



GENESIS
BY MRJ CONSULTANTS



How To Guide | Dispatch Sales

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Note: 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)

Stock Control : Stock Master Maintenance

Stock Code: 161810023 Description #1: CEMENT MIX 10KG

Stock Type: N - Normal Stock Item Description #2:

*Status: A - Active Pack Size: EACH Units/Pack: 1

Main Details Categories/Types Properties/Indicators Descriptions & Notes Selling Prices

Indicators Properties & Ledger Codes

Tile Item Properties

☐ Tile Item ☐ Activate Batch Tracking

Sqm per Box: 0 sqm

Tile Size:

Tile Grade:

Pieces per Box: 0

Weighted Case Properties

☐ Weighted Case Item

Weight Start Position: 0

Length of Weight String: 0

Divide Factor: 0 - divide by 1000

Scale Item Flags

Scale Type: N - Non-Scale Item

Price/Kg: N - Non Scale Item

☐ Verify Weight on Scale Tolerance: 0 %

Decimal Places

Quantity: 0

Cost Prices: 5

Selling Prices: 2

Customs & Surcharges

Customs Group:

Surcharge Rate: 0.00000 %

Baler Item

☐ Baler Item

Packs per Bale: 0

General Flags

Re-Order Type:

Frequency:

DC Item Ind.: N - Non-DC Item

Def.W/House:

NOTE Setting the above warehouse will force Sales, GRIs and other transactions to update this warehouse

Dispatch on Sales

☒ Dispatch Item *Auto-Create Dispatch Note for this Item On Sales

Dispatch Warehouse: 02 - YARD SALES

Create Pur/Order Request on Dispatch ☐

STK101 Stock Control Module : Stock Master Maintenance VIEW ONLY

Quick Scan - Dispatch Sales

1. Open the **Genesis Till**



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

Genesis Sales : Log-In

UNICO

GENESIS Retail Software

Version : 14.36.41

User Code

Password

Esc Cancel Proceed

VTILL900 GENESIS - TILL Module

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

MAIN MENU

SALES

- F1 CASH SALES
- F2 Debtors Cash Sales
- F3 Account Sales

RETURNS

- F4 Cash Returns
- F5 Account Returns

Payments & Cashup

- F6 Payments & Refunds
- F7 Cashup & Reports

Orders/Quotes/Laybies

- F8 Vouchers
- F9 Laybies
- F10 Orders/Quotes/Dispatch

Utilities

- F11 Lock / Unlock TILL
- F12 Document Reprints
- Ctrl P Price Check

System Administration

- Ctrl S TILL Administration

Esc EXIT from TILL

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)

Total Due 2 228.12

Cash Sales (CASH) CASH SALE Salesrep TGERH

QUANTITY	DESCRIPTION	PACK SIZE
1	ROOF TILES 50'S	EACH

Item Code	Link Code	Item Description	Qty	Price	Line Total	Bales
161810024		RED BRICKS 100's	1	1221.88	1221.88	0
161810023		CEMENT MIX 10KG	1	215.62	215.62	0
161810025		ROOF TILES 50'S	1	790.62	790.62	0

STOCK ITEM SELECTION

Stock Code: [] Link Code: [] Price Check: []

Description #1: []

Description #2: []

Quantity: [1] Price: [0.00]

Add Delivery Charge: []

Line Notes: []

Purchase Order Request: []

Document Statistics

Imported: []

Lines: [3] Items: [3]

Line Discount: [0.00]

Total Weight: [0.00 kg]

VAT Indicator: INCLUSIVE

Sub-Total 1 937.50

VAT Amount 290.62

TOTAL 2 228.12

VTILL002 2025/10/03 14:38:19 User: TILL101 TILL No.: 101 Version: 14.36.42 Session ID: 428326413175161300029 Salesrep: GENESIS Software

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

F1 Help Keys	Ins Insert Line	F4 Import Document	F11 Park the Sale	Ctrl F5 Additional Desc
F10 Complete SALE	↓ Update Line	F6 Import Shopper Order	F12 Import ParkSale	Ctrl X Export Document
Esc Abort Transaction	Del Delete Line	F7 Show Last Price	Ctrl J Import Picking Slip	Ctrl F7 Show Line State
	F2 Show Account Form	F8 Document Discount	Ctrl F3 Add Levels Member	Ctrl D Debtors Deals
	F3 Show Selling Prices	F9 Supervisor Override		Ctrl S Serial Numbers

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

Payment Tender	
Cash	2300.00
Credit Cards	0.00
Vouchers	0.00
Transfers	0.00
Cheques	0.00

Cash Sales	
Total Due	2228.12
Tendered	2300.00
Balance	-71.88
[Cents Rounding]	
Round Down	0.00
Round Up	0.00
CHANGE	0.00

