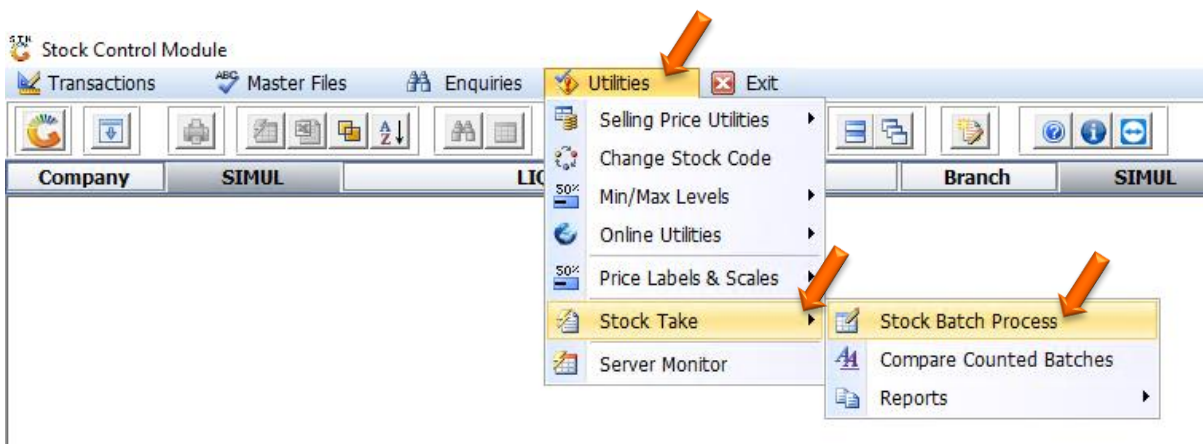
*Mail: helpdesk@mrj.co.za*

1. **Open** Genesis Menu.
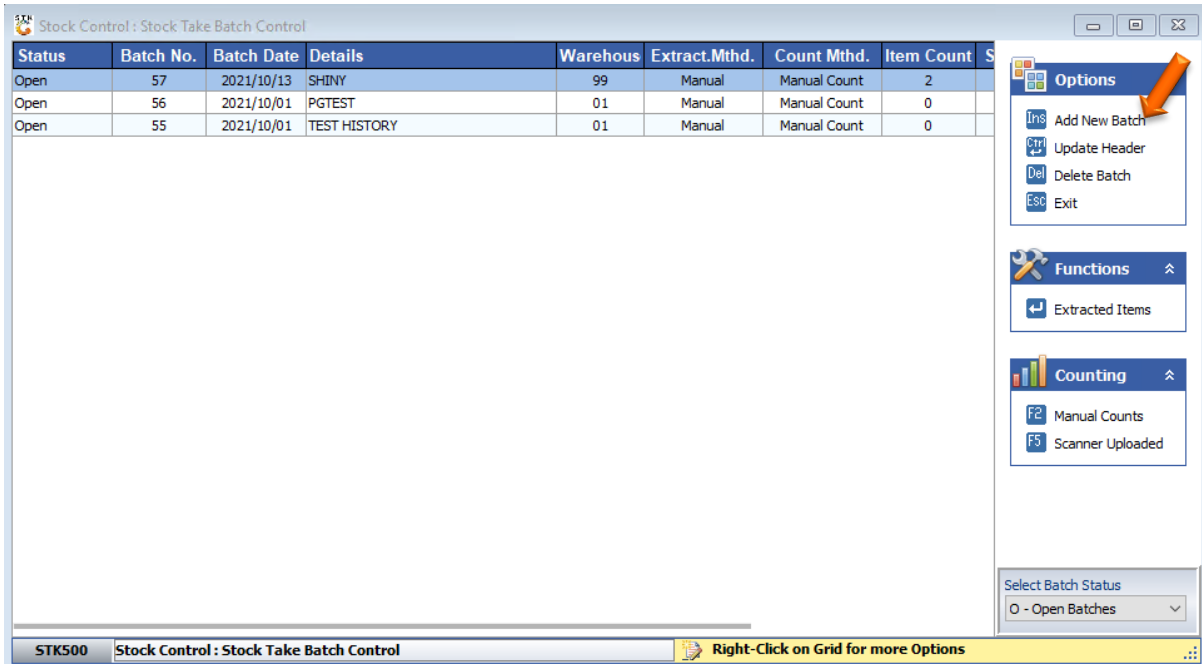


2. Type **User code** and **Password.**
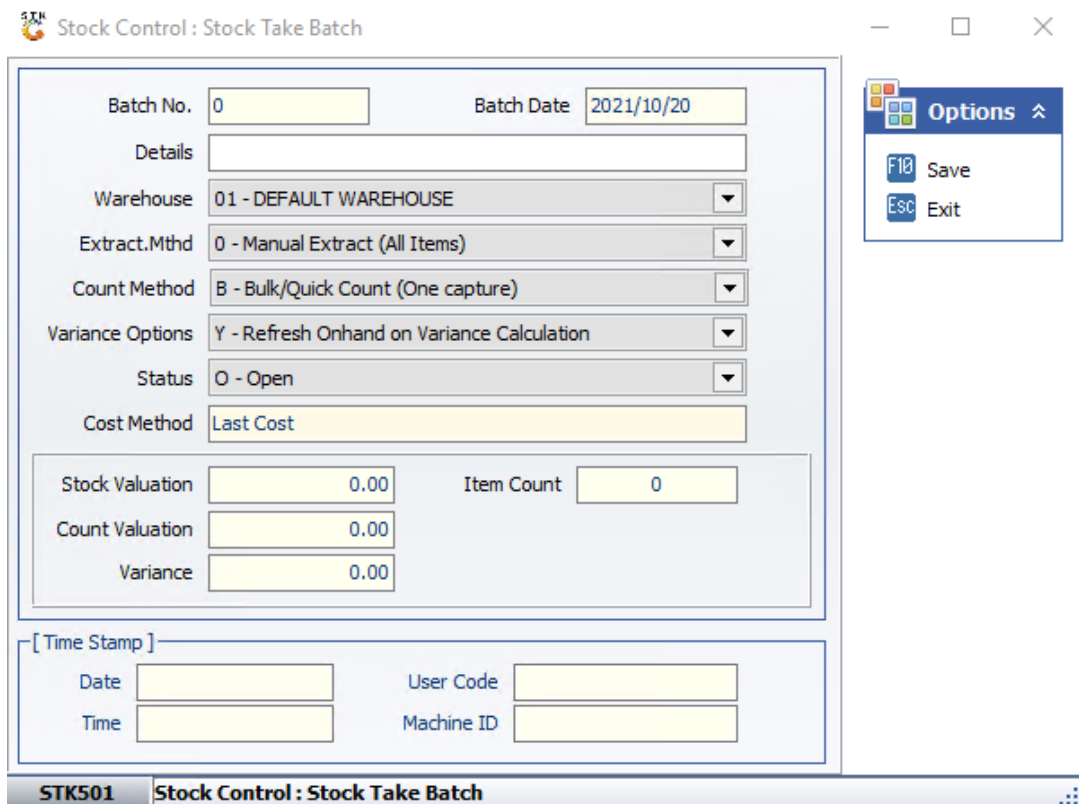


3. Open **Stock-Control** from the Main menu.



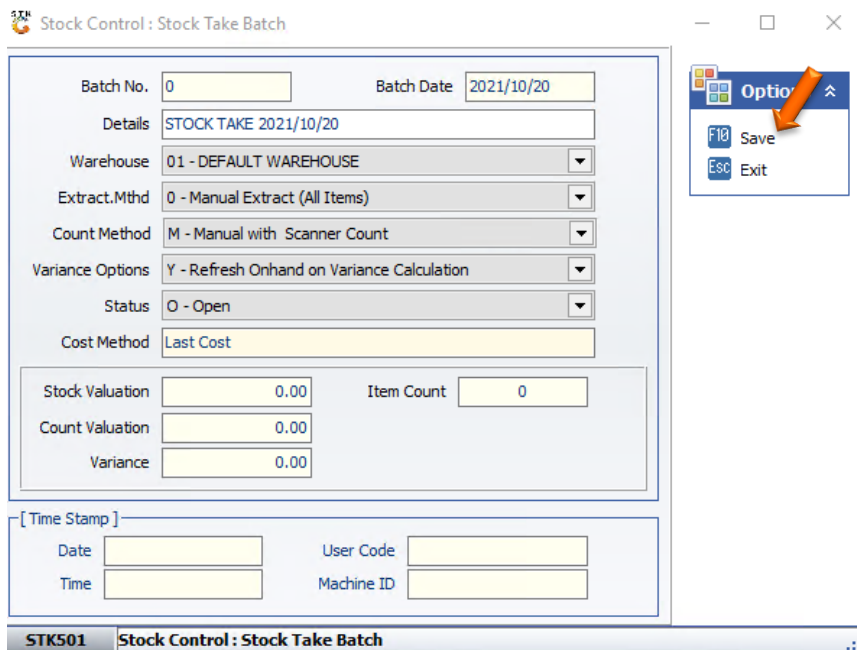4. Once