



GENESIS

How to Guide How to do Purchase Orders on the mobile application

MRJ Consultants

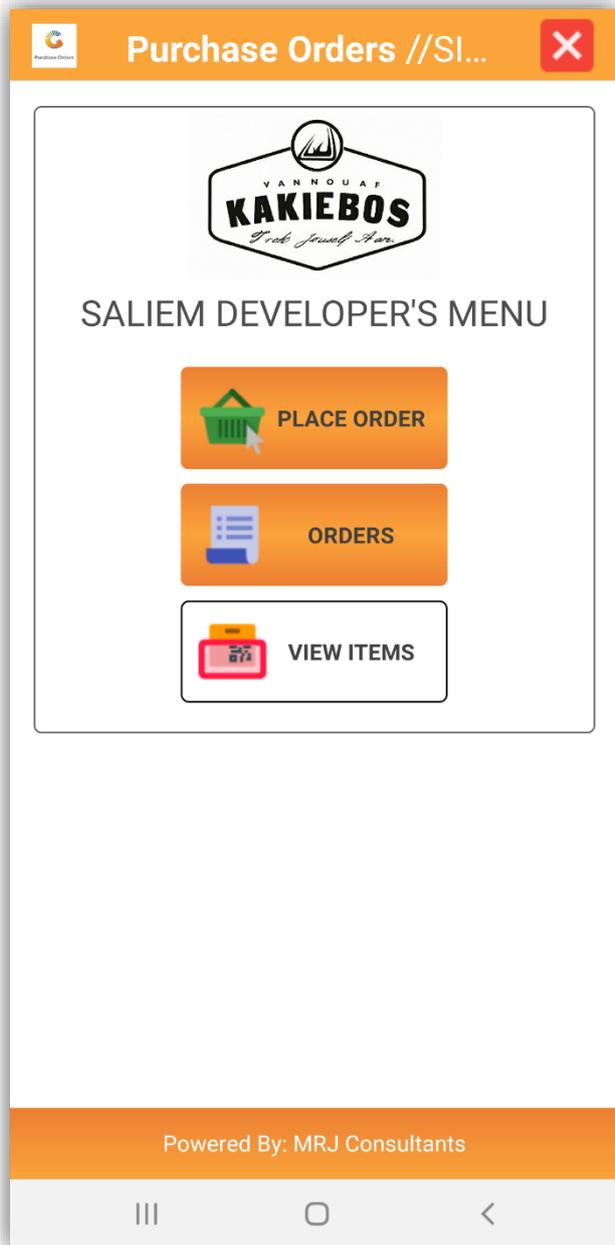
37 Weavind Ave, Eldoraigne, Centurion, 0157

Tel: (012) 654 0300

Mail: helpdesk@mrj.co.za



Purchase Orders

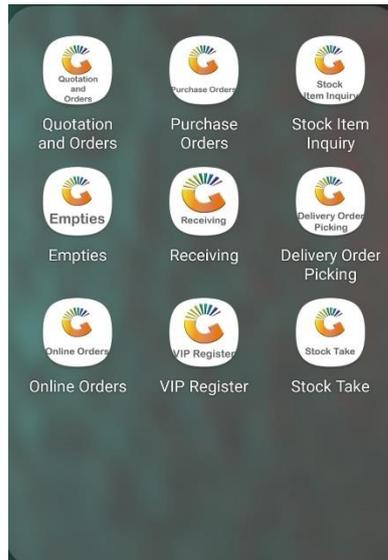


This App allows the user to generate a purchase order while walking the shop floor. The order is saved on the Genesis System directly and can be mailed to the supplier directly.

