GENESIS
BY MRJ COUNSULTANTS

How To Guide | Dispatch Sales

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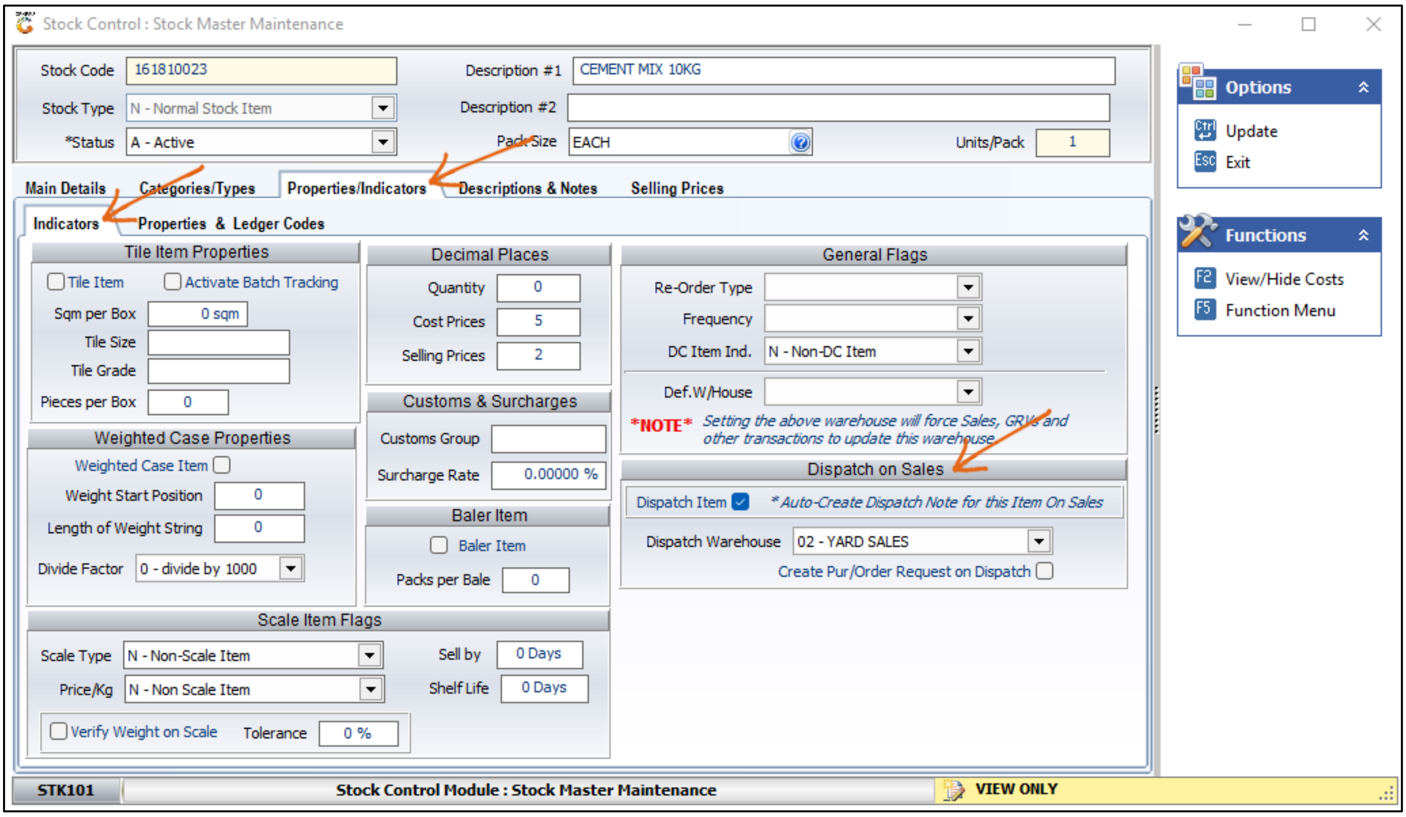
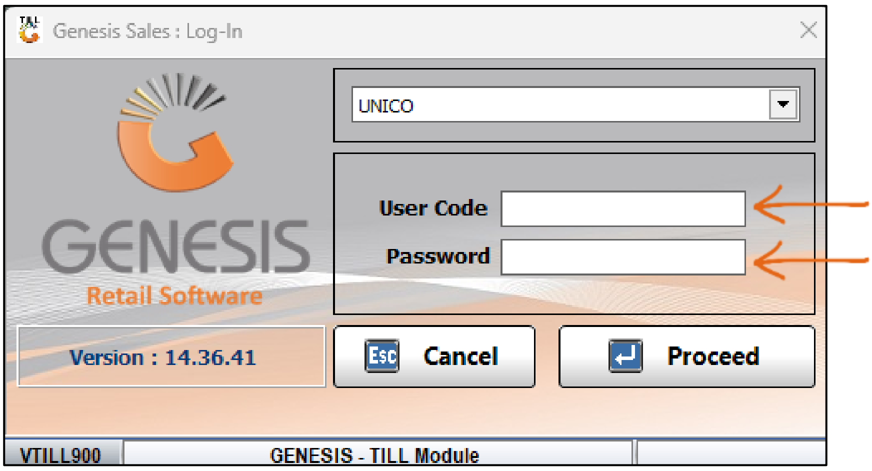
<u>Note:</u> Before starting with Dispatching Sales, you need to ensure that your **Company settings are setup** for Dispatching ***(Can be confirmed with Genesis Support)*** and your **Stock Items need to be marked for Dispatching** in the Stock Master (Please see below screen shot as example)