opened you will be prompted to the below, Go to Utilities-Stock Take-Stock Batch Process

5. You will now be prompted to the below image, we have to create a New batch for the stock take. Press Ins on the keyboard or click on Add New Batch
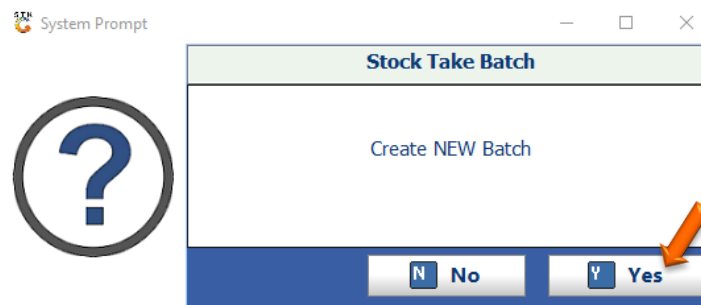
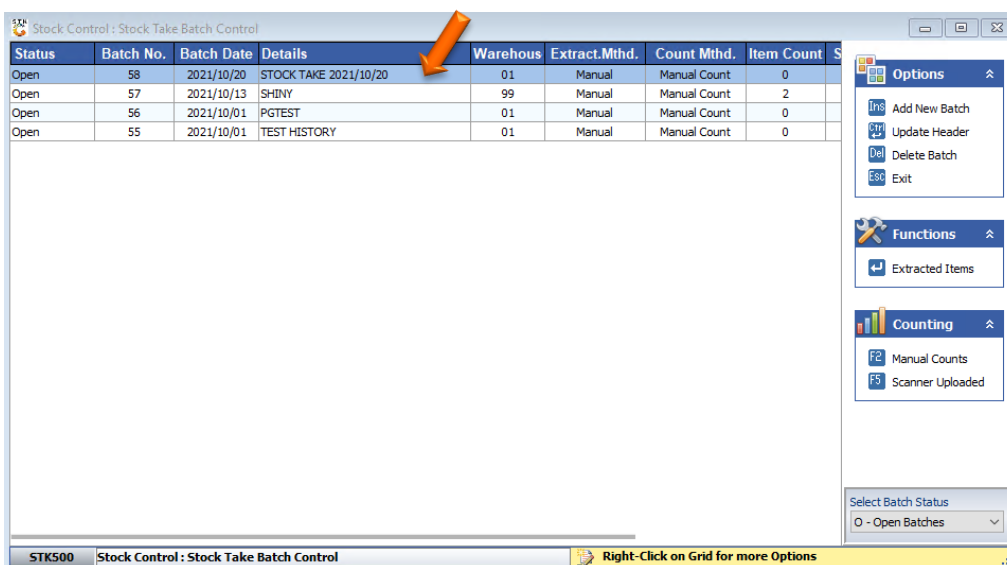