ESC ABORT **F10 PROCEED**

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

TOTAL.....: 2228.12

Tendered Values :
Cash.....: 2300.00
Change Given.....: 71.88

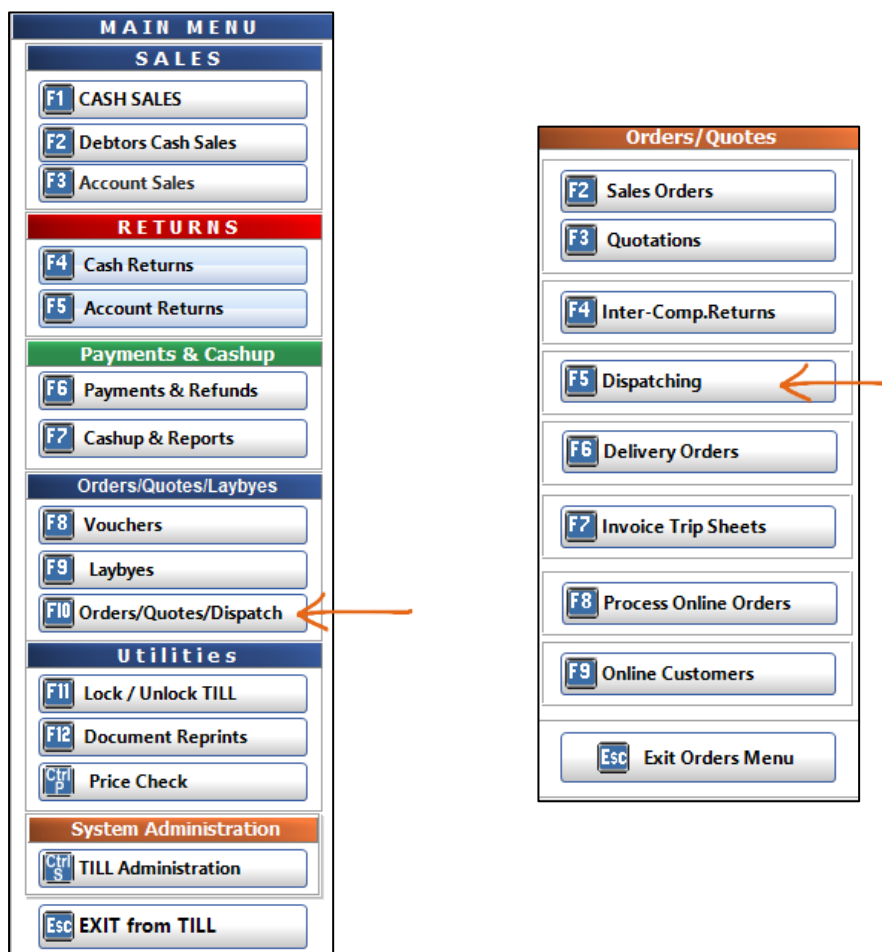
Total Items : *3*

Printed : 2025/10/03 : 14:54:42

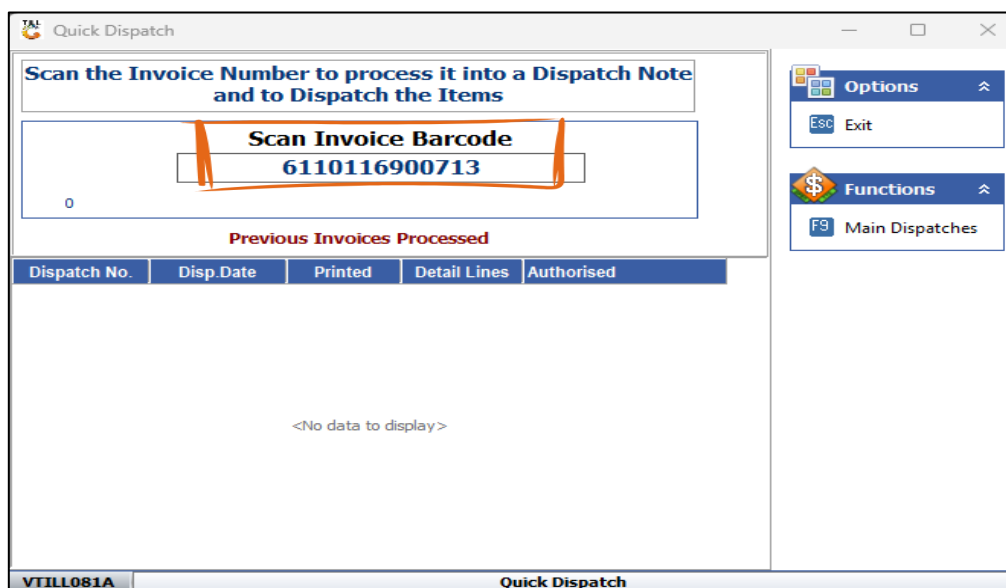
You have Lost : && c

[Barcode]

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.