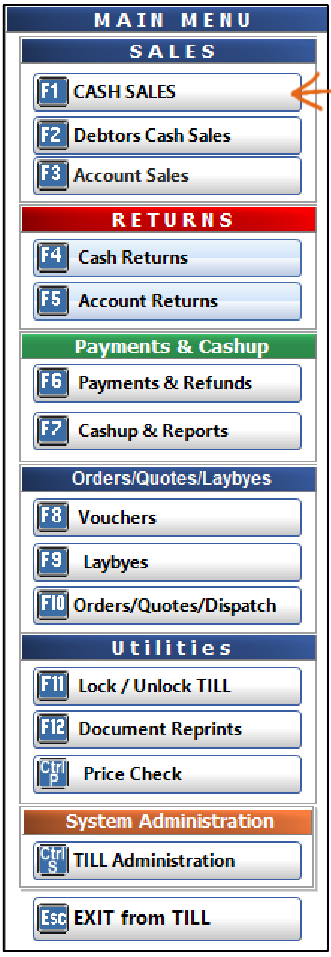
<u>Quick Scan – Dispatch Sales</u>

1. Open the **Genesis Till**

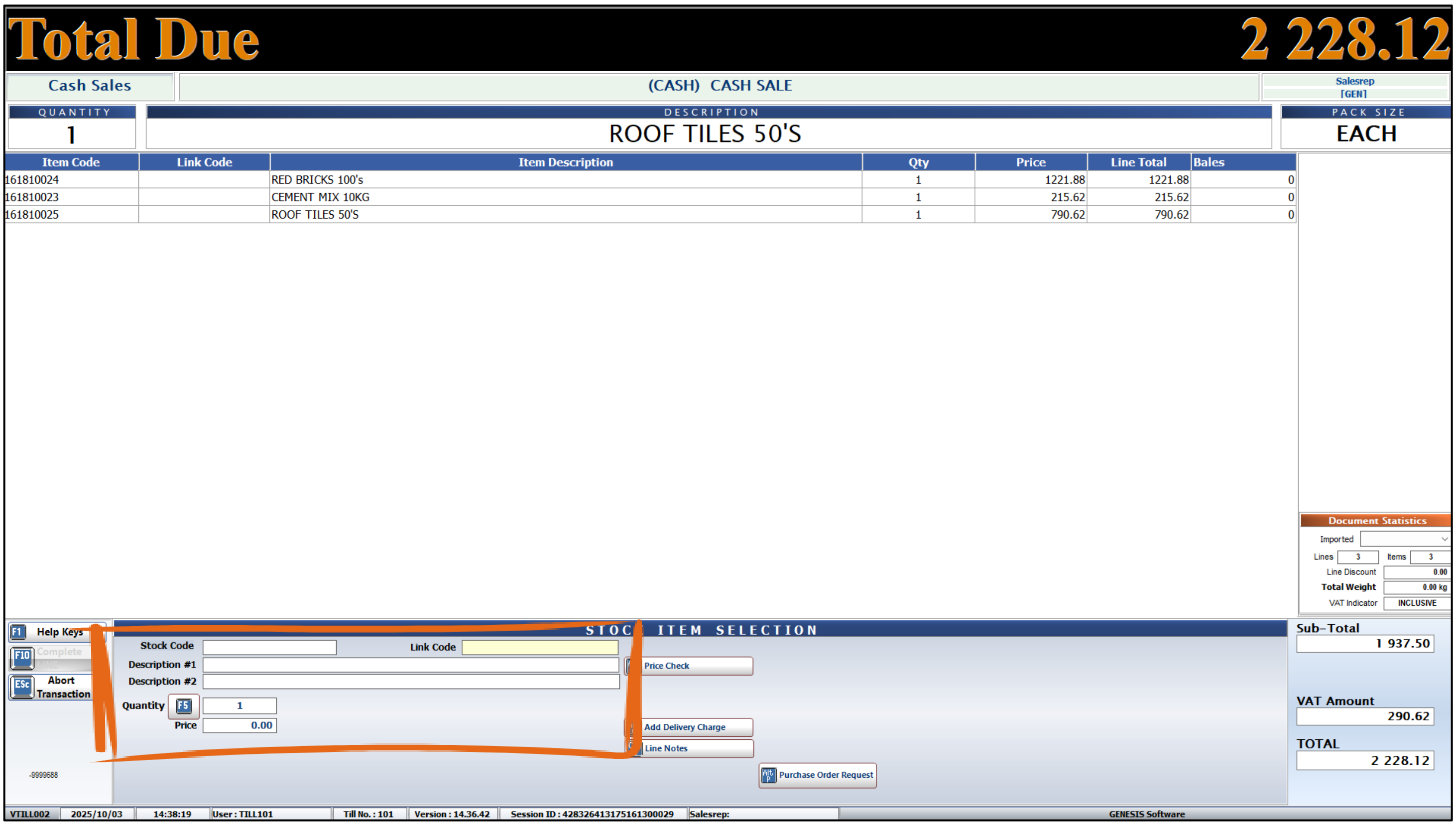
2. Type in your **User Code** and **Password**



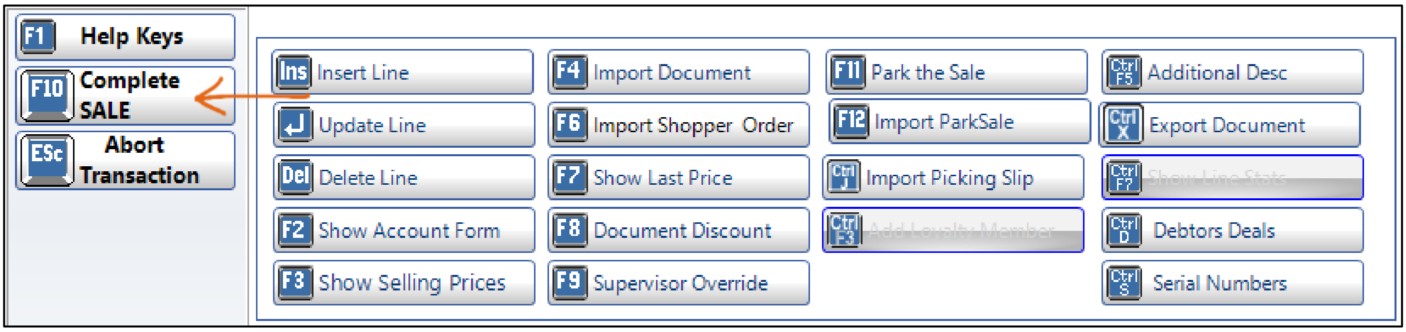
3. Once opened, you will be prompted to the below Sales menu. Click on the **Cash Sales** function.



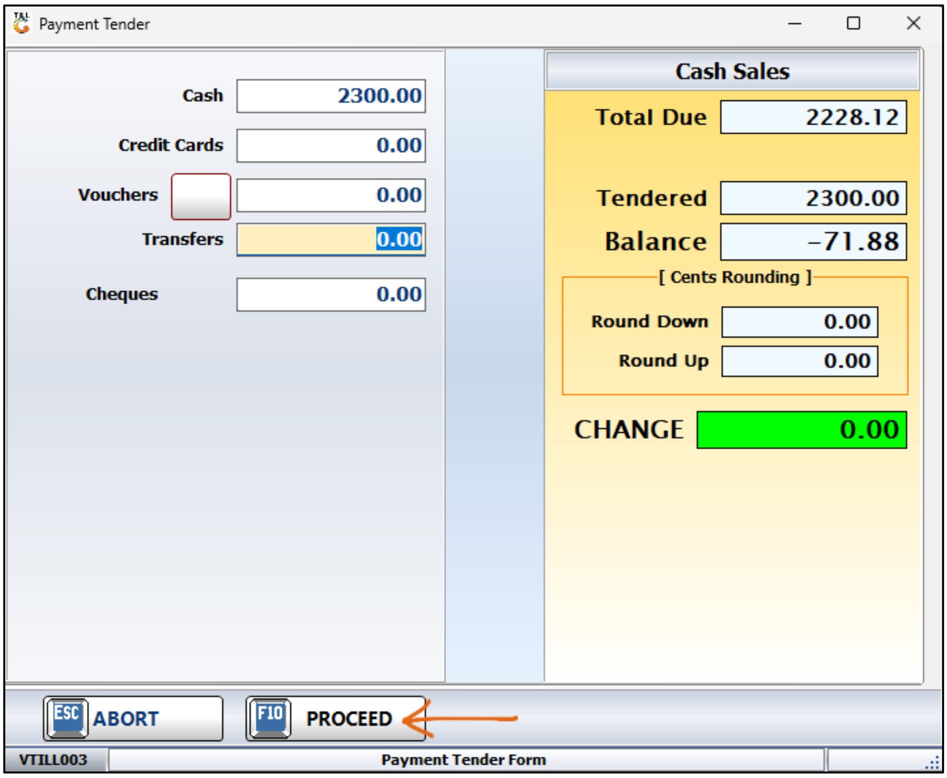
4. In the **Sales screen, capture the items** for your Dispatch Sale (*The Sale can include normal store item as well, that are not Dispatch item, only the items mark for Dispatching will show as Dispatchable once you process the Dispatch*)



5. Once you have captured all the items for the sale, **click on Complete Line and Complete Sale**

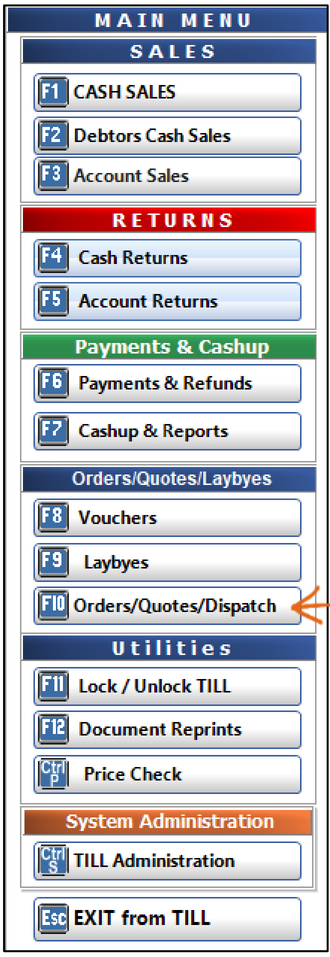


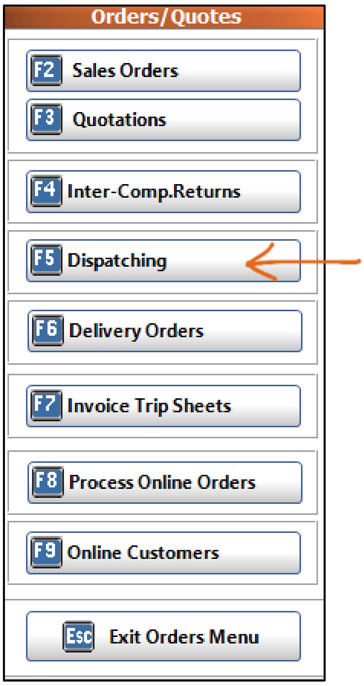
6. Complete the **Payment for the Sale**, click on **Proceed or F10 on your keyboard** to finalize the sale.



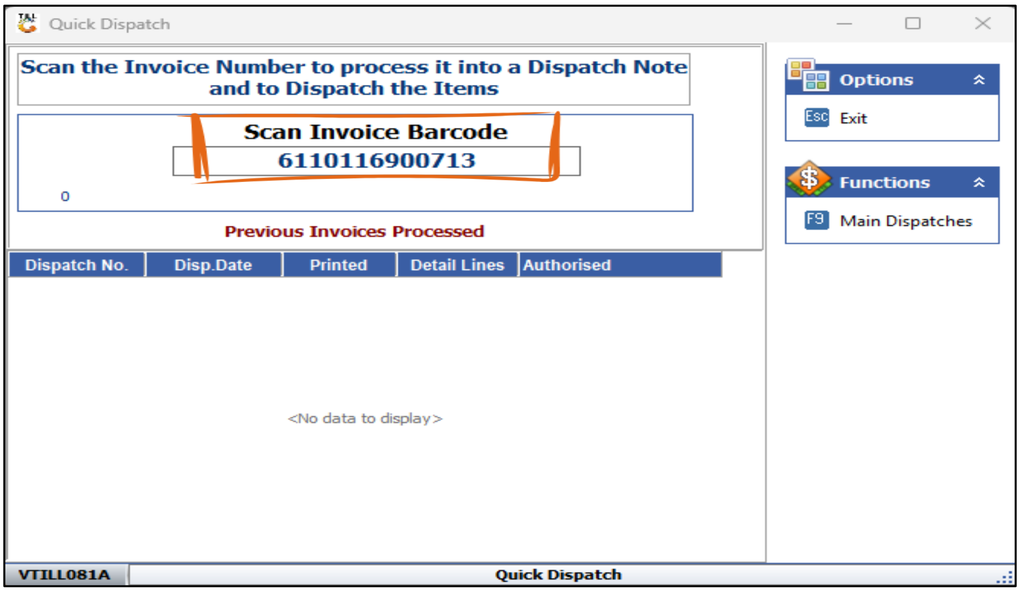
7. Once your payment is complete and your receipt prints, ensure the receipt has a Barcode strip at the bottom, this will be used to scan in the Invoice on the Quick Dispatching screen

8. Proceed back to the Main Sales Menu and select the Orders/Quotes/Dispatch option. On the side menu that opens, select the Dispatching option.