6. You will now be prompted to the below image.

7. Press F10 on your keyboard or click on Save under the Options menu.



8. Press Y on your keyboard or click on the Yes button



9. The Batch has now been created.

This App is used to perform a stock take within the store. The stock take batch is created within Genesis. This app then uses the generated stock take batch to count stock items.
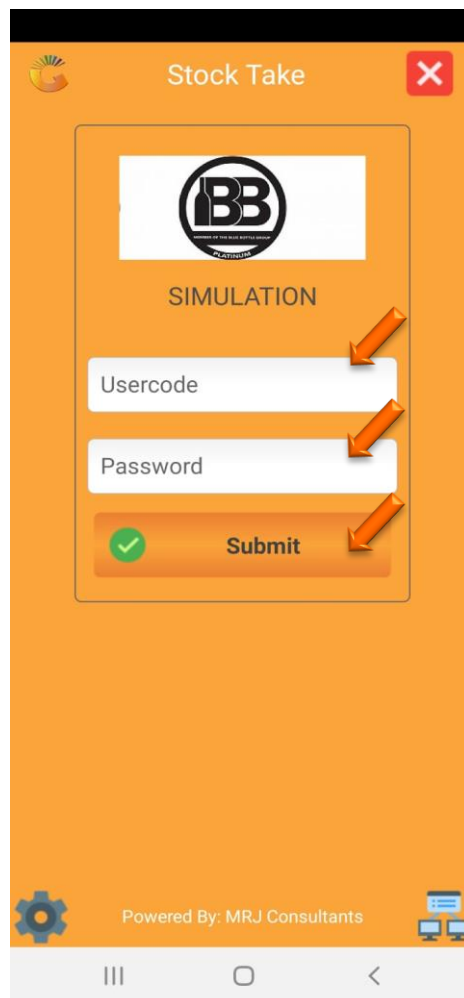
Features
- Count Stock by Batches
- Save Counts on The Device and upload to server on completions.

- Amend counts
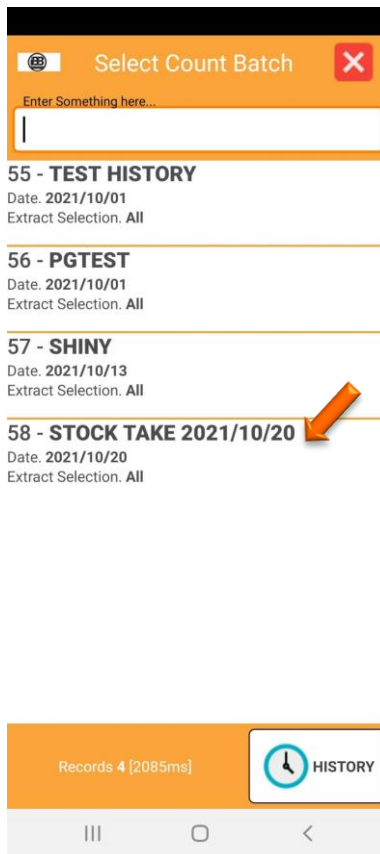- Perform Second Count
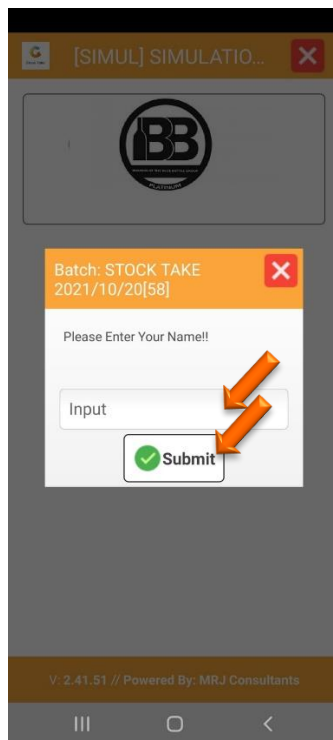
10. Select the Stock Take Application on the Device
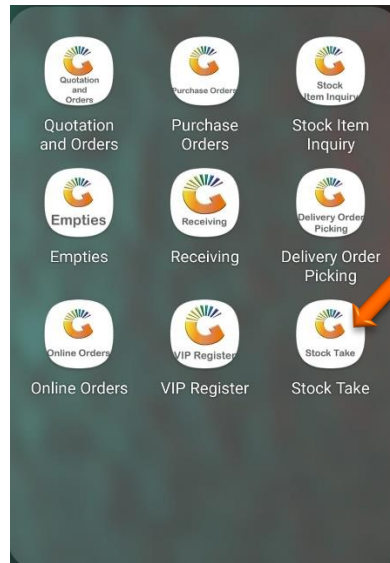


