How to do a Purchase Order

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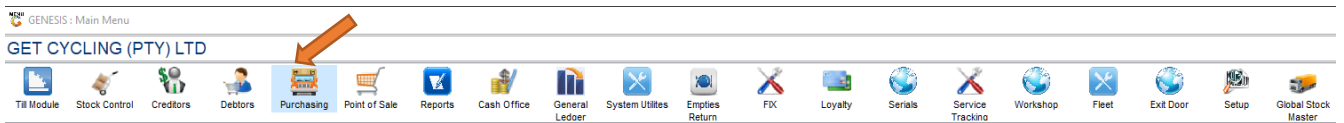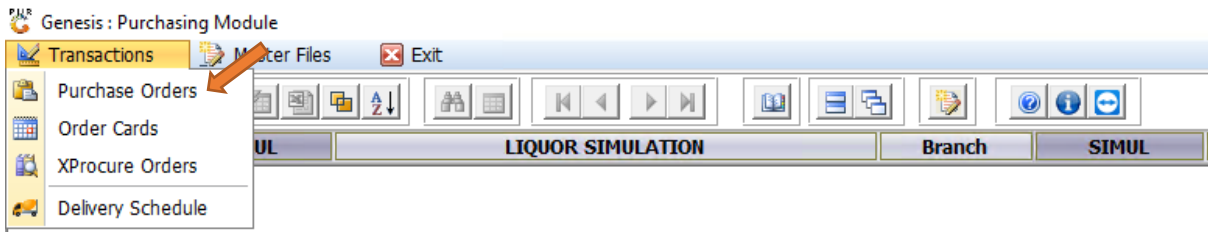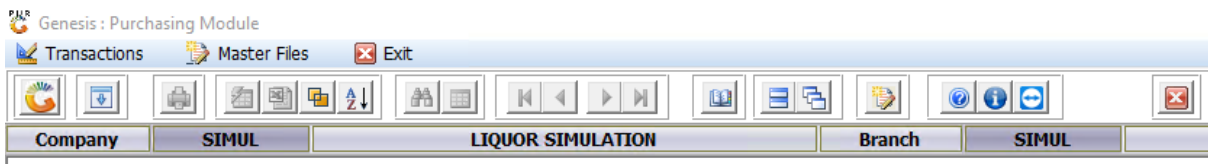*Mail: helpdesk@mrj.co.za*

1.START SETTINGS

1. Please log into genesis menu

2. Then navigate to Purchasing and Open

3. Once opened navigate to Purchas Orders

4. Once opened you will be able to see all Current purchase orders and amendend to your liking. To add a new Purchase Order press Ins on the keyboard or select Add.

5. Select the Creditor you would like to do the Purchase Order on.

6. Now that we have the PO, make sure all the relevant information is inputted correctly and press enter to navigate through the steps.

7. To add a line into the PO select the Detail lines tab and press Ins on your keyboard or press Add Line.

8. You can manually type in the stock code if you know it, or you can press on the (?) (Question Mark) to open the stock where you can manually search and select the item.

9. Select the desired Item and press enter to proceed

10. Proceed to fill in all the relevant information and make sure you press enter after filling in each block. Once completed press F10 on your keyboard or click on save.

11. To check the stats on the item on the right-hand side you will see a Item stats block, click on that or press F2 on the keyboard. This will open the below box where it will give you all the information on that item.

12. Next to the Sales stats you can then select the next tab which shows GRV History, IBT History, Purchase Order history, Promotions and Daily stats. Below are examples of how each TAB looks.