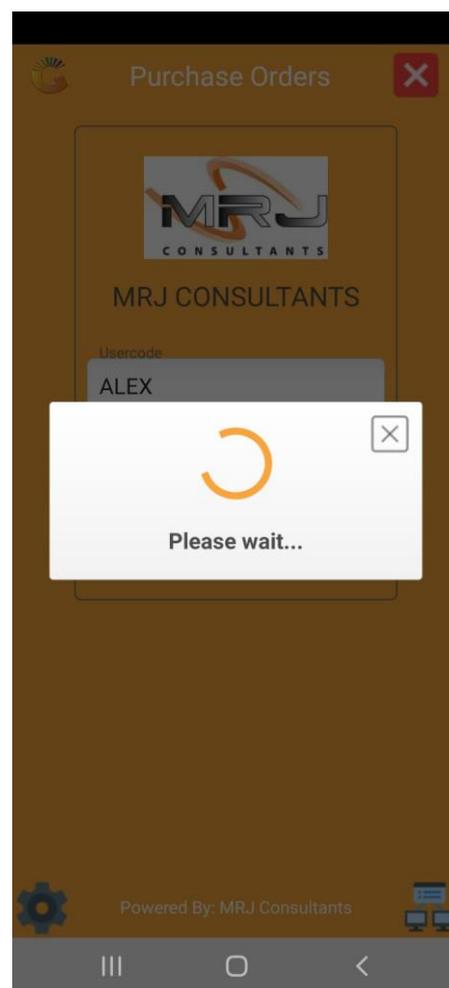
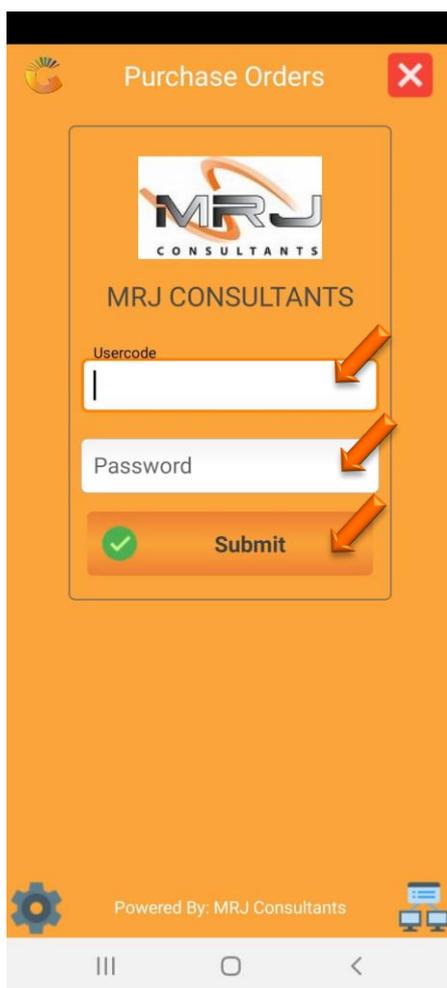
Features

- Create Multiple Purchase Order from one trolley.
- View Stock Item information

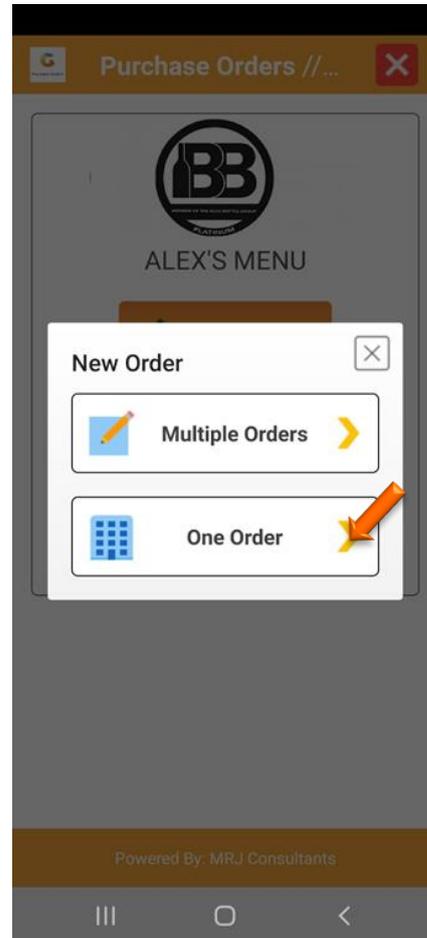
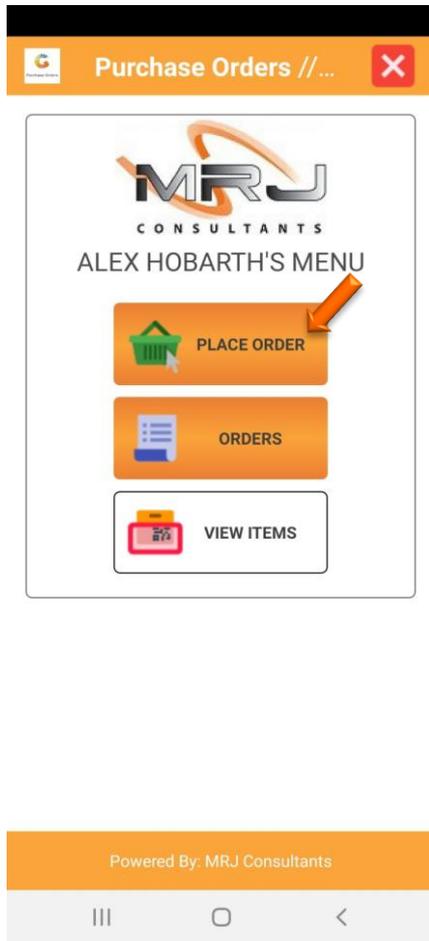
1. Select the Purchase Orders Application on the Device.