11. Enter in your user code and password then press Submit (This is the same password you use in Genesis)
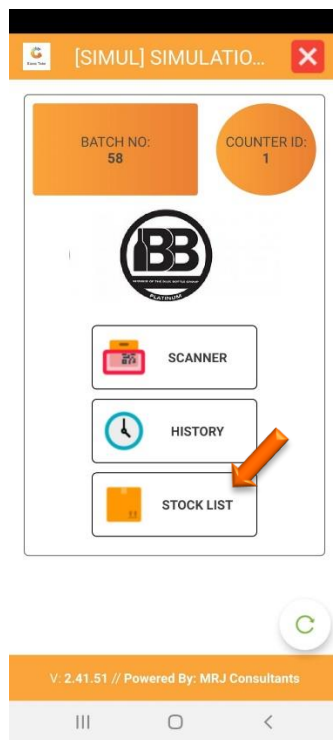
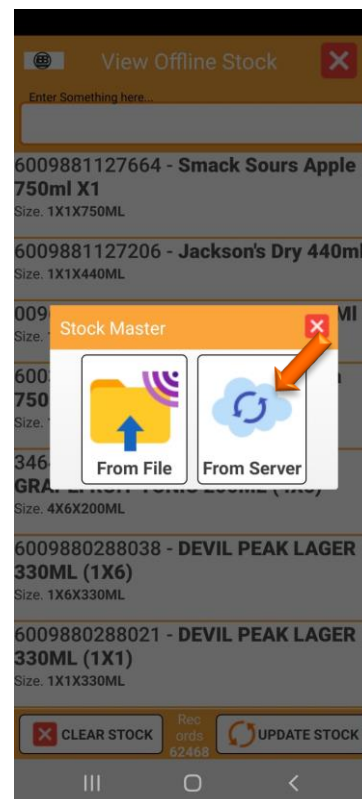12.Select the Batch that was created for this Stock Take.



13.Once opened you will be prompted to the below image, enter your name and press Submit.
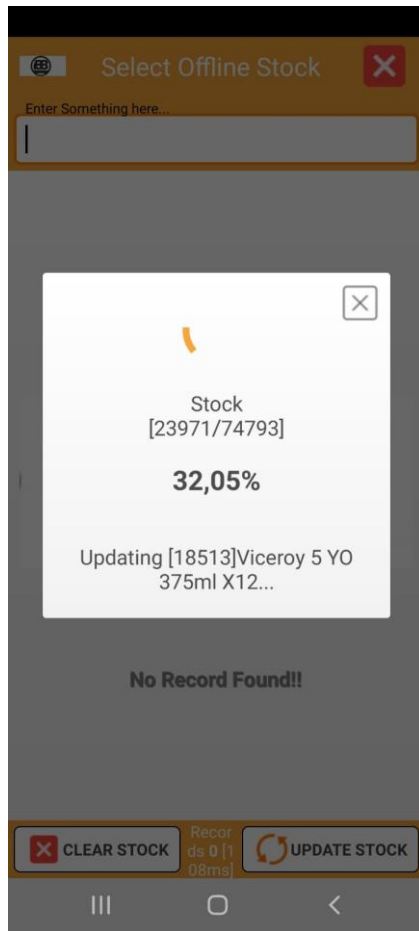
14.Once opened you will be prompted to the below image, here you can select Stock List.



15. In stock you will see an option at the bottom Right to Update stock, select the option then select from server.

15. All your stock items will import; this might take awhile depending on the amount of stock items you have. Once imported you will then be able to view all your items.