GRV History

IBT History

Purchase Order history

Promotions

Daily Stats
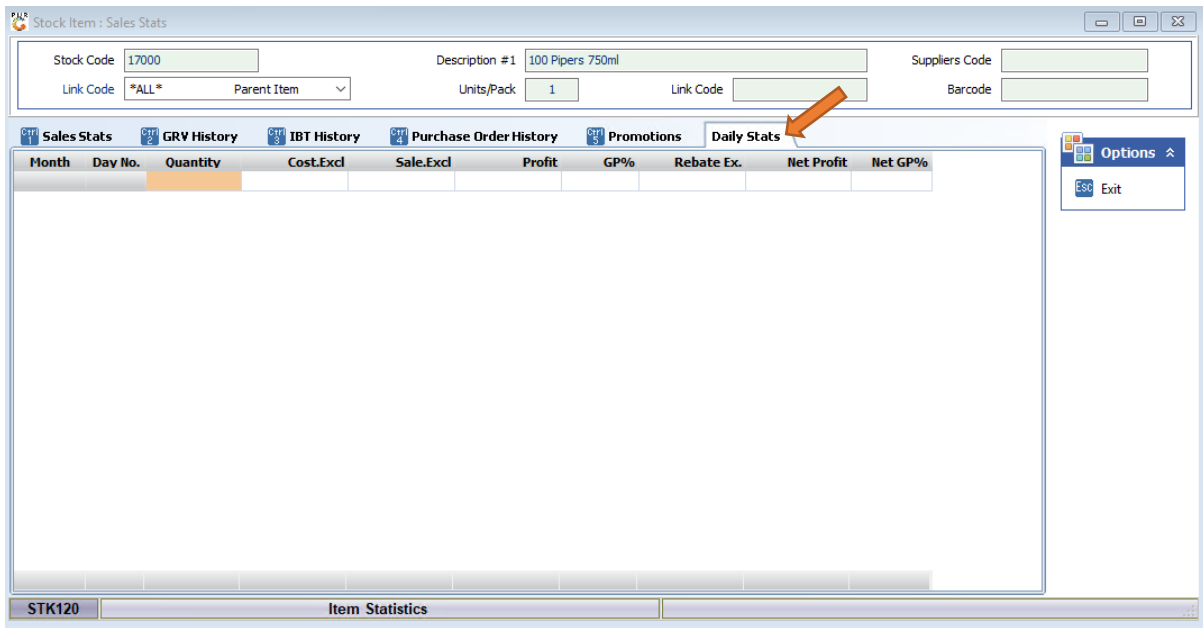
13. Under the functions tab when you select F4 or press on hand at all stores. The below image will appear.
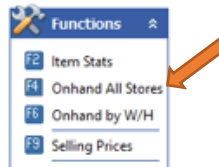
If there are multiple branches you will be able to see all the item balances in this one page.
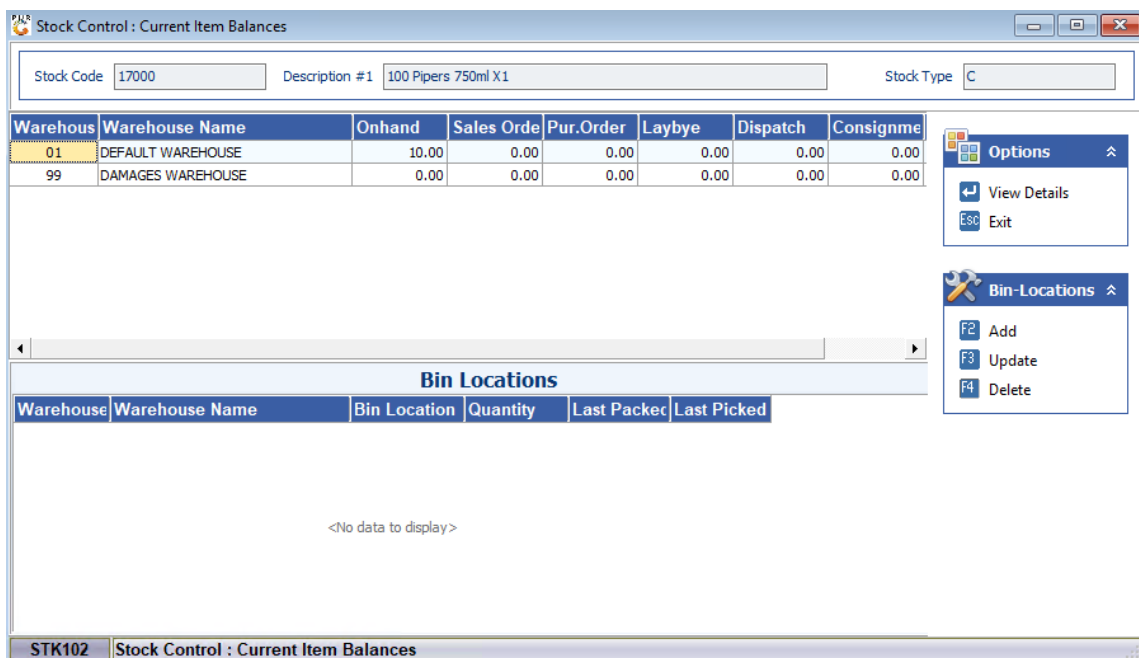
14.