2. Enter in your user code and password then press Submit (This is the same password you use in Genesis)

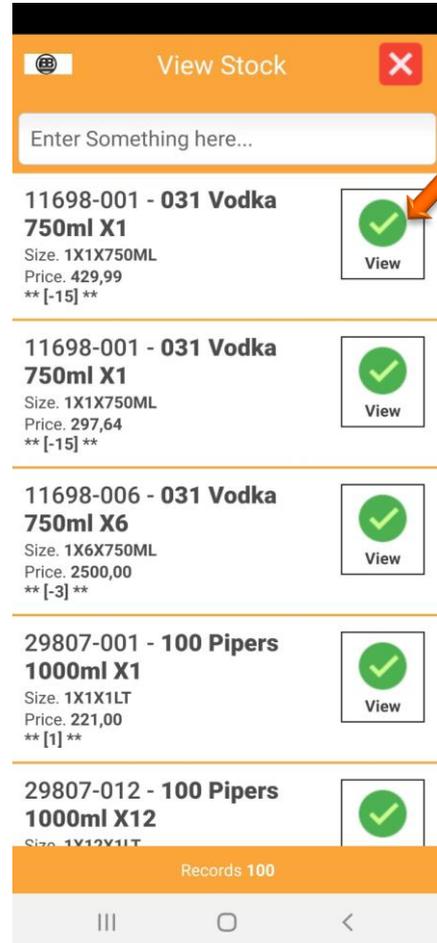
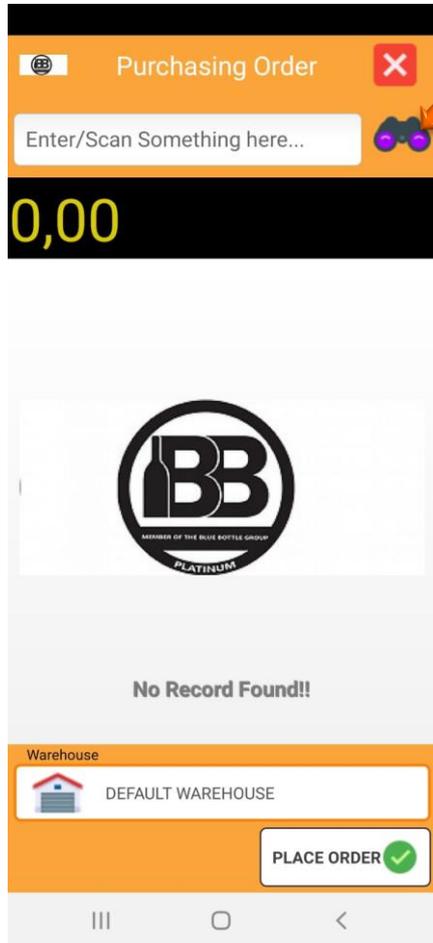


3. Once opened you will see the following page select the Place orders option, you will then be prompted to the next screen where you can select multiple orders or one order. For this example, select the One Order option.