16.Once completed you will prompt back to the left image, here you can select the scanner option. Which will then take you to the right image, here you can select New Page.
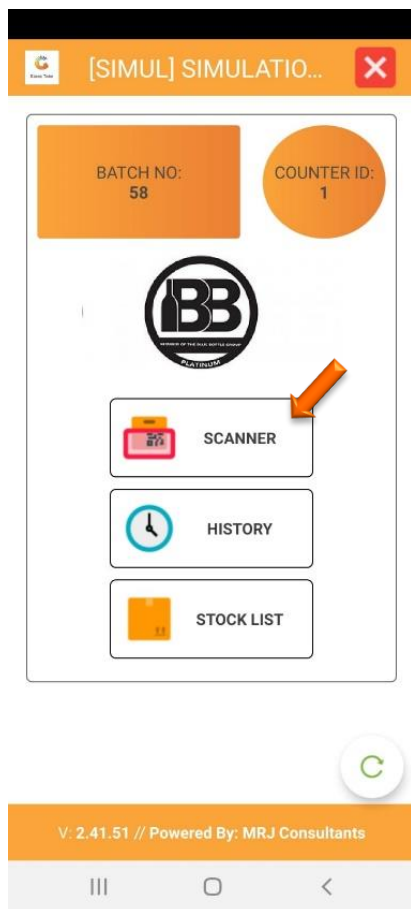
17. You will now have to enter in the page number, You can start with 1 then press submit. Once you have entered 1 you will be prompted to the right page, here you can select the image of the cart.
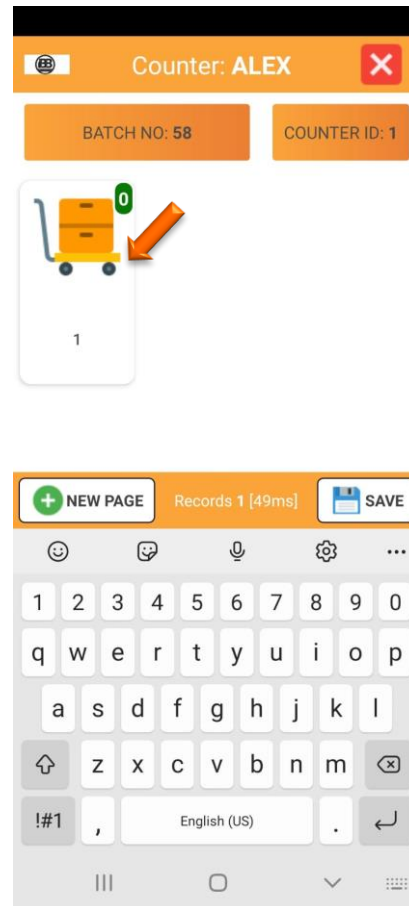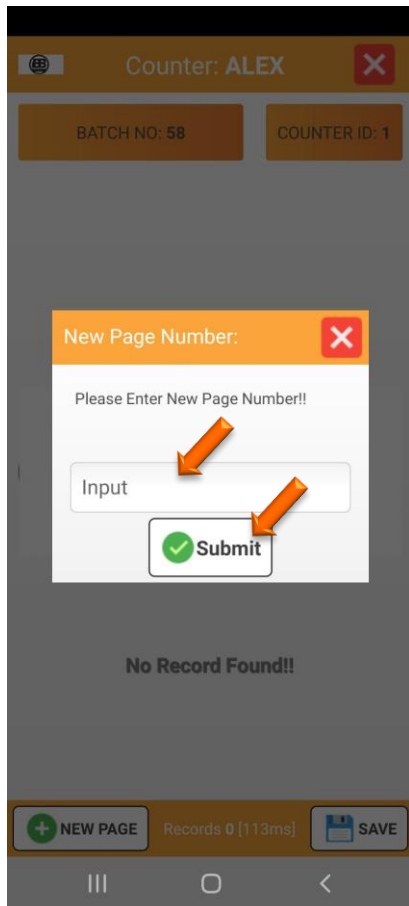
18 Here you can now scan the label and the item will appear, You can then input the quantity and submit. Alternatively you can select the binoculars where you can manually select an item and put in the quantity then submit.
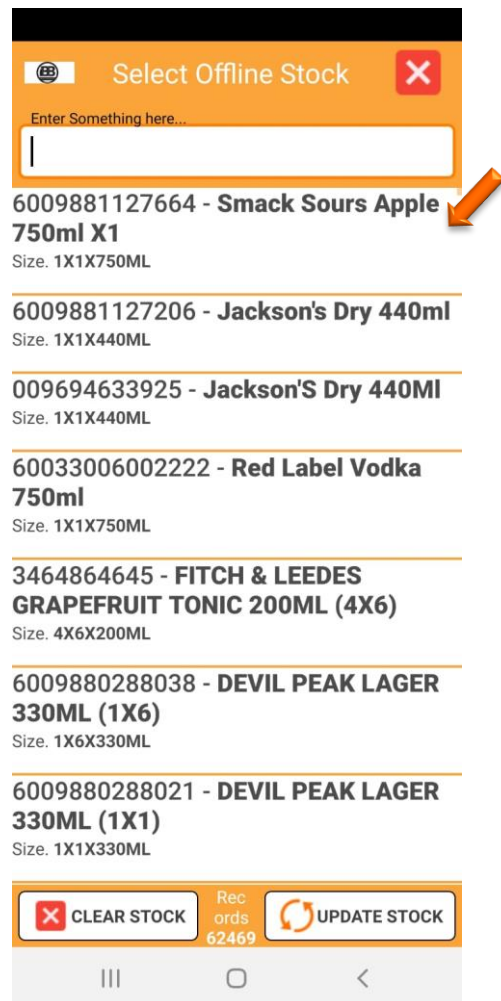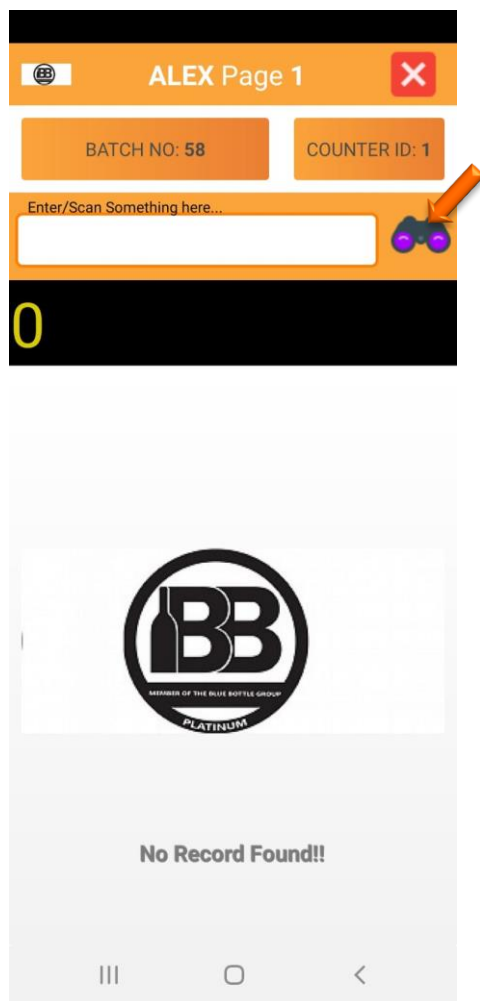
19. Once you have selected an item you can enter the quantity and press submit, you will then see on the main dashboard the item that was selected with the quantity that you stipulated.