Purchase Order : Maintain Line

| Creditor | ALX01 - ALEX TEST | Order Number | -9999999 |

Line No.	0
Stock Code	17000	Link Code	17000-001
Description #1	100 Pipers 750ml X1
Description #2	
Quantity	20.000	Free Quantity	0.000
Price Excl.	0.00000
Tot.Discount Excl.	0.00000			Item Discount	0.00000
Total Excl.	0.00000			Line Tally	0.00000
V.A.T.	0.00000			Doc.Tally Allocation	0.00000
Total Incl.	0.00000			Nett.Price	0.00000
Warehouse	01 - DEFAULT WAREHOUSE			

Options
- F10 Save
- ESC Exit

Functions
- F2 Item Stats
- F4 Onhand All Stores
- F6 Onhand by W/H
- F9 Selling Prices

Item Stats | **Selling Prices** | Order Stats

PR.Code	Description	Excl.	Incl.	GP%	New Excl	New Incl	New GP%	PriceR
01	DEFAULT PRICE	199.99	229.99	20.56	0.00	0.00	0.00	I - Inclus
02	PRICE 02	165.22	190.00	3.84	0.00	0.00	0.00	I - Inclus
03	PRICE 03	160.87	185.00	1.24	0.00	0.00	0.00	I - Inclus

PUR012 | Purchase Order : Maintain Detail Lines

Purchase Order Maintenance

| Creditor Account | ALX01 | ALEX TEST | Order Number | -9999999 | 0 |
| | | | Order Status | NEW ORDER | |

Ctrl 1 Order Header | Ctrl 2 **Detail Lines**

Line	Stock Code	LinkCode	Description #1	Quantity	Free.Qty	Price	V.A.T	Total Incl	Onhand	R
1	17000	17000-001	100 Pipers 750ml X1	10.00	0.00	19.90	29.85	228.85	10.00	

Options
- F10 Save Order
- ESC Exit

Order Utils
- F7 Doc.Discounts
- F8 Doc.Tally Claims
- Ctrl Order Stats
- Ctrl S Supplier Stats

Line Utils
- Ins Add Line
- Update Line
- Del Delete Line
- F5 Import Items
- F6 Import CSV File
- Ctrl Remove '<=0' Qty.
- Ctrl X View Extract Crite...

Total Cases	10
Total Palettes	10
Total Weight	7.50 kg
Total Dimensions	0.00 m3

| Tally Claims on Order (Incl) | 0.00 |
| Tally Claims on Lines (Incl) | 0.00 |

Total Exclusive	199.00	F1
Total Discount	0.00
Total V.A.T	29.85
Total Inclusive	228.85

Free Stock Line

PUR011 | Purchase Order Maintenance

Purchase Orders : Order Discounts

Creditor	ALX01 - ALEX TEST					Order No.	-9999999

Seq.No	Code	Description	Disc.Mth	Disc.Typ	Disc.Valu	Costed

<No data to display>

Options ＾
- Ins Add
- ↵ Update
- Del Delete
- Esc Exit

PUR013	Purchase Order : Order Discounts

Order Discount Detail Line

Order No.	-9999999
Creditor	ALX01 - ALEX TEST

Sequence No. 1   ☐ Costed

Discount Code SETTLE - SETTEMENT DISCOUNT ⌄

Discount Value 10.00

[Discount Type]
- ⦿ Percentage
- ○ Value

[Discount Method]
- ⦿ Fixed
- ○ Reducing

Options ＾
- F10 Save
- Esc Exit

PUR014	Order Discount Details

Purchase Orders : Order Discounts

Creditor	ALX01 - ALEX TEST				Order No.	-9999999

Seq.No	Code	Description	Disc.Mth	Disc.Typ	Disc.Valu	Costed
1	SETTLE	SETTEMENT DISCOUNT	F	P	10.00	☐

Options ⌃
- Ins Add
- ↵ Update
- Del Delete
- Esc Exit

PUR013 | Purchase Order : Order Discounts

Purchase Order Maintenance

Creditor Account	ALX01	ALEX TEST		Order Number	-9999999	0
				Order Status	NEW ORDER	

Order Header | **Detail Lines**

Line	Stock Code	LinkCode	Description #1	Quantity	Free.Qty	Price	V.A.T	Total Incl	Onhand	R
1	17000	17000-001	100 Pipers 750ml X1	10.00	0.00	19.90	29.85	228.85	10.00	

Total Cases	10
Total Palettes	10
Total Weight	7.50 kg
Total Dimensions	0.00 m3

Tally Claims on Order (Incl)	0.00
Tally Claims on Lines (Incl)	0.00

Total Exclusive	179.10
Total Discount	19.90
Total V.A.T	26.87
Total Inclusive	205.97

Options ⌃
- F10 Save Order
- Esc Exit

Order Utils ⌃
- F7 Doc.Discounts
- F8 Doc.Tally Claims
- Ctrl Order Stats
- Ctrl S Supplier Stats

Line Utils ⌃
- Ins Add Line
- ↵ Update Line
- Del Delete Line
- F5 Import Items
- F6 Import CSV File
- Ctrl D Remove '<=0' Qty.
- Ctrl X View Extract Crite...