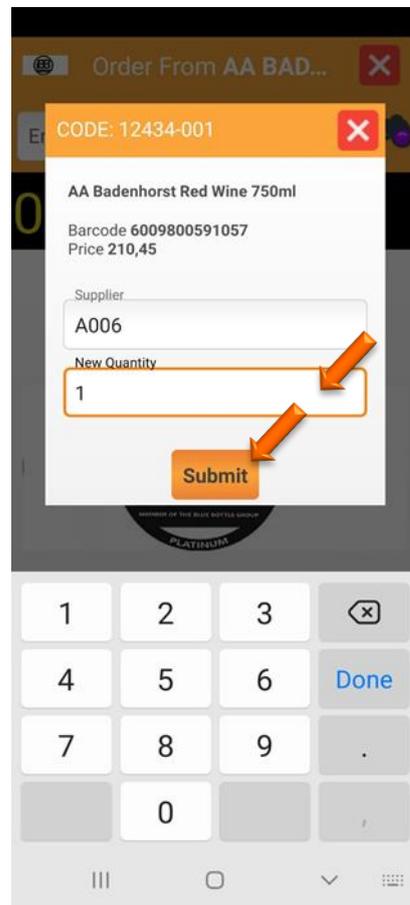


4. Once you have selected the One order option you will be prompted to the following screen where you can scan the item you would like. Alternatively, you can select the binoculars, this will bring up all your items where you can select the specific one.

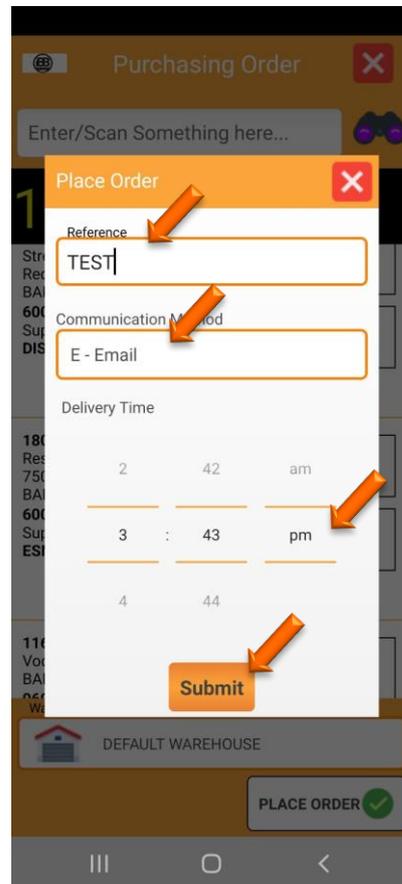
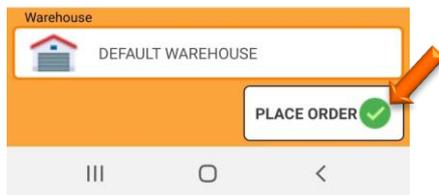
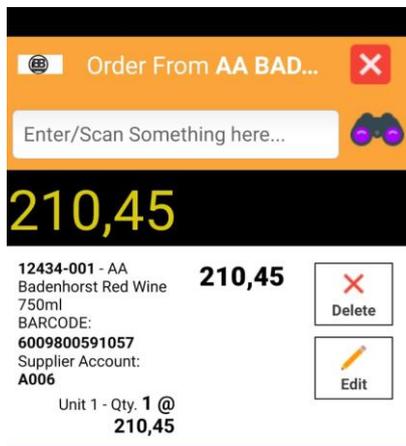
There is also an option where you can select from which Warehouse, under default warehouse you can choose the desired warehouse



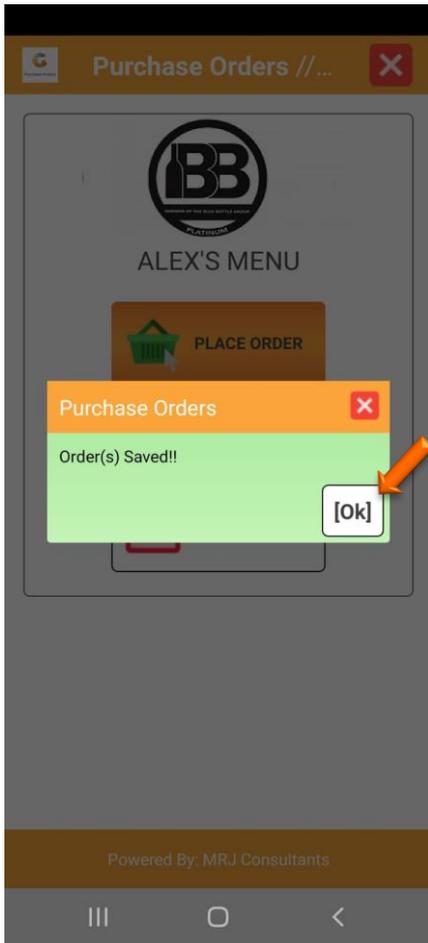
5. On the item you can click on the view option, this will show the following. Here you can now see all the details on that specific item. to select the item and input a quantity, Press on OK then press on the item you want and put in the quantity then submit.



