



GENESIS
BY MRJ CONSULTANTS



How To Guide | Create Normal Stock Item

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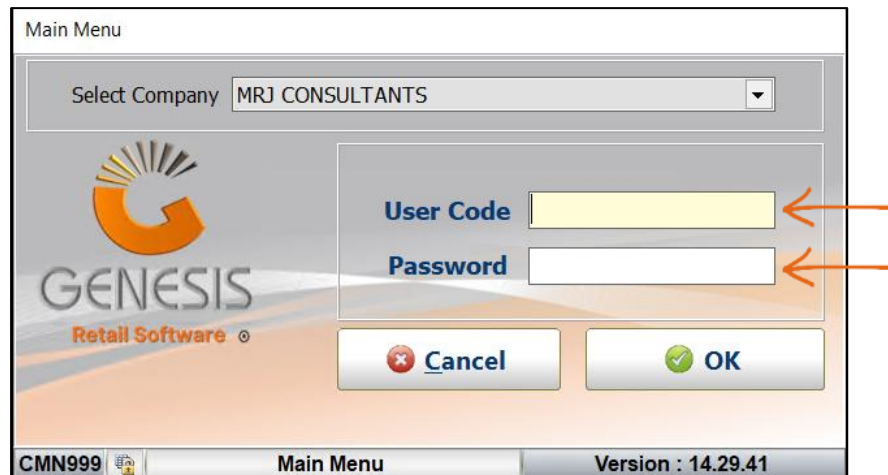
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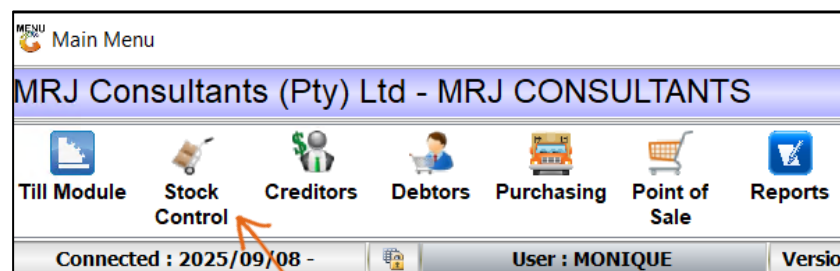
1. Open the **Genesis Menu**



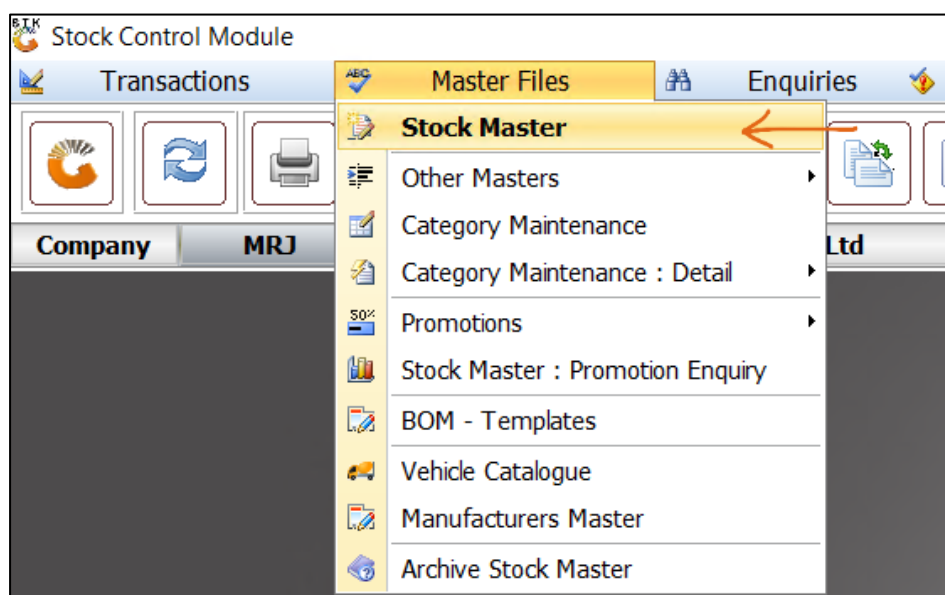
2. Type in the **User Code** and **Password**:



