



# GENESIS

## How to Guide How to do Stock Item Inquiry on the mobile application

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*MRJ Consultants*

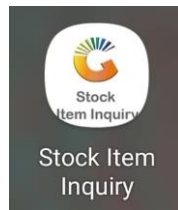
*37 Weavind Ave, Eldoraigne, Centurion, 0157*

*Tel: (012) 654 0300*

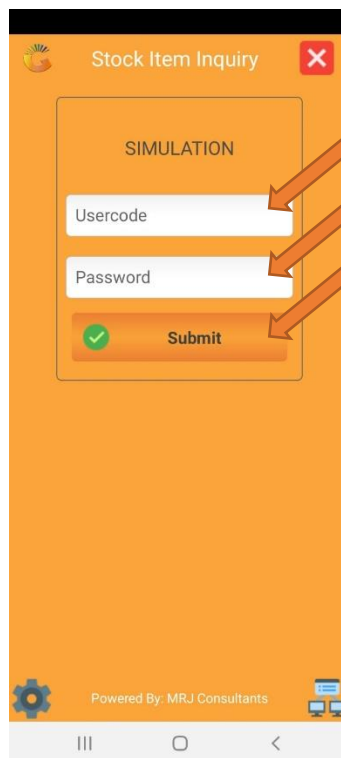
*Mail: [helpdesk@mrj.co.za](mailto:helpdesk@mrj.co.za)*



1. On your mobile device open the Stock item Inquiry application



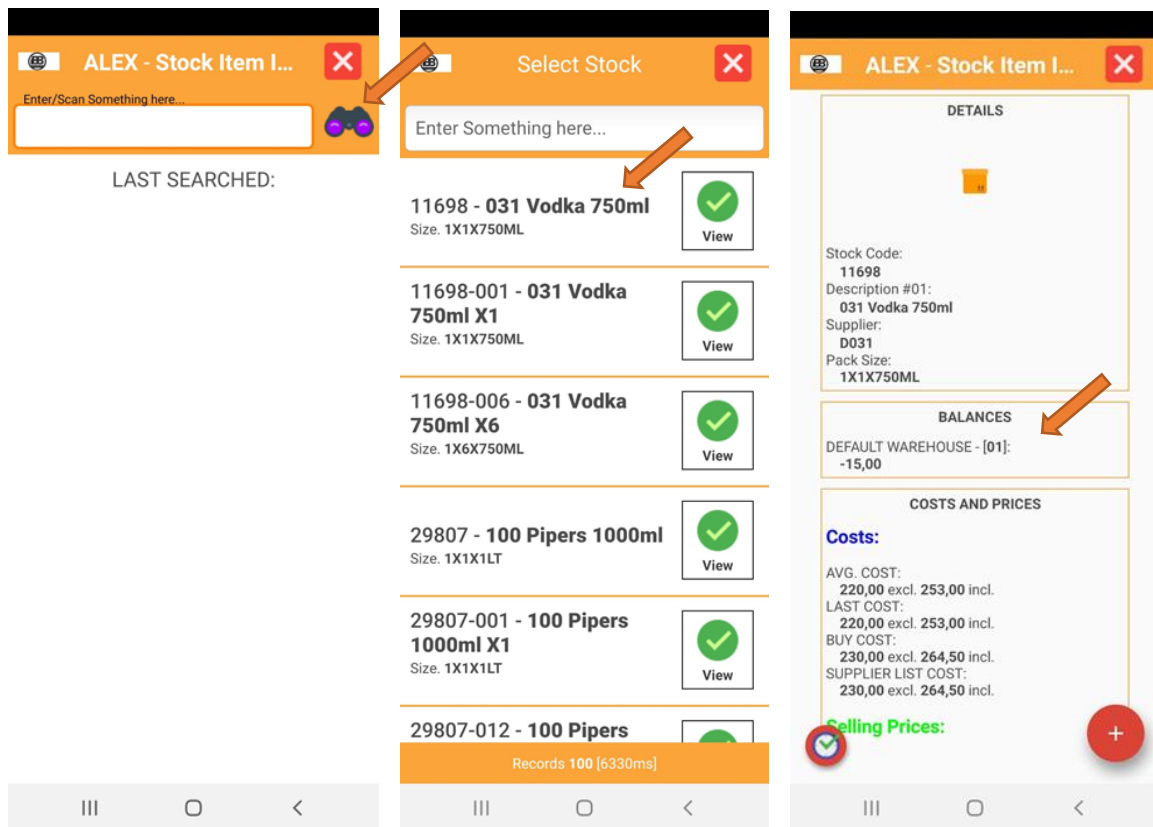
2. Once in you will have to put your user code and password in. This is the same login credentials used on your Genesis login. Once all the information has been inputted Press submit to proceed.



- Once opened you will be prompted to the main menu, to find a specific item click on the binoculars, this will prompt you to all the items you have.

Search or select for the desired item. Once found click on the item which will then take you to the Details layout of the item.

Here you can see the Costs, Selling prices and stock on hand.



4. To amend Prices or quantities go to the bottom right plus item and select it.

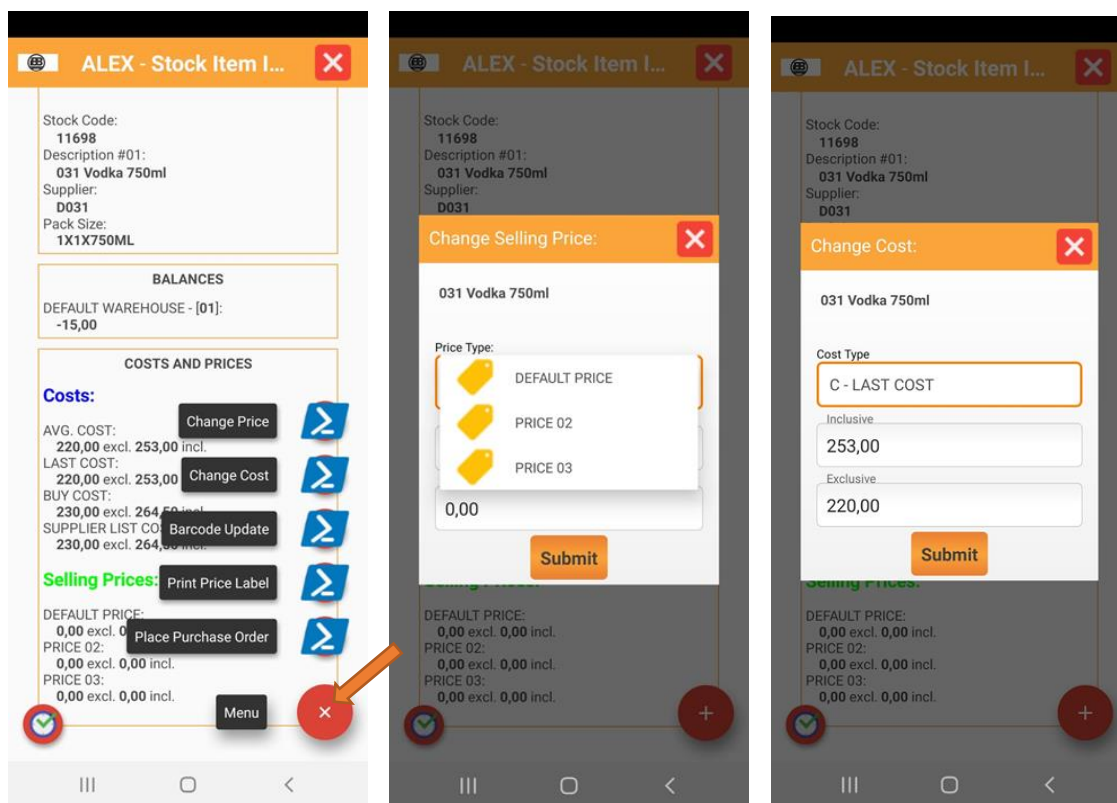
Once selected you will see multiple options.

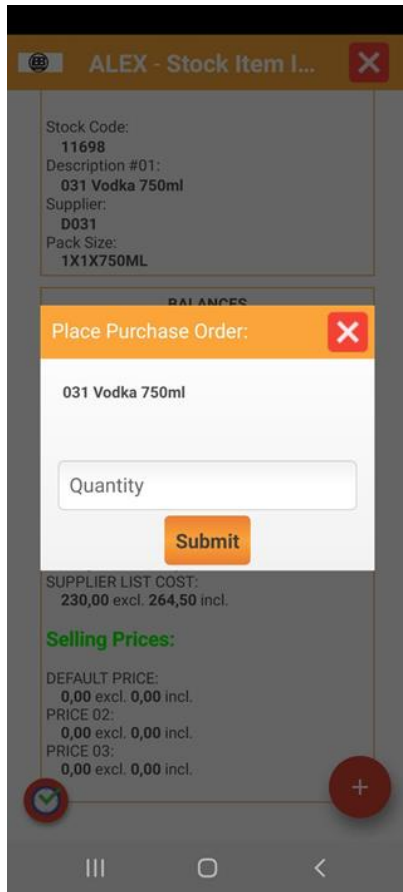
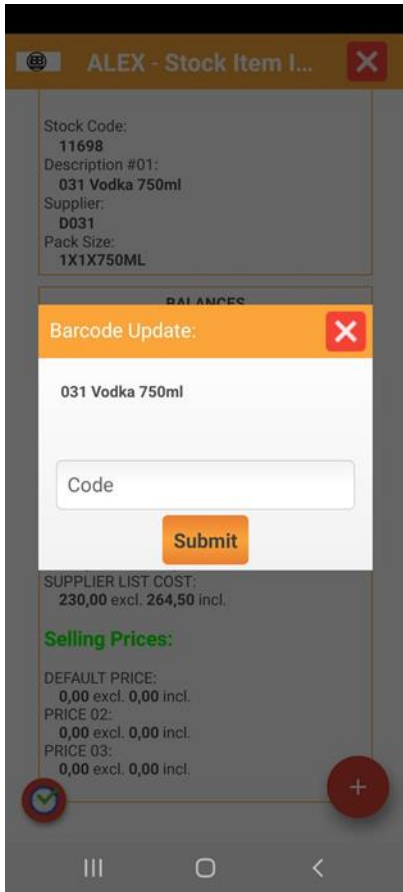
**Change Price option.** Here you can change the price type, Inclusive amount and exclusive amount.

**Change Cost option.** Here you can change the Cost type inclusive and exclusive.

**Barcode Update option.** Here you can Update the items barcode.

**Place Purchase Order option.** Here you can type in an amount and this will place a Purchase Order.





- When you are at the items you can select the view option tick and this will show Stock Code, Description and Balances

