GENESIS

How to Guide
How to add a new Price code

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1. **Open** Genesis Menu.
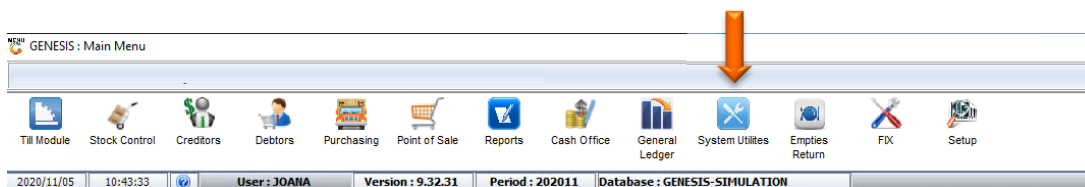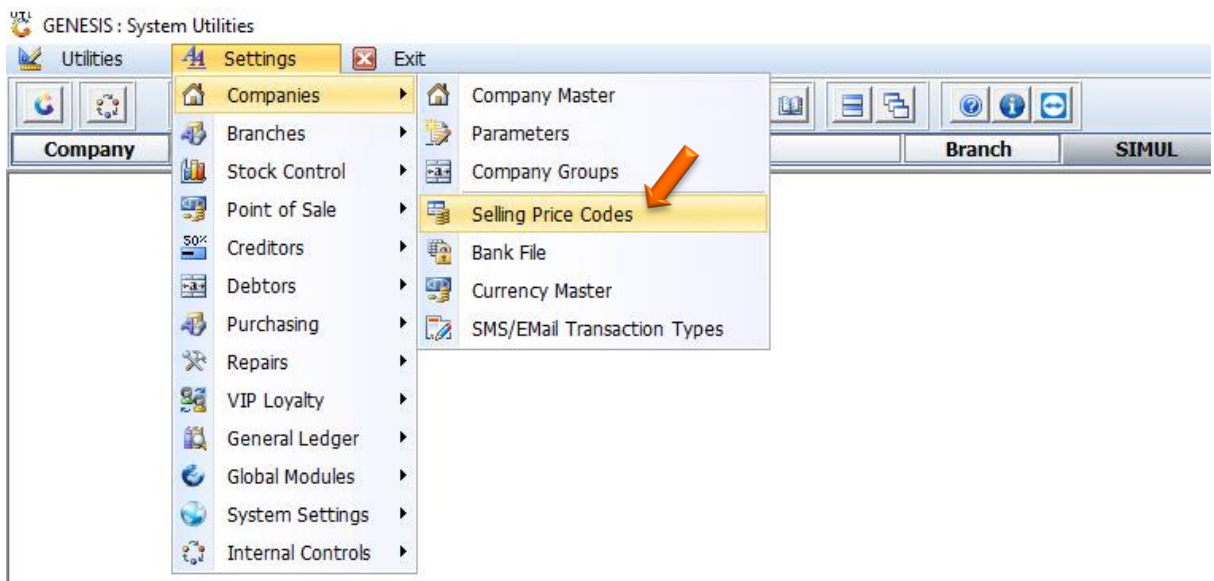

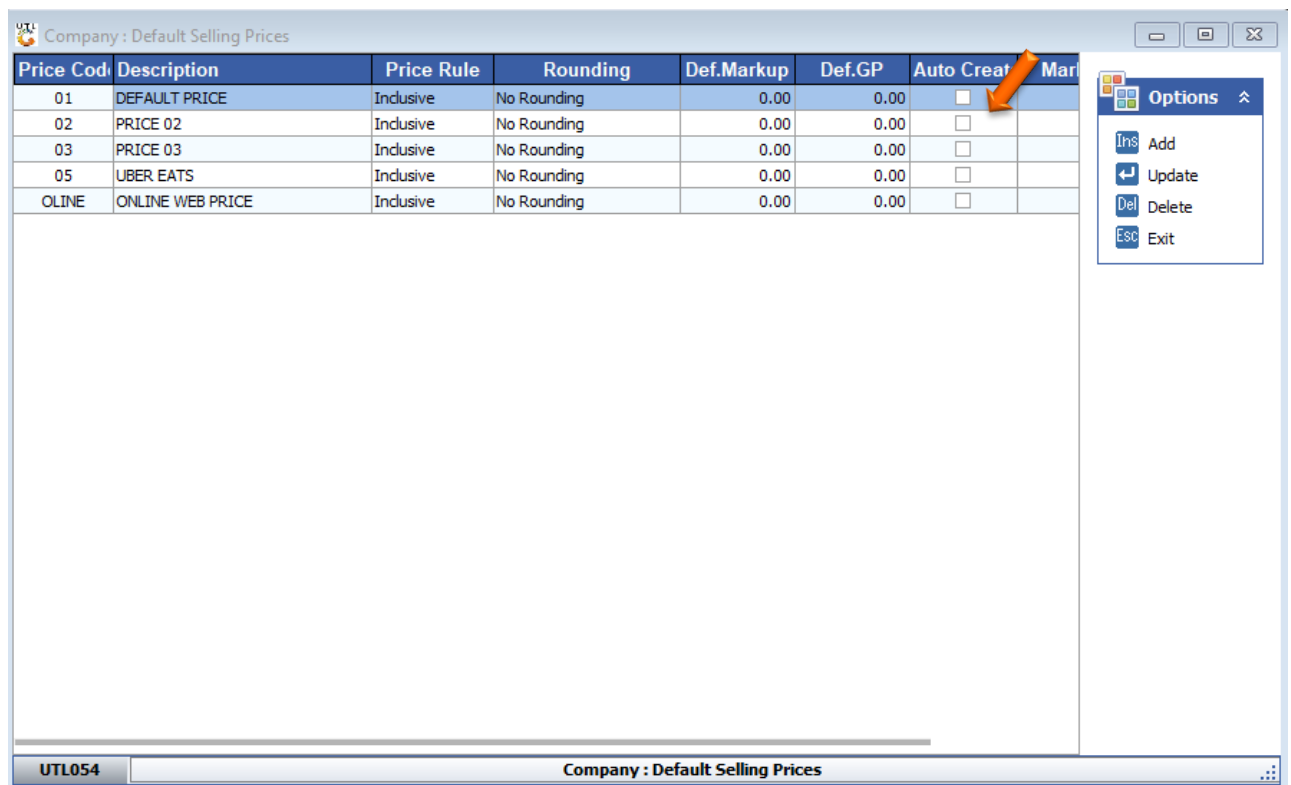2. Type **User code** and **Password.**

3. Open **System Utilities** from the Main menu.

4. Click on **Settings-Companies-Selling price Codes.**

5. To add click on add or press Ins on your keyboard

6. The price code will be the abbreviation of the item.

The description will be the items description.

Under the **Pricing rule** You will see the following options, select your specified one.

Under the **Rounding factor** You will see the following options, select your specified one

You can put in the default markup % to the desired %, same applies to the Default GP.

7. There is the tick box option to be able to select Auto-Create Price on Item Creation.
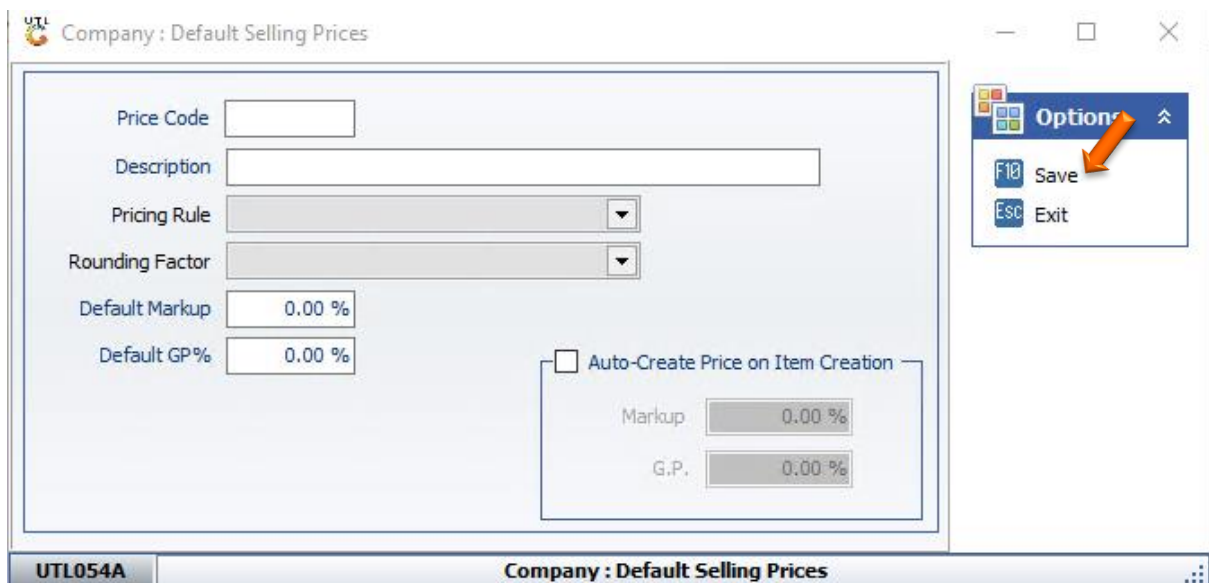

8. Once you have put in all the relevant information you press F10 or click on Save.