3. Click on the second icon – **Stock Control**



4. Once you have opened the Stock Control module, you then select **Master Files > Stock Master**



5. To add a new stock code – select **Add Item**

Stock Control : Stock Master Browse

StockCode	Description1	Onhand	Selling Exc	Selling Incl.	BarCode	Supplier	Dept
18511	Del Inspiron 3520: 12th Gen Intel Core i5-1235U	0	12320.43	14168.49		TAR001	Buy &
18594	Frogfoot Fiber 100/100 Mbps	0	8694.77	9998.99		SST001	001
19158	HP SMART TANK 530 WIRELESS ALL-IN-ONE PRINTER	0	4859.12	5587.99		TAR001	Buy &
19026	HP SMART TANK 750 3-1 WIFI AIO Printer	0	7499.12	8623.99		HPC001	Buy &
18680	LENOVO IDEAPAD 1 15.6IN FHD NOTEBOOK	0	12916.51	14853.99		TAR001	Buy &
17914	Lenovo IdeaPad 3 15ITL6 Core i7 Laptop Deal [82H8	0	11955.44	13748.75		EVE001	Buy &
19054	Lenovo Yoga C930- 13IKB 7 pro FAN	0	2409.99	2771.49		MRJ001	Buy &
18166	Morpho Access Sigma Lite Multi (1-500) BIO READER	0	10642.60	12238.99		SEN001	Buy &
18939	PERC H710 Mini Raid Battery	0	625.21	718.99		QUB001	Buy &
11822	(ACSP) Fusion SPLICE p/splice	0	225.00	258.75	ACSPSPICE	ACSP01	
15898	(ATS018T) 5V 3AMP UNIVERSAL EU PSU W/2.5/5.5 DC PL	1	262.25	301.59		LIN001	Buy &
19121	(Refurb) HiStone HK716 LUNA-X	0	12829.12	14753.49		MRJ001	Buy &
18171	*40GB + 40GB Telkom LTE Combo (HK Tombstones)	0	227.38	261.49		AXX001	ISP
17949	*40GB + 40GB Telkom LTE Combo (PosoNew)	1	227.17	261.25		AXX001	ISP
18510	*80GB + 80GB Telkom LTE Combo-HAM001	1	259.99	298.99		AXX001	ISP
16765	*90GB + 90GB MTN LTE Combo (Martin Erasmus)	0	357.61	411.25	90gbmartin	AXX001	
19578	[Pre-Owned]Dell Mini Tower i7-8TH GEN 8GB/240GB	0	5625.21	6468.99		COM002	Buy &
19577	[Pre-Owned]Lenovo ThinkCenter i5-8TH Gen 8GB/240GB	0	5000.43	5750.49		COM002	Buy &
19615	[TOUCHSCREEN] ASUS Expertbook B3 i7-1355U/16/512	0	18477.38	21248.99		EVE001	Buy &
18718	[TOUCHSCREEN] Dell Inspiron 14 7430 i5-1335U	0	24999.12	28748.99		EVE001	Buy &
18696	[TOUCHSCREEN] HP ENVY x360 2-in-1 13th Gen i7-135	0	29346.95	33748.99		EVE001	Buy &
18698	[TOUCHSCREEN] HP Envy x360 2-in-1 Laptop 14 Ultra7	0	32607.82	37498.99		EVE001	Buy &
19470	[TOUCHSCREEN] HP Spectre x360 2-in-1 Ultra 7-155H	0	0.00	0.00		EVE001	Buy &
18697	[TOUCHSCREEN] Lenovo IdeaPad Flex 5 i7-1355U	0	22825.21	26248.99		EVE001	Buy &
10367	0.5M CAT6 BLUE MOULDED LEAD	0	27.50	31.62			Buy &
17239	0.5M CAT6 MOULDED FLYLEAD - BLACK	2	21.25	24.44		LIN001	Buy &

Parent Items Restricted/Hold Item Kit Item [Ctrl-K] Empties Item

STK100 Stock Master Maintenance Records Displayed : 1000 Standard View

Options: Add Item, View / Update, Exit

Search: Stock Code, Description, Generic Desc., Department, Barcode, Alt.Barcode, Suppliers Code, Supplier Account, Variant, Categories, OEM Number

Right Click on Grid for Shortcut Menu

6. Depending on Company settings, a stock code will be Auto generated for you or you need to manually add a code – Add in Description1 and Description2 (*if required, this is an additional description block*)

- 6.1 Under the **Header Data** tab then following can be setup,
 - 6.1.1 The **Department, Sub-Dept** and **Supplier** can be allocated
 - 6.1.2 The **VAT Code** can we specified
 - 6.1.3 The **Barcode** of the item can be added
 - 6.1.4 A **Supplier Code** from your supplier to be inserted if provided

Stock Control : Stock Master Maintenance

Stock Code: Auto Generate [Rule: 1] Description #1: Description #2: Units/Pack: 1

Stock Type: N - Normal Stock Item *Status: A - Active Pack Size: EACH

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Header Data Costs Prices Rebates

Department Sub-Dept. Supplier Brand Sub-Brand

VAT Code: S Standard Rate ... 15 Barcode Supplier Code Buyer

Pack Sizes: Units/Case 1 Costs 0.00 Units/Palette 1 Costs 0.00 Pallet Quantity 0 Singles 1 Costs 0.00

Onhand Main W/H 0.00 Onhand (All W/H) 0.00 Sales Orders 0.00 on Laybye 0.00 In Transit (IBT) 0.00 Purchase Orders 0.00

NETT Available 0.00 Awaiting Dispatch 0.00 NETT On Floor 0.00 UnPacked 0.00 Damaged 0.00

Min/Max Level 0 0 Number of Variants 0 Belongs to Kits. 0

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

7. Under the **Categories / Types** tab the following can be setup,
 - 7.1 **Categories, Variant or Season (Fabric/Clothing related)** can be selected when creating stock *(If these are used by the company)*
 - 7.2 **Bin Location** can be allocated if Bins are used by the company

The screenshot displays the 'Stock Control : Stock Master Maintenance' window. The 'Categories/Types' tab is selected, showing a list of categories and properties. The 'Bin Location' section is also visible, with fields for 'Main / Picking Bin Location', 'Min. Qty in Binloc', 'Max. Qty in Binloc', and 'GRV Bin Location'. An 'Options' menu is open on the right with 'Save' and 'Exit' options. The status bar at the bottom shows 'STK101 Stock Control Module : Stock Master Maintenance' and a yellow 'ADD NEW ITEM' button.

8. Under the **Item Type Indicators** tab the following can be setup,
 - 8.1 **Security Indicators:**
 - 8.1.1 **Allow Negative Onhand** > This allows the item to be able to sell into a negative onhand value
 - 8.1.2 **Allow Returns** > This allows the item to be processed on Supplier Returns
 - 8.1.3 **Allow to Sell Below Cost** > This allows you to add a selling price that is lower than the current Cost value
 - 8.1.4 **Allow to Deal or Change Selling Price** > This allows users to be able to add the item onto Debtors Deals or amend the selling price at the Till point, only if the user has rights to amend selling price
 - 8.1.5 **Print GRV Label** > This allows the item's label to be printed from the GRV screen if the item was part of a GRV
 - 8.2 Item Indicators:
 - 8.2.1 **KVI Item** > Known Value Item, meaning all stores that trade with this item will have the same selling price
 - 8.2.2 **Pallet Item** > This indicates this stock code is only a Pallet item, this will also exclude the item from Discounts on a GRV's.
 - 8.2.3 **Airtime/Voucher Item** > This marks the item as a Value-Added Services item *(Only used if the company Sells Airtimes through BluLabel/R&A Cellular or Sells Vouchers, e.g. Gift Vouchers/Returns Vouchers)*
 - 8.2.4 **Serial Tracking Item** > This allows you to capture serial numbers for the item on GRV's, Invoicing and Returns