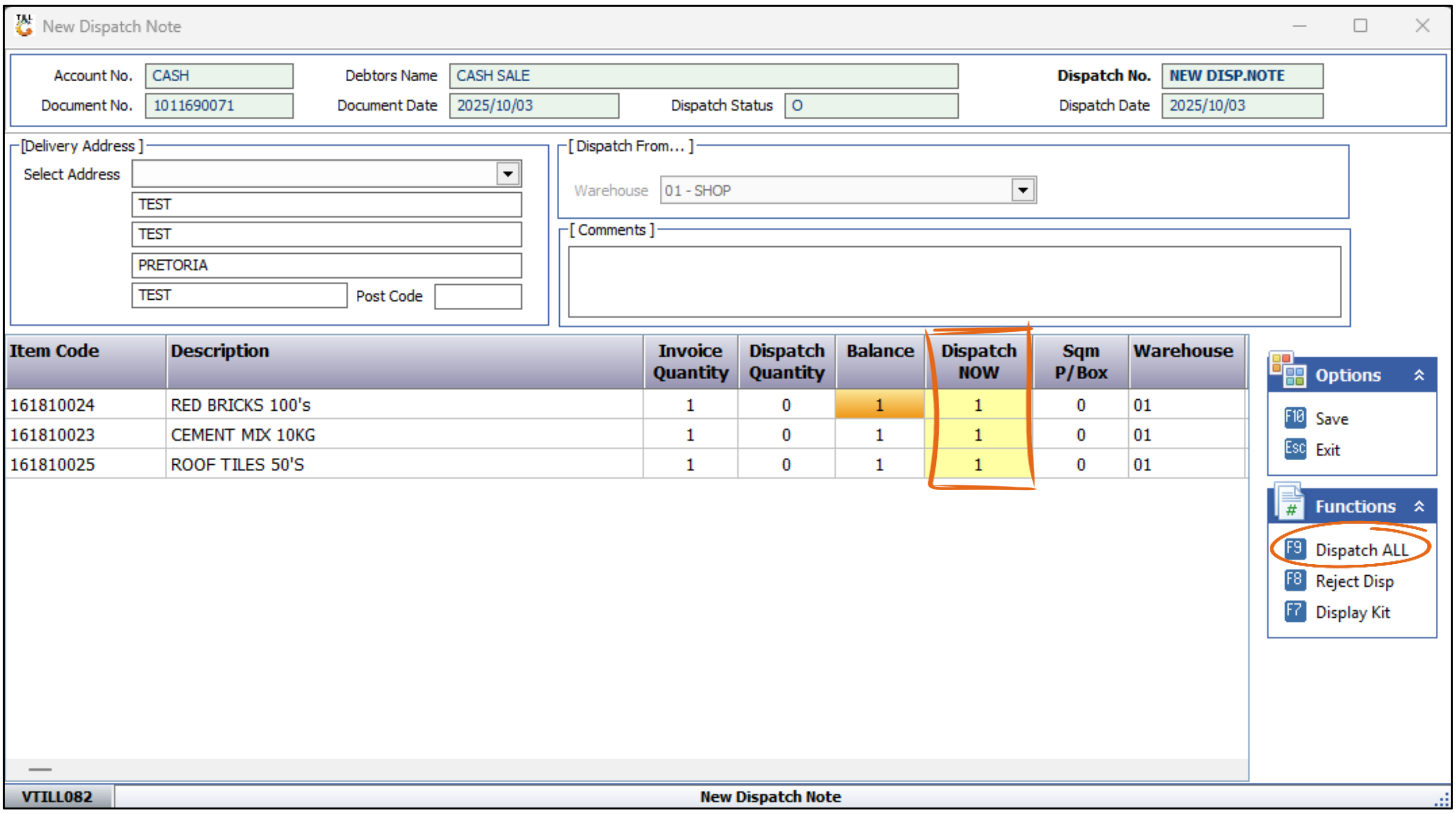




9. Once in the Dispatching function, scan the barcode of the Invoice into the Quick Dispatch screen and press enter.



10. Once the Invoice barcode has been scanned in, you will see the items available for Dispatch. You can either **choose to Dispatch All** or you can **manually input the quantities under the Dispatch NOW** column. This process can be repeated if some of the items are Dispatch at a later stage. The you can **Save to complete** the Dispatch Note.



11. After the **Dispatch is completed, a Dispatch Note will be printed** that can be signed off once the physical Stock is released. This is the final step in the Dispatching process.

DISPATCH NOTE

UNICO

Account : CASH
CASH SALE
Dispatch No.: 167900008
Invoice No. : 1011690071
Warehouse : 01 - MAIN WAREHOUSE
Date : 2025/10/03 15:34:20

Delivery Address:
TEST
TEST
PRETORIA
TEST

RED BRICKS 100's
Item Code : 161810024
DISPATCH NOW : 1

CEMENT MIX 10KG
Item Code : 161810023
DISPATCH NOW : 1

ROOF TILES 50'S
Item Code : 161810025
DISPATCH NOW : 1

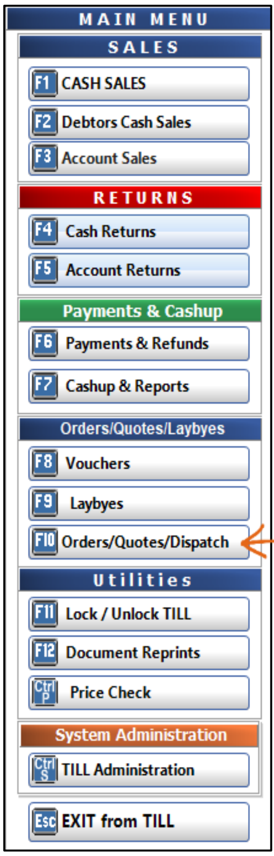
Lines Dispatched : 3

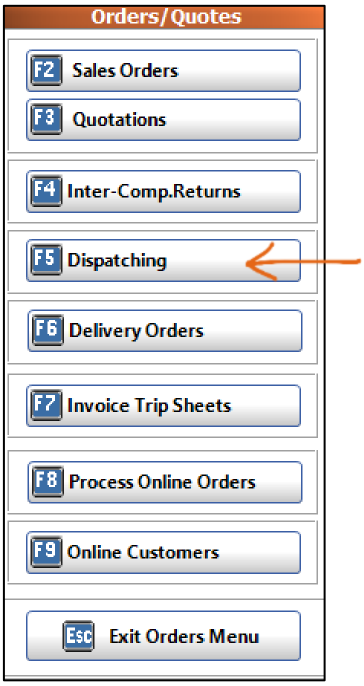
Dispatched By:______________________

Signature:__________________________

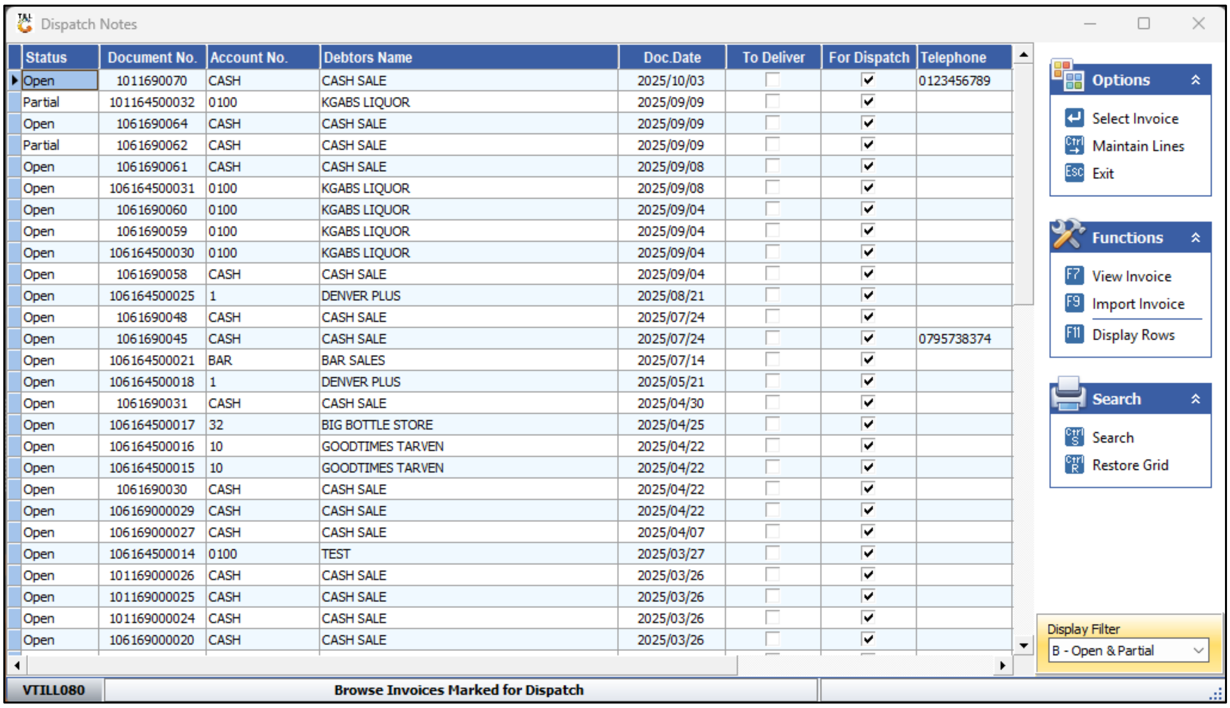
Main Dispatching (Without Scanning Invoice Barcode)

1. **Main Dispatching** has the **same process** as **Quick Dispatching (from step 1 to step 6)** except there is **no Invoice barcode scanning** required. Once the Sales has been completed, you will navigate to the **Main Sales menu again**, select **Orders/Quotes/Dispatch option** and then the **Dispatching option in the side menu**.

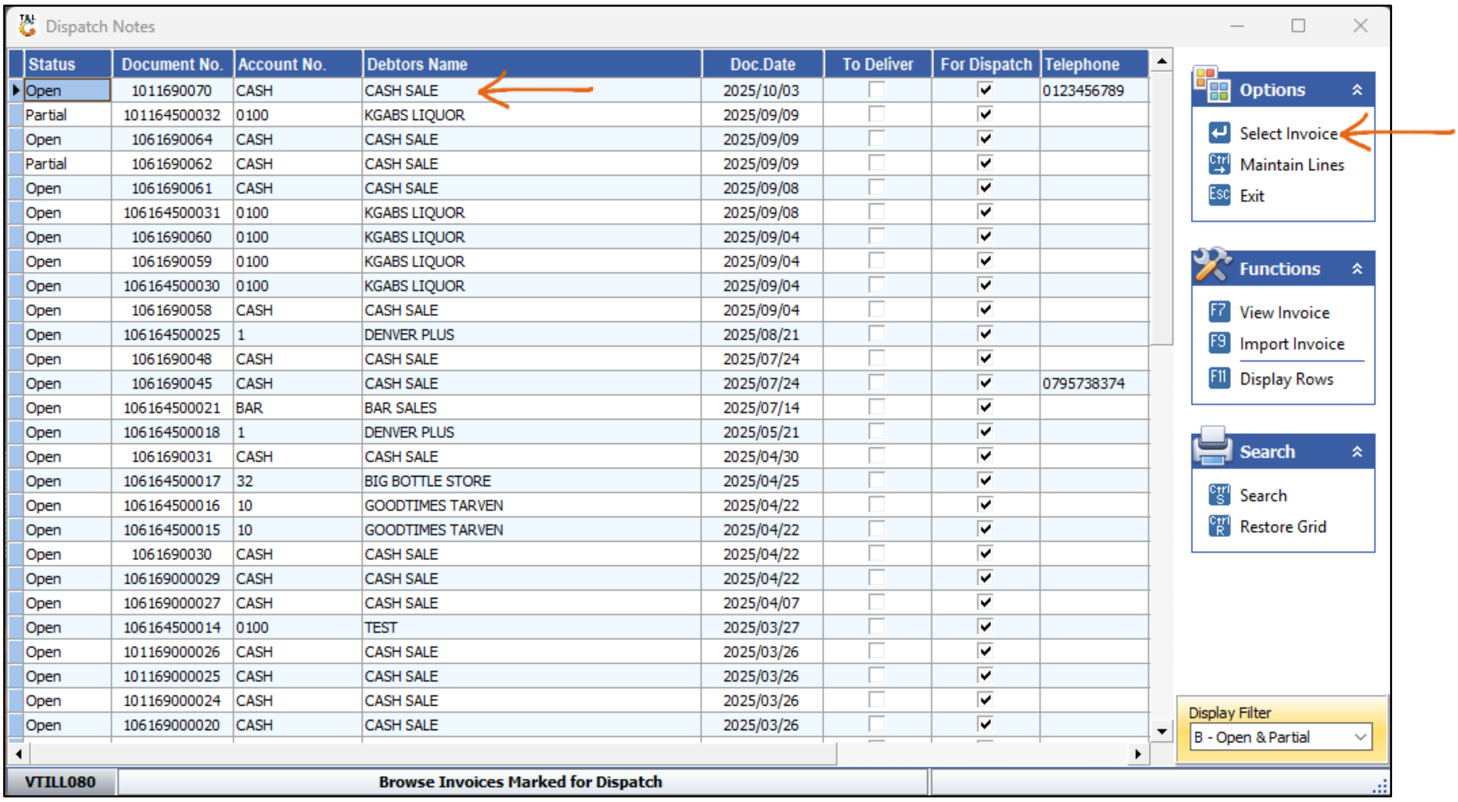




2. Once in the Dispatching option, the **Dispatch Notes screen** will appear, this shows all **Open/Partial Dispatch Invoices** available.