6. Once you have selected all the items with the correct you can now place the order, Press on Place Order then you will be prompted to the next screen where you will need to put a reference, Communication method and Delivery time on then submit.



7. Once completed you will see that the order has been saved, we can no go onto Genesis and confirm the order.



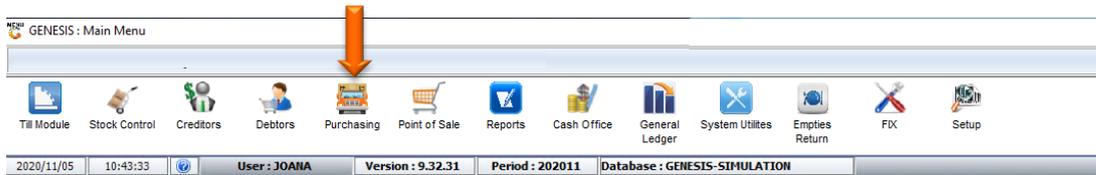
1. **Open** Genesis Menu.



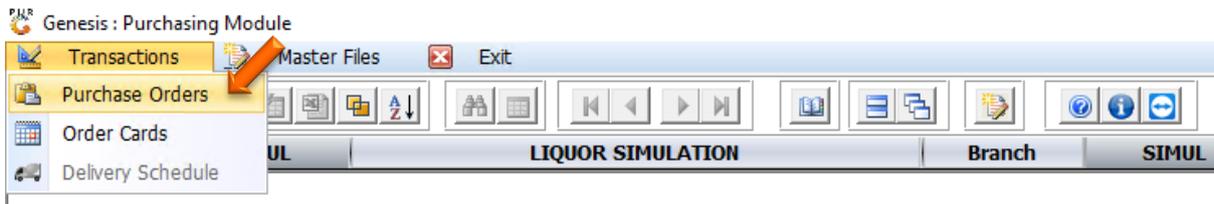
2. Select the correct company then Type **User code** and **Password**.



3. Open **Purchasing** from the Main menu.



4. In Purchasing Select Transaction Then Purchase Orders



5. We can see here that the order has been pulled through to Genesis

STATUS	ACCOUNT	Supplier Name	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]
Open	DIS001	DISTELL	20100224	2021/10/26	TEST	56.22	64.65
Open	A006	AA BADENHORST FAMILY WINES	20100223	2021/10/26	TEST	183.00	210.45
Open	DIS001	DISTELL	20100222	2021/10/06		181 961.84	209 256.19
Partial	SAB001	SOUTH AFRICAN BREWERIES (SAB)	20100221	2021/09/17		3 946.40	4 539.16
Open	ABI001	COCA COLA	20100219	2021/09/14	ABBY	550.00	632.50
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00

6. You can double click on the item to go into more depth, once satisfied with everything you can press Esc on your keyboard or click on escape

Line	Stock Code	LinkCode	Description #1	Quantity	Free.Qty	Price	V.A.T	Total Incl	Onhand
1	29541	29541-001	4Th Street Natural Sweet Red 1.5L X1	1.00	0.00	56.22	8.43	64.65	0.00

7. To authorize the purchase order go press F5 on your keyboard or click on Authorize, once clicked you will be prompted to select Yes or No, we will be selecting Yes for this example. Once done you have successfully completed the purchase order.

The screenshot shows the 'Purchase Order' window with a table of orders. The 'Functions' menu is open, and the 'Authorise' option (F5) is highlighted with an orange arrow.

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The screenshot shows the 'Purchase Order' window with a 'System Prompt' dialog box open. The dialog box asks 'Authorise Order : 20100224 ?' and has 'N No' and 'Y Yes' buttons. An orange arrow points to the 'Yes' button.

STATUS	ACCOUNT	Suppliers Name	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]
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The screenshot shows a 'System Message' dialog box with a checkmark icon and the text 'Order Authorised'. A 'Close' button is visible at the bottom right, with an orange arrow pointing to it.