- 8.3 **Item Types** > This influences the reporting of the item, whether it displays on certain reports or not
- 8.4 **Dimensions** > This is used to specify the size and weight of the item if required
- 8.5 **Fabric Item Dimensions** > This it to mark the item as a Fabric/Clothing item as well the size and weight of the fabric item. Once the item is marked as we Fabric/Clothing item there will be another sub menu available where you can select/specify colour and sizing.

Stock Control: Stock Master Maintenance

Stock Code: Auto Generate [Rule: 3] Description #1: Description #2: Units/Pack: 1

Stock Type: N - Normal Stock Item *Status: A - Active Pack Size: EACH

Categories/Types Properties/Indicators Descriptions & Notes

Categories Item Type Indicators BEES Properties Dimensions Integration Flags

Security Indicators: ☒ *Allow Negative Onhand ☒ *Allow Returns ☐ *Allow to Sell Below Cost ☒ *Allow to Deal or Change Selling Price ☒ *Print GRV Label

[*] / Can be set as Default Parameters

Item Indicators: ☐ KVI Item ☐ TDSS Item ☐ Pallet Item ☐ Airtime / Voucher Item ☐ Serial Tracking Item ☐ Activate Linked Serial No.

Item Types: ☒ Sale Item ☒ Purchase Item ☒ Inventory Item ☒ Reporting Item

Dimensions: Length: 0.00 mm Breadth: 0.00 mm Height: 0.00 mm Weight: 0.000 kg Tare Weight: 0.000 kg

Fabric Item Dimensions: ☐ Fabric Item Grams / SQM: 0.00 g Width of Fabric: 0.00 sqm Grams / Meter: 0.00 g Core Weight: 0.000 g

Integration Flags: ☐ eCommerce Item ☐ Brand to Market Item ☐ Clicka Item ☐ BEES Item ☐ Integration Flag 04 ☐ Integration Flag 05 ☐ Integration Flag 06 ☐ Integration Flag 07 ☐ Integration Flag 08 ☐ Integration Flag 09 ☐ Integration Flag 10 ☐ Integration Flag 11 ☐ Integration Flag 12 ☐ Integration Flag 13 ☐ Integration Flag 14 ☐ Integration Flag 15

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

9. Under **Properties / Indicators**, you can setup the following,
- 9.1 **Tile Item Properties** > This is only used if the item is a Tile Item
- 9.2 **Weighted Case Properties** > This is if you want to active weight tracking on the item
- 9.3 **Scale Item Flags** > This is for scale weighted/prices items and only to be use if this item is weighed of priced on a Scale
- 9.4 **Decimal Places** > This is to set **Quantity decimals**, for example if the item is sold or received with 0.555kg quantities. **Cost Price decimals** if the cost price need cents values, for example R15.958c. **Selling price decimals** if you require cents values on the selling price, for example R15.99c.
- 9.5 **General Flags** > **Re-Order Type, Frequency, DC Item Ind.** – This is used for ordering purposes. **Def.W/House** – This is used if the item is only to be sold/received into and from a specified warehouse, if this is marked then **all Sales, Returns, GRV's and Supplier returns** will be **processed from the warehouse specified**.
- 9.6 **Dispatch on Sales** > This indicator is just to be used if the company uses Dispatching, this will mark the item as a Dispatch item and also indicate from which warehouse the item will be Dispatched. (**Please note that if an item is marked as a Dispatched Item, then you cannot allocate a Def.W/House to the item as well and only use the Dispatch Warehouse option**)

Image on next page ->

Stock Control : Stock Master Maintenance

Stock Code: Auto Generate [Rule: 3] Description #1: Description #2: Pack Size: EACH Units/Pack: 1

Stock Type: N - Normal Stock Item *Status: A - Active

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Indicators Properties & Ledger Codes

Tile Item Properties

☐ Tile Item ☐ Activate Batch Tracking

Sqm per Box: 0.000 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:

Decimal Places

Quantity: 0 Cost Prices: 5 Selling Prices: 2

Customs & Surcharges

Customs Group: Surcharge Rate: 0.00000 %

General Flags

Re-Order Type: Frequency: DC Item Ind.: N - Non-DC Item

Def.W/House:

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

Dispatch on Sales

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

Dispatch Warehouse: Create Pur/Order Request on Dispatch: ☐

Scale Item Flags

Scale Type: N - Non-Scale Item Sell by: 0 Days

Price/Kg: N - Non Scale Item Shelf Life: 0 Days

☐ Verify Weight on Scale Tolerance: 0 %

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

10. After all the tabs have been checked / completed, select the **Cost Price** tab under the **Main Details** tab to insert the Costs of the item (*Depending on Company setup, sometimes this is required before you are allowed to Save the item*)

Stock Control : Stock Master Maintenance

Stock Code: Auto Generate [Rule: 1] Description #1: Description #2: Pack Size: EACH Units/Pack: 1

Stock Type: N - Normal Stock Item *Status: A - Active

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Header Data Costs Prices Rebates

Cost Prices

Last Cost Excl.: 0.00 Last Cost Incl.: 0.00

Avg. Cost Excl.: 0.00 Avg. Cost Incl.: 0.00

Rebate Last.Excl.: 0.00 Rebate Avg.Excl.: 0.00

Nett.Last.Reb.Ex.: 0.00 Nett.Avg.Reb.Ex.: 0.00

Rebates (Off.Inv.): 0.00 % Rebates (Claimed): 0.00 %

Cost Code:

Buying Costs

Supplier List Excl.: 0.00 Supplier List Incl.: 0.00

Buying Cost Excl.: 0.00 Buying Cost Incl.: 0.00

Selling Price Calculated on Base

Base Cost Excl.: 0.00 Base Cost Incl.: 0.00

The Base Cost is derived from Suppliers Deal & Discounts and calculated at Purchase Order Time

Cost Calculation in BUY Units

Buy Item Code: Buy Item Units/Pack: 0

	per Buy.Cost	per Avg.Cost	per Last.Cost
Selling Incl.			
Cost Incl.			
Profit (Excl)			
GP%			
Rebates			
Net.Cost Incl.			
Net Profit (Excl)			
Net GP%			

[Last Received by (GRV)]

Supplier Acc.:

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

11. Once all details are filled in, click on the Save button to Save and add the item into the Stock Master (***If you are using Auto Generated Stock codes, once saving the item, on the confirmation screen, it will provide you with the new Stock code for the item you have created***)

Stock Control : Stock Master Maintenance

Stock Code: 161810022 Description #1: TEST ITEM
Stock Type: N - Normal Stock Item Description #2: TEST ITEM 3
*Status: A - Active Pack Size: EACH Units/Pack: 1

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Header Data Costs Prices Rebates

Cost Prices

Last Cost Excl.	15.00
Last Cost Incl.	17.25
Avg. Cost Excl.	15.00
Avg. Cost Incl.	17.25
Rebate Last. Excl.	0.00
Rebate Avg. Excl.	0.00
Nett. Last. Reb. Ex.	0.00
Nett. Avg. Reb. Ex.	0.00
Rebates (Off. Inv.)	0.00 %
Rebates (Claimed)	0.00 %
Cost Code	

Buying Costs

Supplier List Excl.	0.00
Supplier List Incl.	0.00
Buying Cost Excl.	15.00
Buying Cost Incl.	17.25

Cost Calculation in BUY Units

	per Buy. Cost	per Avg. Cost	per Last. Cost
Selling Incl.			

System Message

Stock Item ADDED
NEW Stock Code : 161810022

Close

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

This concludes the How to Guide for Creating a Normal Stock Item

VERSION:

2.1 - 2

UPDATED:

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BY: Colleen

COMMENTS: