



GENESIS

How to Guide How to do a Sales Order

MRJ Consultants

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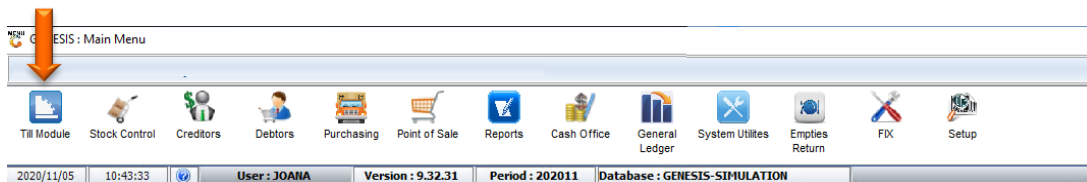
1. **Open** Genesis Menu.



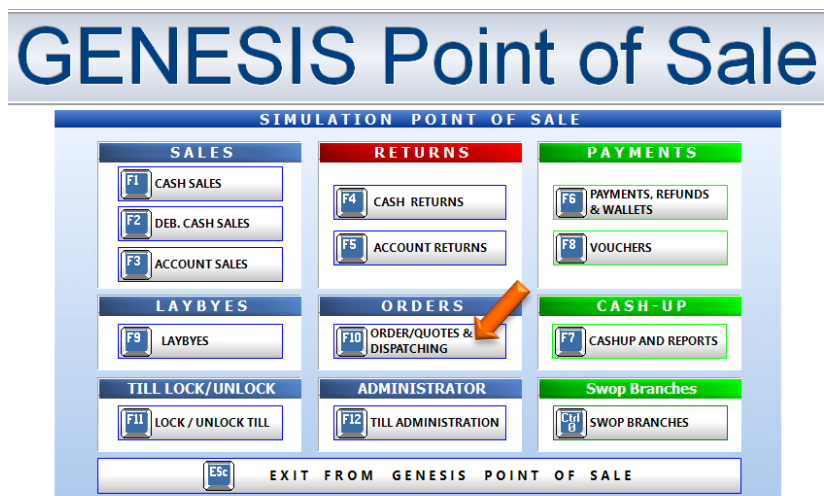
2. Type **User code** and **Password**.

The screenshot shows the 'GENESIS Main Module' login window. At the top, there's a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. Below this is the 'GENESIS' logo. To the right of the logo are two input fields: 'User Code' and 'Password', each with an orange arrow pointing to it. At the bottom right are 'Cancel' and 'OK' buttons. The status bar at the bottom shows 'CMN999', 'GENESIS Main Module', and 'Version : 10.33.51'.

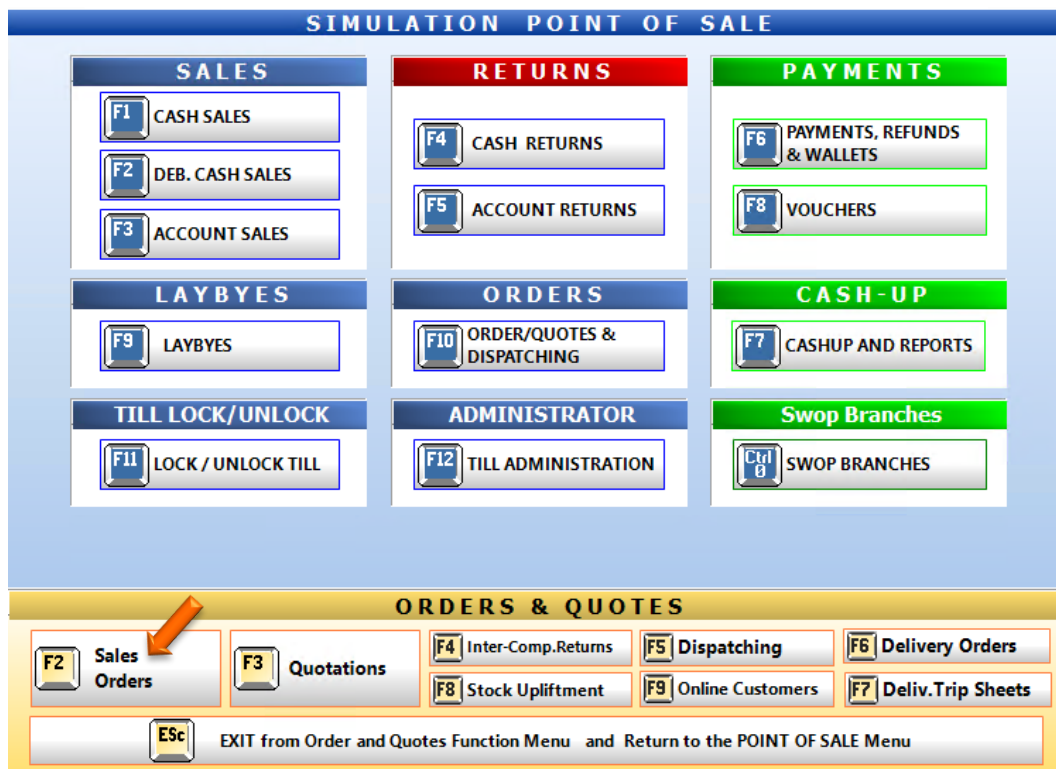
3. Open **Till Module** from the Main menu.



4. Once opened you will be prompted to the below, Click on Order Quotes & Dispatching.



1. You will now see a drop down appear, here you can **select Sales Orders**



2. Once opened you will see all open **Sales Orders**, here we will **select new Order** or **press Ins on your keyboard**.

SALES ORDER

Status	Document No	Account	Debtors Name	Date	Reference	Total Inclusive	Cell
Open	90540200015	ERN001	ERNY TEST DEBTOR	2021/11/26		15.38	
Open	90840200016	PGM001	PG MOUTON	2021/11/23		297.64	
Open	49940200013	ALEX	alex test	2021/11/05	Mobile Cust.	600.00	123456
Open	49840200012	URS001	URSULA	2021/10/22		1 488.20	
Open	11040200011	PGM001	PG MOUTON	2021/10/13		889.99	
Open	11140200007	CASH	CASH ACCOUNT	2021/09/20	Mobile Cust.	3 185.74	1
Open	90840200001	PGM001	PG MOUTON	2021/03/25		297.64	

Options

- Ins New Order
- Update Order
- Delete Order
- Close Order
- Exit

Search

- F2 Document No.
- F3 Account No.
- F4 Document Date
- F5 Debtor Name

Print

- Print Document
- Document Reports

Views

- F11 Account View

VTILL051 SALES ORDER Max.Rows Displayed = 1000 Right-Click on Grid for Function Pop-Up Menu

- 3.

4. To select a Debtor click on the ? (Question mark) or type in the Acc No if you know it.

Capture Account Details

Customer Account 

Delivery Address

Quotation No. NEW ORDER

Document Date 2021/12/20 

Reference No.

Warehouse 01 - DEFAULT WAREHOUSE

Salesrep

Ordered By

Cellphone No.

Contact Person

Customer VAT No.

VAT Indicator I - Inclusive

Delivery Method

Delivery Date 2021/12/20 

Notes* (Max 250 Characters)

Account Balances

Current	0.00	Credit Limit	0.00
30 Days	0.00		
60 Days	0.00		
90+ Days	0.00		
Total Owning	0.00	Balance OVERDUE	0.00

Function Keys

 Import Online CSV Order  Create Debtor  ABORT

VTILL001  Document Header Details

5. Once opened you will see all your debtors, here you can select the required debtor.

Browse Debtors

Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person
CASH	CASH ACCOUNT				123
PNP001	PICK N PAY HEILKONPARK				Brain
ERN001	ERNY TEST DEBTOR				erny
NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natale
SAL001	SALIEM TEST ACCOUNT	0829999999			qweqweqwe
ABBY	Abigail van Coller	0762388111			Abby
RJ001	RIJAN TEST				2
PGM001	PG MOUTON				pg
EMPTY001	EMPTYIES RETURNS YARD				PIET
WEB001	BLUE BOTTLE ONLINE STORE				1
URS001	URSULA				0714509836
HEX002	PIETER LOTTER				Pieter
ALEX	alex test				123456789
WH001	Wholesale Section	0834567894			hennie
LAY001	Alex Laybye Test				alex

Options

- Select
- Exit

Search

- F2 Account
- F3 Name
- F4 Telephone
- Ctrl R Restore Grid

VTILL901 Browse / Select a Debtor

6. Once you have selected the debtor press Enter on your keyboard to auto prompt all the debtor information. This will show your debtors Account balances and credit limits.

You have the option to import Quotations, Purchase orders etc which will auto prompt all the information in that doc into your Sales Order.

Document Import Facility

This utility allows you to Import the following document types into your current document.

Debtor Account ALEX alex test

F2 Sales Order F3 Quotation F4 CSV File F5 Recure Invoice
F6 Last Sale F7 Park Sale F8 Invoice F9 Credit Note
F11 GRV F12 Purchase Order Ctrl D Delivery Order

Esc Exit from Document Import Facility

VTILL013 Import Document Selection

Once happy press **F10** on your keyboard or click on **Proceed**.

Capture Account Details

Customer Account ALEX alex test

Delivery Address

Cellphone No.

Contact Person 123456789

Customer VAT No.

VAT Indicator I - Inclusive

Delivery Method 01 - COLLECTION

Delivery Date 2021/12/20

Sales Order No. NEW ORDER

Document Date 2021/12/20

Reference No.

Warehouse 01 - DEFAULT WAREHOUSE

Salesrep GEN - GENERAL SALES

Ordered By

Notes* (Max 250 Characters)

Account Balances

Current	-297.64	Credit Limit	10 000.00
30 Days	0.00		
60 Days	0.00		
90+ Days	0.00		
Total Owing	-297.64	Balance OVERDUE	1 785.99

Function Keys

F2 Import Documents F10 PROCEED
F9 Create Debtor Esc ABORT

VTILL001 Document Header Details

7. Here you can **select the desired items** for the quotation.

Sales Order

NEW (ALEX) alex test User: ALEX

QUANTITY	DESCRIPTION	PACK SIZE
Item Code	Link Code	Item Description
<No data to display>		

STOCK ITEM SELECTION

Stock Code: Link Code:

Description #1:

Description #3:

Quantity: Price: Discount:

Warehouse: Salesrep:

Sub-Total: 0.00

VAT Amount: 0.00

TOTAL: 0.00

Stock Code	Link Code	Description #1	Price Excl.	Price Incl.	Onhand [01]	Barcode	Suppliers Code	Pack Size	Variant Code	Bin Location	Dep
11698	11698-001	031 Vodka 750ml X1	258.82	297.64	-14.00000	0707273491442		1X1X750ML			SPIR
11698	11698-001	031 Vodka 750ml X1	373.90	429.99	-14.00000	0707273491442		1X1X750ML			SPIR
11698	11698-006	031 Vodka 750ml X6	2173.91	2500.00	-2.33000	0606110503396		1X6X750ML			SPIR
29807	29807-001	100 Pipers 1000ml X1	192.17	221.00	1.00000	080432402856		1X1X1LT			SPIR
29807	29807-012	100 Pipers 1000ml X12	2295.60	2639.88	0.08000			1X12X1LT			SPIR
17000	17000-001	100 Pipers 750ml X1	199.99	229.99	10.00000	5000299202630	154200	1X1X750ML			SPIR
18091	18091-001	100 Reserve Oude Molen 750ml X1	173.90	199.99	-1.00000	6009636400011		1X1X750ML			SPIR
64565	64565-001	1313 Brandy 750ml X1	121.73	139.99	-25.00000	0700083629586		1X1X750ML			SPIR
64565	64565-006	1313 Brandy 750ml X6	725.21	833.99	-4.17000	61111521685		1X6X750ML			SPIR
69102	69102-001	1659 Founders Selection Red 750ml X1	95.64	109.99	-1.00000	6009692413468		1X1X750ML			WINI
69102	69102-006	1659 Founders Selection Red 750ml X6	521.74	600.00	-0.17000	16009692413342		1X6X750ML			WINI
69101	69101-001	1659 Founders Selection White 750ml X1	60.86	69.99	-1.00000	6009692413598		1X1X750ML			WINI
69101	69101-006	1659 Founders Selection White 750ml X6	313.03	359.99	-0.17000	16009692413335		1X6X750ML			WINI
63777	63777-001	1659 Merlot Cabernet 750ml	47.83	55.00	-1.00000	6009692411006		1X1X750ML			WINI
63777	63777-006	1659 Merlot Cabernet 750ml X6	304.34	349.99	-0.17000	16009692411218		1X6X750ML			WINI
63728	63728-001	1659 Rose 750ml X1	86.95	99.99	-1.00000	6009692412836		1X1X750ML			WINI
63778	63778-001	1659 Sauvignon Blanc 750ml	36.51	41.99	-2.00000	6009692412058		1X1X750ML			WINI
63778	63778-006	1659 Sauvignon Blanc 750ml X6	156.51	179.99	-0.33000	16009692412086		1X6X750ML			WINI
13062	13062-001	1707 Chardonnay/Semillon/Vogner Reserve 750ml	143.48	165.00	0.00000	6008064000442		1X1X750ML			WINI
13062	13062-006	1707 Chardonnay/Semillon/Vogner Reserve 750ml X6	652.17	750.00	0.00000	6008064000459	SH1707WB	1X6X750ML			WINI
14311	14311-001	1707 Shiraz/Merlot/Cab/Petit Verdot Res 750ml	125.00	143.75	0.00000	6008064000237		1X1X750ML			WINI
14311	14311-006	1707 Shiraz/Merlot/Cab/Petit Verdot Res 750ml X6	787.40	899.00	0.00000	6008064000238	SH1707BR	1X6X750ML			WINI