☐ Free Stock Line

PUR011 | Purchase Order Maintenance

Purchase Order Maintenance

Creditor Account	ALX01		ALEX TEST			Order Number	-9999998		0
						Order Status	NEW ORDER		

Order Header / Detail Lines

Line	Stock Code	LinkCode	Description #1	Quantity	Free.Qty	Price	V.A.T	Total Incl	Onhand	R
1	17000	17000-001	100 Pipers 750ml X1	10.00	0.00	199.00	298.50	2 288.50	10.00	

Options
- F10 Save Order
- Esc Exit

Order Utils
- F7 Doc.Discounts
- F8 Doc.Tally Claims
- Ctrl T Order Stats
- Ctrl S Supplier Stats

Line Utils
- Ins Add Line
- Update Line
- Del Delete Line
- F5 Import Items
- F6 Import CSV File
- Ctrl X Remove '<=0' Qty.
- View Extract Crite...

System Prompt — Purchase Orders

Save the Order?

[N No]   [Y Yes]

Stock Code	17000	17000-001
Description	100 Pipers 750ml X1	
Quantity	10	Price 228.85

Back Order	0	Period #4	0
Order Qty (Units)	-10	Period #5	0
Order Quantity	10	Average	0

Min.Qty	0	Max.Qty	0

Free Stock Line

PUR011 — Purchase Order Maintenance

Purchase Order

STATUS	ACCOUNT	Suppliers Name	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]
Open	ALX01	ALEX TEST	20100229	2022/04/28		1 791.00	2 059.65
Open	SAB001	SOUTH AFRICAN BREWERIES (SAB)	20100228	2022/02/01	joe test	26 422.70	30 387.32
Open	DIS001	DISTELL	20100227	2022/01/19	Joe Test	276 564.61	318 049.97
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00

Options
- Ins Add
- Update
- Del Delete
- Esc Exit
- Ctrl U Un-Delete
- F9 Force Close

Search
- F2 Account
- F3 Order No.

Functions
- Ctrl P Print Order
- F5 Authorise
- F7 Re-Transmit
- F8 View By Supplier

Delivery Filter
A - All Orders

Status Filter
Z - Open & Partial

PUR010A — Purchase Orders — Open & Partial Orders : 4

Purchase Order

STATUS	ACCOUNT	Suppliers Name	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]
Open	ALX01	ALEX TEST	20100229	2022/04/28		1 791.00	2 059.65
Open	SAB001	SOUTH AFRICAN BREWERIES (SAB)	20100228	2022/02/01	joe test	26 422.70	30 387.32
Open	DIS001	DISTELL	20100227	2022/01/19	Joe Test	276 564.61	318 049.97
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00

Purchase Order : Print Order/Tally Claims

Print Purchase Order and/or Tally Claims

Order No.	20100229
Account No.	ALX01
Creditors Name	ALEX TEST
Order Date	2022/04/28
Delivery Date	2022/04/29
Print Line Sequence	2 - Description Sequence

Print Prices on Purchase Order ☑

Options
- F10 Print P/Order
- F4 GP% Report
- F6 Back Orders
- Esc Exit

PUR017 — Print Purchase Order and Order Reports

Options
- Ins Add
- Update
- Del Delete
- Esc Exit
- Ctrl Un-Delete
- F9 Force Close

Search
- F2 Account
- F3 Order No.

Functions
- Ctrl+P Print Order
- F5 Authorise
- F7 Re-Transmit
- F8 View By Supplier

Delivery Filter
A - All Orders
Status Filter
Z - Open & Partial

PUR010A — Purchase Orders — Open & Partial Orders : 4

Purchase Order

STATUS	ACCOUNT	Suppliers Name	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]
Open	ALX01	ALEX TEST	20100229	2022/04/28		1 791.00	2 059.65
Open	SAB001	SOUTH AFRICAN BREWERIES (SAB)	20100228	2022/02/01	joe test	26 422.70	30 387.32
Open	DIS001	DISTELL	20100227	2022/01/19	Joe Test	276 564.61	318 049.97
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00

System Prompt

Purchase Orders

Authorise Order : 20100229 ?

N No   Y Yes

Options
- Ins Add
- Update
- Del Delete
- Esc Exit
- Ctrl Un-Delete
- F9 Force Close

Search
- F2 Account
- F3 Order No.

Functions
- Ctrl+P Print Order
- F5 Authorise
- F7 Re-Transmit
- F8 View By Supplier

Delivery Filter
A - All Orders
Status Filter
Z - Open & Partial

PUR010A — Purchase Orders — Open & Partial Orders : 4