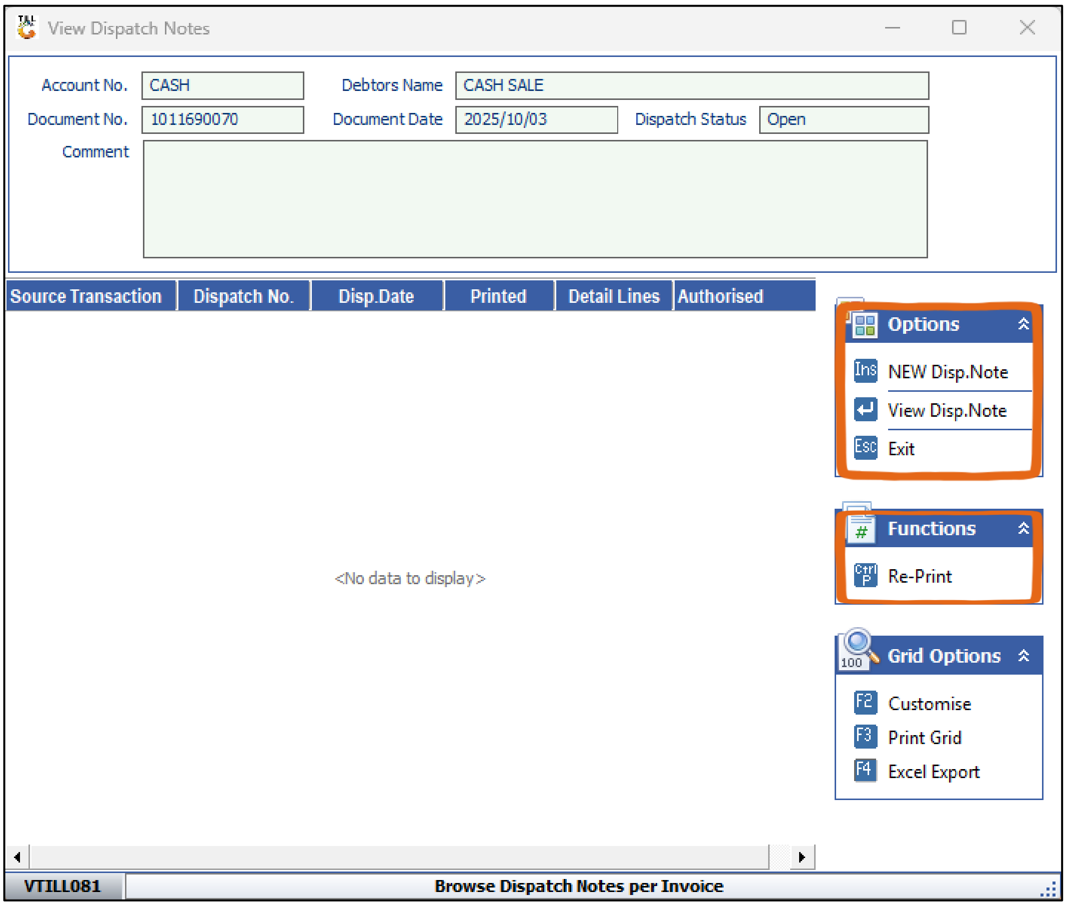


3. In the Dispatch Notes screen, **select the Invoice to be Dispatched** and click on Select invoice or press the Enter key on your Keyboard.

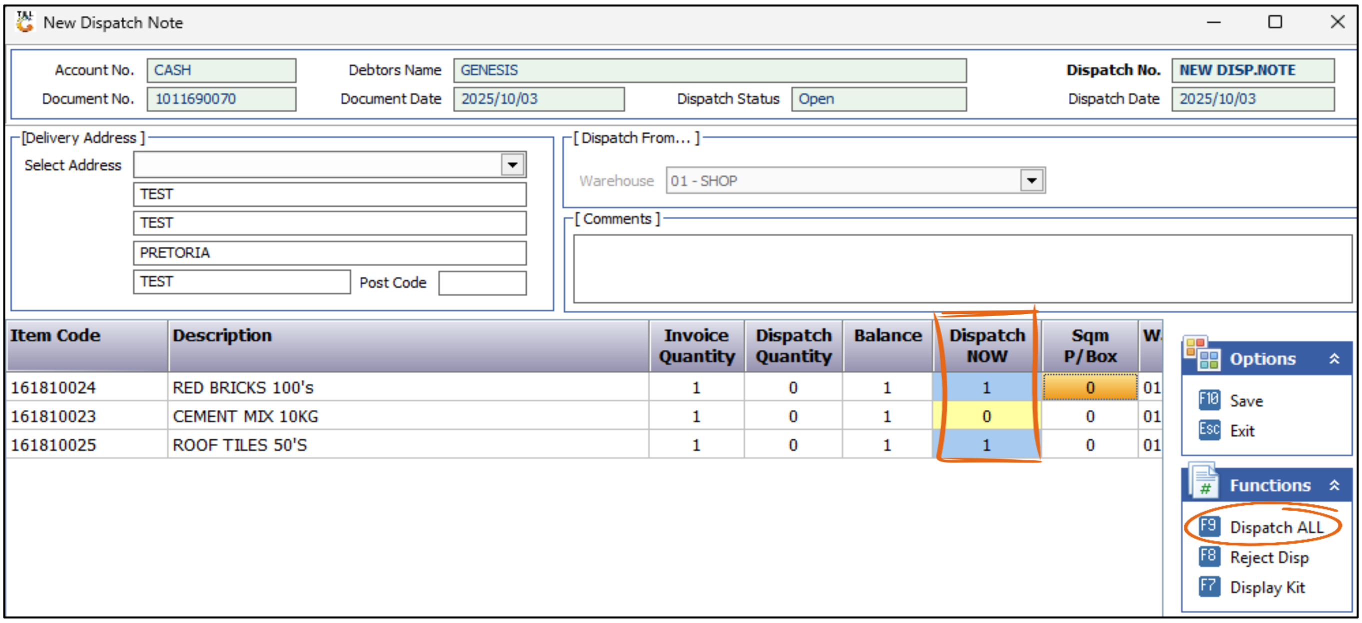


Status	Document No.	Account No.	Debtors Name	Doc.Date	To Deliver	For Dispatch	Telephone
Open	1011690070	CASH	CASH SALE	2025/10/03		✓	0123456789
Partial	101164500032	0100	KGABS LIQUOR	2025/09/09		✓	
Open	1061690064	CASH	CASH SALE	2025/09/09		✓	
Partial	1061690062	CASH	CASH SALE	2025/09/09		✓	
Open	1061690061	CASH	CASH SALE	2025/09/08		✓	
Open	106164500031	0100	KGABS LIQUOR	2025/09/08		✓	
Open	1061690060	0100	KGABS LIQUOR	2025/09/04		✓	
Open	1061690059	0100	KGABS LIQUOR	2025/09/04		✓	
Open	106164500030	0100	KGABS LIQUOR	2025/09/04		✓	
Open	1061690058	CASH	CASH SALE	2025/09/04		✓	
Open	106164500025	1	DENVER PLUS	2025/08/21		✓	
Open	1061690048	CASH	CASH SALE	2025/07/24		✓	
Open	1061690045	CASH	CASH SALE	2025/07/24		✓	0795738374
Open	106164500021	BAR	BAR SALES	2025/07/14		✓	
Open	106164500018	1	DENVER PLUS	2025/05/21		✓	
Open	1061690031	CASH	CASH SALE	2025/04/30		✓	
Open	106164500017	32	BIG BOTTLE STORE	2025/04/25		✓	
Open	106164500016	10	GOODTIMES TARVEN	2025/04/22		✓	
Open	106164500015	10	GOODTIMES TARVEN	2025/04/22		✓	
Open	1061690030	CASH	CASH SALE	2025/04/22		✓	
Open	106169000029	CASH	CASH SALE	2025/04/22		✓	
Open	106169000027	CASH	CASH SALE	2025/04/07		✓	
Open	106164500014	0100	TEST	2025/03/27		✓	
Open	101169000026	CASH	CASH SALE	2025/03/26		✓	
Open	101169000025	CASH	CASH SALE	2025/03/26		✓	
Open	101169000024	CASH	CASH SALE	2025/03/26		✓	
Open	106169000020	CASH	CASH SALE	2025/03/26		✓	

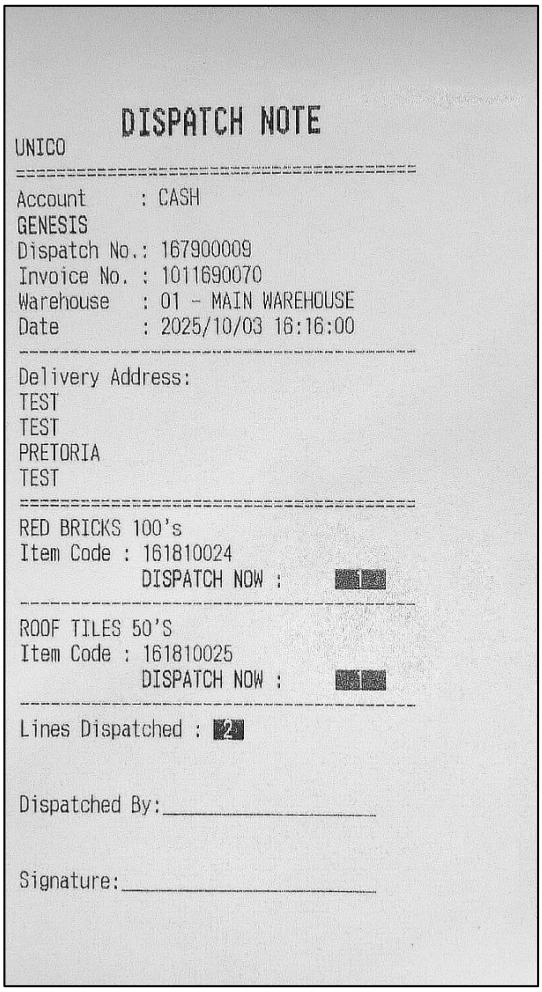
4. Once the Invoice has been selected, the **View Dispatch Notes screen will appear**, from this screen you can **create a New Disp. Note**, **View Dispatch notes** currently on the invoice or **reprint the previously done Dispatch Notes**.



5. Once you click on New Dispatch from the View Dispatch Notes screen, the New Dispatch note screen will appear, then you can either **choose to Dispatch All** or you can **manually input the quantities under the Dispatch NOW** column. This process can be repeated if some of the items are Dispatch at a later stage. Then you can **Save to complete** the Dispatch note.



6. After the **Dispatch is completed, a Dispatch Note will be printed** that can be signed off once the physical Stock is released. This is the final step in the Dispatching process.


DISPATCH NOTE
UNICO
==
Account : CASH
GENESIS
Dispatch No.: 167900009
Invoice No. : 1011690070
Warehouse : 01 - MAIN WAREHOUSE
Date : 2025/10/03 16:16:00

Delivery Address:
TEST
TEST
PRETORIA
TEST
==
RED BRICKS 100's
Item Code : 161810024
DISPATCH NOW : 1

ROOF TILES 50'S
Item Code : 161810025
DISPATCH NOW : 1

Lines Dispatched : 2

Dispatched By:____________________

Signature:____________________

This concludes the How to Guide for Dispatch Sales

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