5. Once all items are selected you can **click on Complete sale** or press **F10** on your keyboard.

STOCK

Stock Code: Link Code:

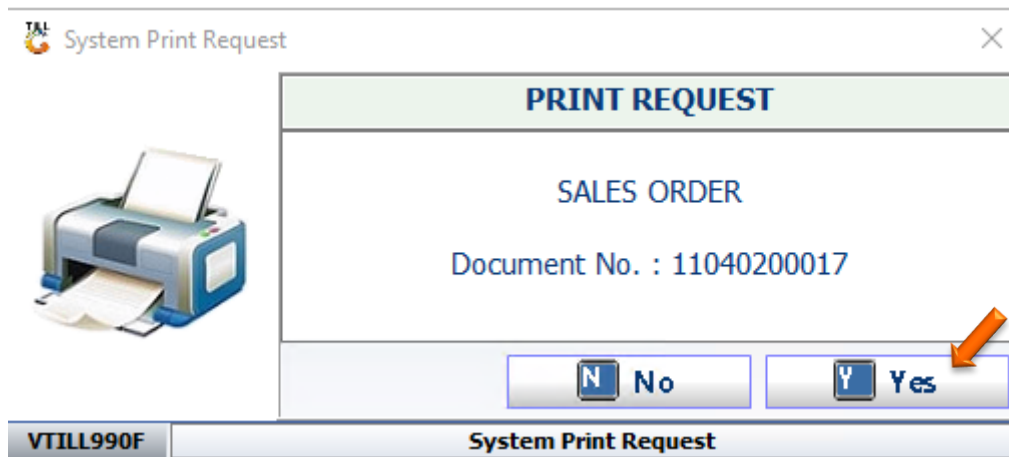
Description #1:

Description #3:

Quantity: Price: Discount:



6. When given the option to print **press Y on your keyboard or click on Yes.**





SIMULATION

110 Kenneth Road

Greenhills

Randfontein

Telephone : 0861 017 446 Fax No.:

Reg.No : 2021/01574/17 VAT No.: 49005124511

E-Mail : sales@simulation.com

Website : www.simulation.com

ALEX - alex test

Address:

Telephone : 123456789

VAT No. :

VAT Ind. : INCLUSIVE

Customer Acc.No : ALEX

Sales Order

Document No. 11040200017

Document Date 2021/12/20

Customer Reference

Ordered By

Delivery Date 2021/12/20

Page Number 1 of 1

Stock Code	Description	Quantity	Price	V.A.T	TOTAL
11698-001	031 Vodka 750ml X1	1.00	297.64	38.82	297.64

Bank Details:

Approved Date:

Sub-Total 258.82

V.A.T 38.82

TOTAL 297.64

Signature:

Notes:

Note:

- Quotation pricing and availability to be confirmed at time of order.
- Errors and Omissions excluded (EOE).
- Quotation valid for 24 hours only.
- Orders are subject to cancellation at MRJ's discretion, be it due to force majeure or any cause beyond the control of the organisation.
- Handling fee of R350 may be charged on any cancellation.

Print Name:

Quotation Last Updated : 2021/12/20 10:47:00 by ALEX

Genesis Software (www.genesis-software.co.za)

7. In your quotations you will see the quotation that you have done. Here you can Update, Delete, reprint, or close the quotation.

SALES ORDER							
Status	Document No	Account	Debtors Name	Date	Reference	Total Inclusive	Cell f
Open	11040200017	ALEX	alex test	2021/12/20		297.64	
Open	90540200015	ERN001	ERNY TEST DEBTOR	2021/11/26		15.38	
Open	90840200016	PGM001	PG MOUTON	2021/11/23		297.64	
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Open	11140200007	CASH	CASH ACCOUNT	2021/09/20	Mobile Cust.	3 185.74	1
Open	90840200001	PGM001	PG MOUTON	2021/03/25		297.64	

Options

New Order

Update Order

Delete Order

Close Order

Exit

Search

F2 Document No.

F3 Account No.

F4 Document Date

F5 Debtor Name

Print

Print Document

Document Reports

Views

F11 Account View

VTILL051SALES ORDERMax.Rows Displayed = 1000Right-Click on Grid for Function Pop-Up Menu