You can edit the item in case you made an error on the count. Select the edit option on the stock item and this will open the stock item where you will be able to edit the items quantity.
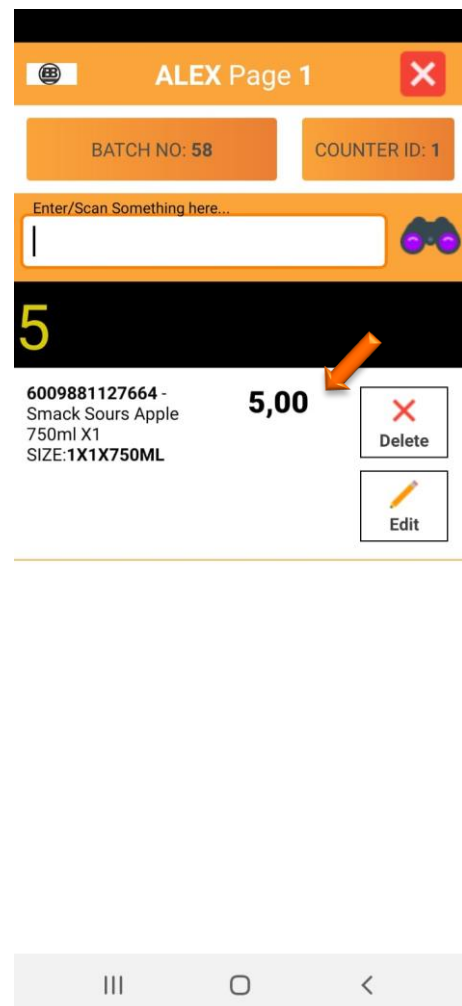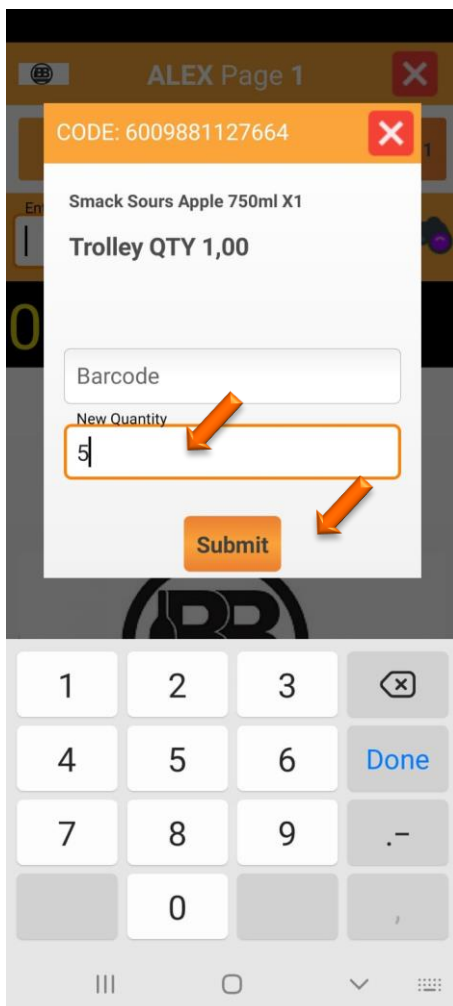
20. Once completed you can now press on the save button at the bottom right, the stock take will then be saved and appear in Genesis.
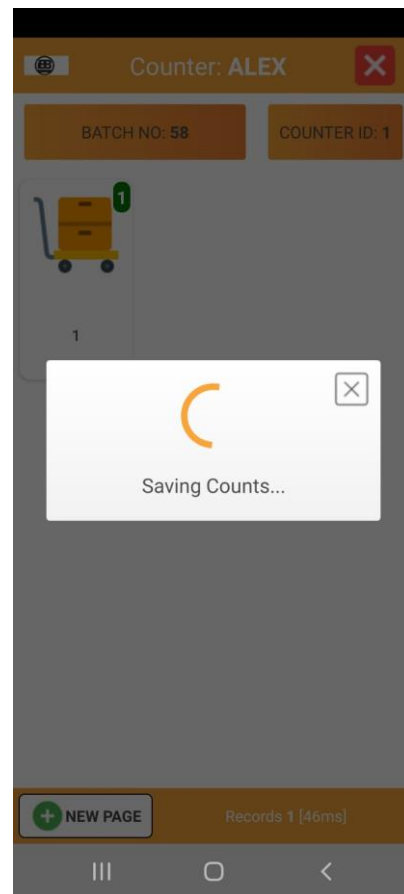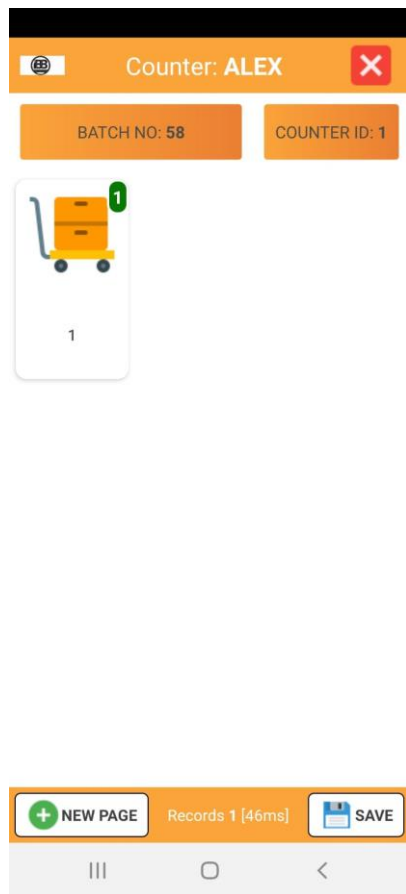
1. 21 **Open** Genesis Menu.


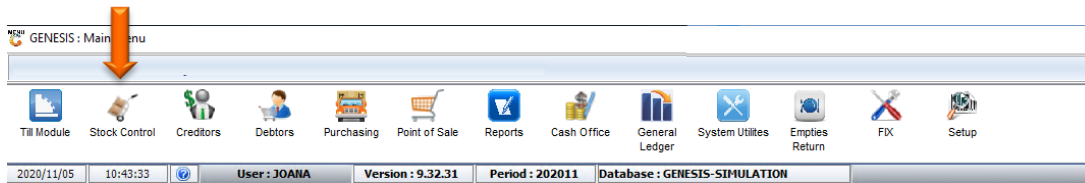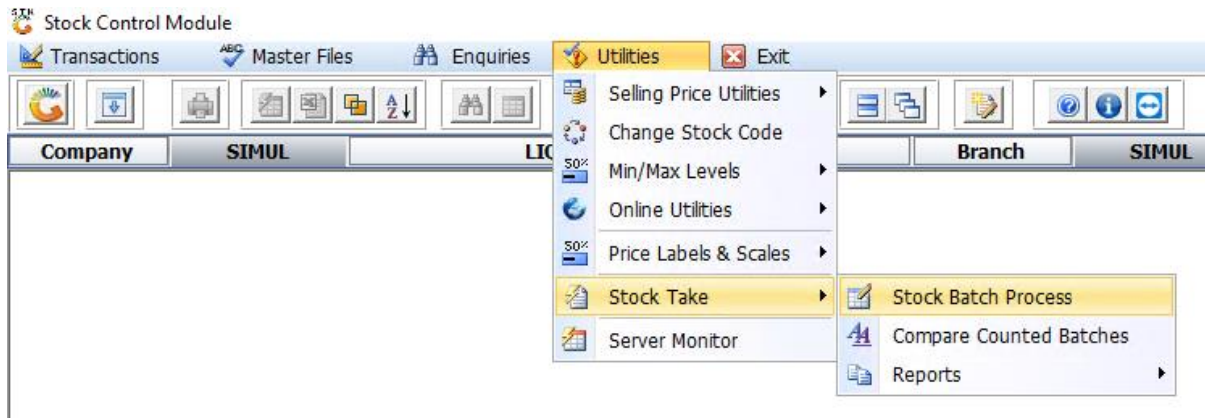
2. Type **User code** and **Password.**



3. Open **Stock Control** from the Main menu.



4. Once opened you will be prompted to the below, Go to utilities, stock take, stock batch process.

5. Go to the batch the was created in the beginning and double click on it to open it.



6. Once in do a full extract, Press F7 or click on Full extract.

7. Das seen below, the item that was counted on the Stock take application now appears as well, from this we can now calculate the variances. Press F9 on your keyboard or click on Calc.Variances.



8. Once opened you will see the below image, here you can press F10 on your keyboard or click on Calculate.

9. After you have clicked on calculate this utility will calculate the variances between the current on hand of each item against the counted values. This process can be run as often as required before applying the final count. Once done you can exit.
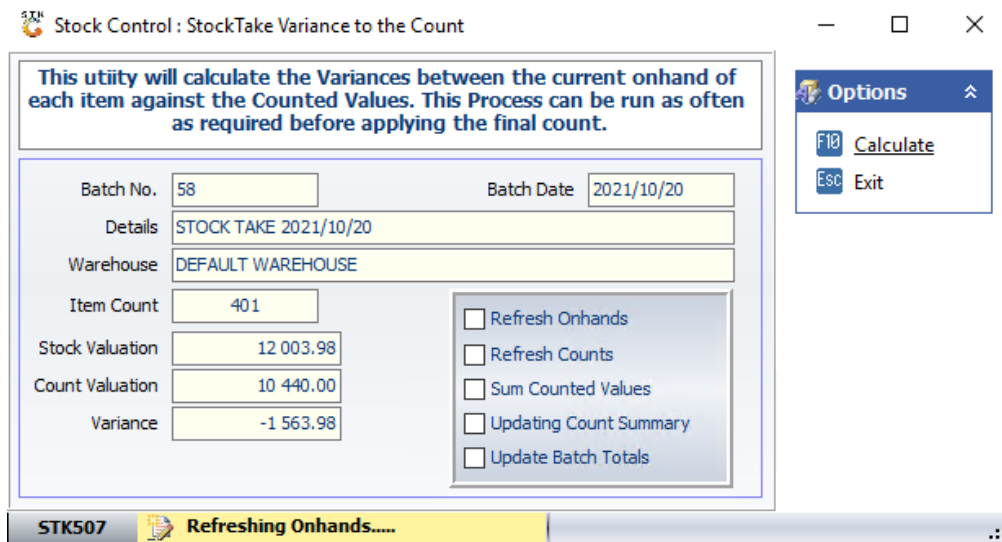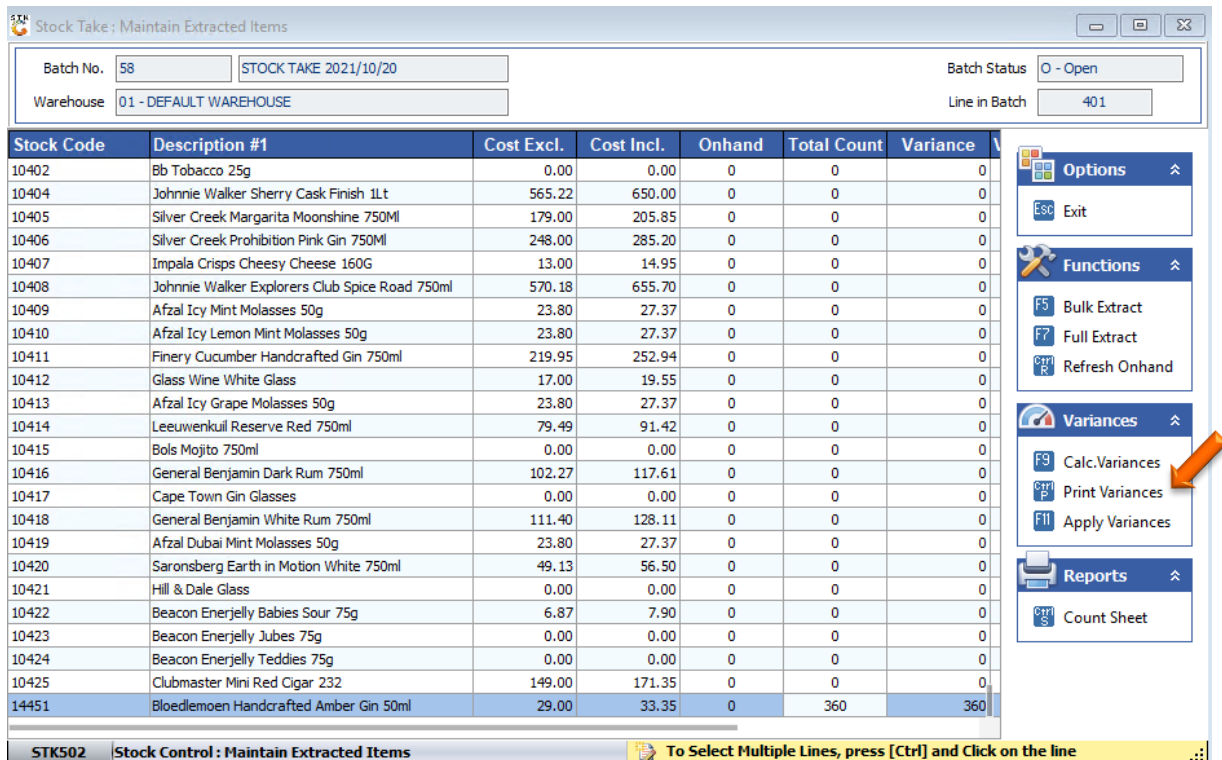


10. To print or save the variance you can Press Ctrl P on you keyboard or click on Print variance.

Select the desired Report type and Print sequence then press F10 or click on Print.



Once opened you will be prompted to the Below document.



Branch :  SIMUL-SIMULATION
Report :  (STK510) - Stock Take : Variance Report
User :  [ALEX] - ALEX

Date/Time :  2021/10/22 15:49:51
Version :  10.43.51
Page :  1 of 1

Batch No.........: 58 - STOCK TAKE 2021/10/20
Warehouse........: 01 - DEFAULT WAREHOUSE
Report Type......: All Variances
Print Sequence...: Variance : Lowest to Highest

| Stock Code | Description | Onhand | Counted | Variance | Cost Excl. | Total |
|---|---|---|---|---|---|---|
| 10010 | Devils Heat Cinnamon Liqueur 750Ml | 107 | 0 | -107 | 145.53 | -15 571.68 |
| 10000 | Piper-Heidsieck Brut Grand Cinema Edition 750ml | 10 | 0 | -10 | 550.00 | -5 500.00 |
| 10007 | Seedlip Garden 700ml | 10 | 0 | -10 | 300.00 | -3 000.00 |
| 10199 | 4Th Street Natural Sweet White 3L | 33 | 0 | -33 | 73.91 | -2 439.03 |
| 10011 | Antica Sambuca Classic 750ml | 10 | 0 | -10 | 220.00 | -2 200.00 |
| 10013 | Antica Sambuca Raspberry 750ml | 10 | 0 | -10 | 139.13 | -1 391.31 |
| 10198 | 4Th Street Natural Sweet Rosé 750ml | 43 | 0 | -43 | 30.59 | -1 315.37 |
| 10012 | Bolivar No 1 Habana Cuba | 10 | 0 | -10 | 115.40 | -1 154.04 |
| 10098 | Dewar's 15 Yr Whisky 750ml | 3 | 0 | -3 | 354.04 | -1 062.13 |
| 10015 | Bolivar No 3 Habana Cuba | 9 | 0 | -9 | 64.25 | -578.21 |
| 10162 | Magma Blue Wave Liquer 750Ml | 3 | 0 | -3 | 145.53 | -436.59 |
| 10025 | Luxardo Amaretto Liqueur 750Ml | 3 | 0 | -3 | 130.43 | -391.30 |
| 10006 | Clipper Gas 300ml | 12 | 0 | -12 | 26.84 | -322.11 |
| 10032 | Carvo Caramel & 2 Glasses 750ml | 2 | 0 | -2 | 142.79 | -285.57 |
| 10021 | Bella Vino Sultry Red 750ml | 5 | 0 | -5 | 27.83 | -139.15 |
| 10034 | Muratie Martin Melck Cabernet 750ml | 1 | 0 | -1 | 131.30 | -131.30 |
| 10005 | Fishermans Friend Sweet Liquorice S/F 25g | 10 | 0 | -10 | 12.42 | -124.17 |
| 10024 | Bella Vino Sublime White 750ml | 4 | 0 | -4 | 27.83 | -111.32 |
| 10018 | Vinitto Gold 330ml | 8 | 0 | -8 | 12.03 | -96.24 |
| 10019 | Vinitto Rosy 330ml | 7 | 0 | -7 | 12.03 | -84.21 |
| 10076 | Amaren Molasses StrawB Marg/WaterM Mint 50g | -1 | 0 | 1 | 22.50 | 22.50 |
| 10201 | 4Th Street Natural Sweet White 750ml | -1 | 0 | 1 | 30.59 | 30.59 |
| 10052 | 4Th Street Natural Sweet Red 750ml | -2 | 0 | 2 | 30.59 | 61.18 |
| 10215 | Appletiser 1.25L PET | -7 | 0 | 7 | 18.98 | 132.90 |
| 14451 | Bloedlemoen Handcrafted Amber Gin 50ml | 0 | 360 | 360 | 29.00 | 10 440.00 |
| 10008 | Ceder's Wild (Non-Alcoholic) 500ml | -12 | 0 | 12 | 2 006.88 | 24 082.56 |

Number of Lines Printed :  26

**Variance Total :**

**-1 563.98**

* End Of Report *

To save the document select the PDF icon which will then take you through the process of saving your document.
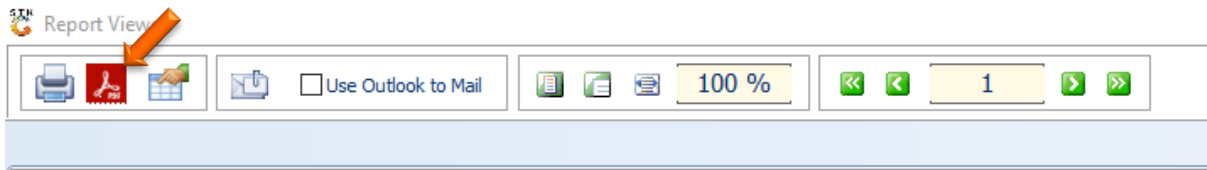


11. Once done you can now Apply the Stock take, To do this Pres F11 on your keyboard or press on Apply Variances.



Congratulations your stock take with the mobile application is done.