New Dispatch Note

Account No. CASH Debtors Name CASH SALE Dispatch No. NEW DISP.NOTE
Document No. 1011690071 Document Date 2025/10/03 Dispatch Status 0 Dispatch Date 2025/10/03

[Delivery Address]
Select Address
TEST
TEST
PRETORIA
TEST Post Code

[Dispatch From...]
Warehouse 01 - SHOP

[Comments]

Item Code	Description	Invoice Quantity	Dispatch Quantity	Balance	Dispatch NOW	Sqm P/Box	Warehouse
161810024	RED BRICKS 100's	1	0	1	1	0	01
161810023	CEMENT MIX 10KG	1	0	1	1	0	01
161810025	ROOF TILES 50'S	1	0	1	1	0	01

Options
F10 Save
Esc Exit

Functions
F9 Dispatch ALL
F8 Reject Disp
F7 Display Kit

VTILL082 New 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

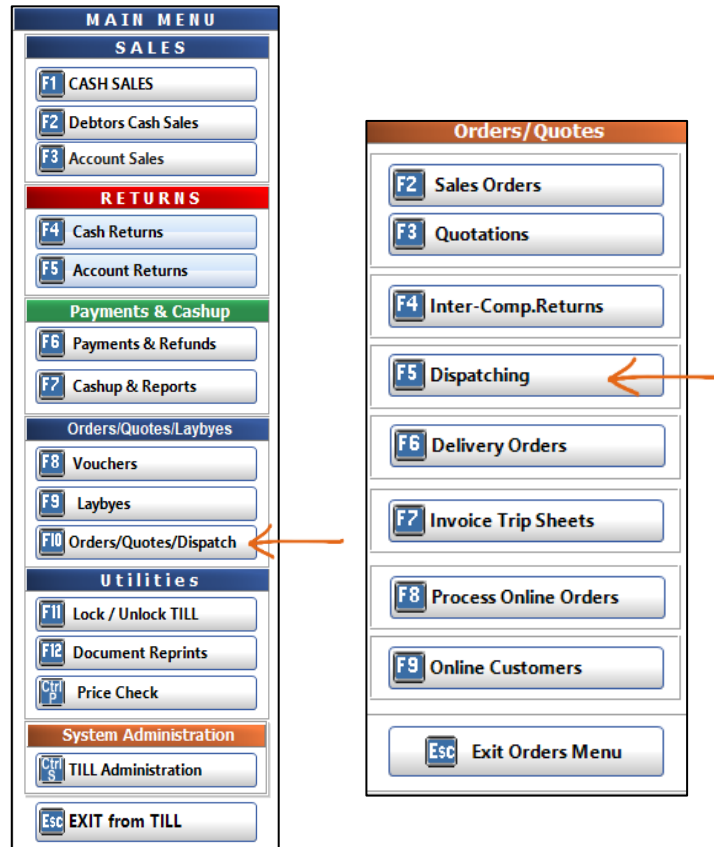
Lines Dispatched : 3

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.

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	☐	☒	

VTILL080 Browse Invoices Marked for Dispatch

Options: Select Invoice, Maintain Lines, Exit

Functions: View Invoice, Import Invoice, Display Rows

Search: Search, Restore Grid

Display Filter: B - Open & Partial

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.

Dispatch Notes

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	☐	☒	

Options

- Select Invoice
- Maintain Lines
- Exit

Functions

- F7 View Invoice
- F9 Import Invoice
- F11 Display Rows

Search

- Ctrl+S Search
- Ctrl+R Restore Grid

Display Filter

B - Open & Partial

VTILL080 Browse Invoices Marked for Dispatch

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**.

View Dispatch Notes

Account No. CASH Debtors Name CASH SALE

Document No. 1011690070 Document Date 2025/10/03 Dispatch Status Open

Comment

Source Transaction	Dispatch No.	Disp.Date	Printed	Detail Lines	Authorised
<No data to display>					

Options

- Ins NEW Disp.Note
- View Disp.Note
- Esc Exit

Functions

- Ctrl+P Re-Print

Grid Options

- F2 Customise
- F3 Print Grid
- F4 Excel Export

VTILL081 Browse Dispatch Notes per Invoice

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.

Item Code	Description	Invoice Quantity	Dispatch Quantity	Balance	Dispatch NOW	Sqm P/Box	W
161810024	RED BRICKS 100's	1	0	1	1	0	01
161810023	CEMENT MIX 10KG	1	0	1	0	0	01
161810025	ROOF TILES 50'S	1	0	1	1	0	01

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

VERSION:

1.29 - 2

UPDATED:

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BY: Colleen

COMMENTS: