



GENESIS
BY MRJ CONSULTANTS



How To Guide | Basic Stock Receiving (GRV)

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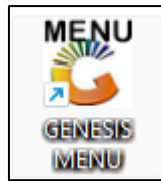
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1. Open the **Genesis Menu**



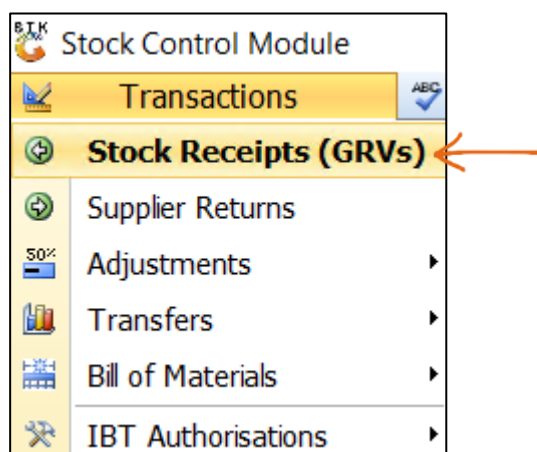
2. Type in the **User Code** and **Password**:

A screenshot of the "Main Menu" login window. The window has a title bar "Main Menu". Inside, there's a "Select Company" dropdown menu with "UNICO" selected. Below this is the "GENESIS Retail Software" logo. To the right of the logo are two input fields: "User Code" (highlighted in yellow) and "Password". Two orange arrows point to these fields from the right. Below the input fields are two buttons: "Cancel" (with a red 'X' icon) and "OK" (with a green checkmark icon). At the bottom of the window, there's a status bar with "CMN999" on the left, "Main Menu" in the center, and "Version : 14.36.45" on the right.

3. On the **Main Menu** open the **Stock Control** module



4. Once in **Stock Control Module** navigate to the **Transactions** tab, then click on Stock Receipts (GRVs)



5. Select **New GRV** under Options menu on your right to start the GRV.

Status	Account	Creditor Name	GRV Date	GRV.No.	Supp.Doc.No	Supp.Total (Incl)	GRV Total (Incl)	Doc.Re

6. Select the applicable **Creditor's name** or **Account No** for the GRV.

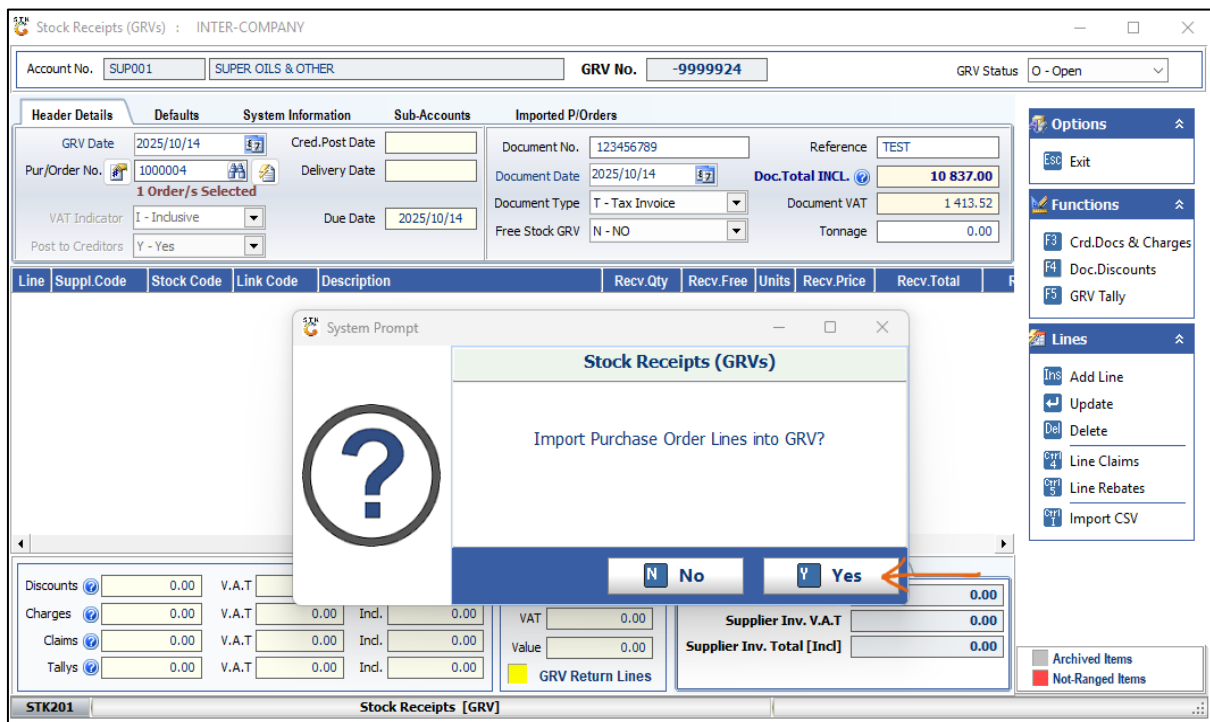
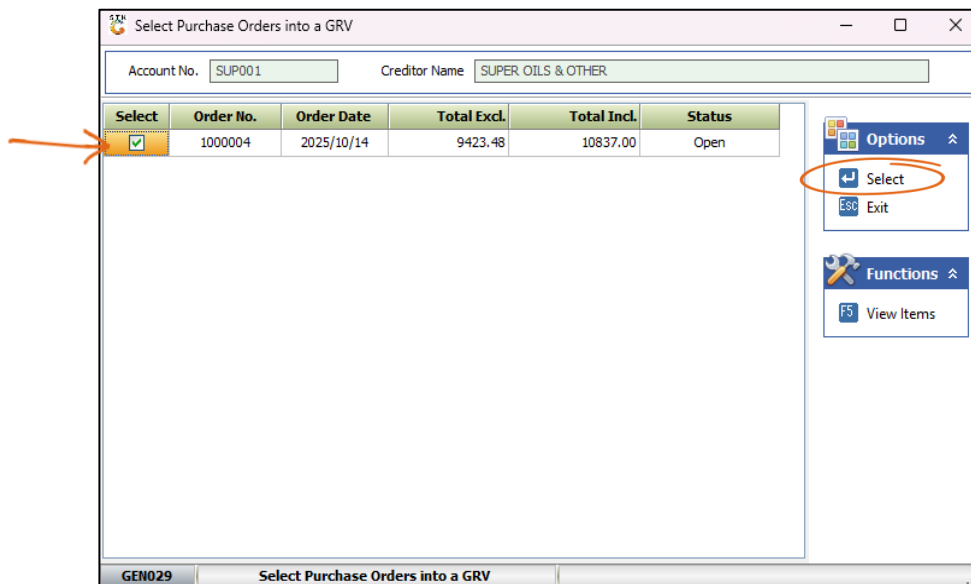
Account No.	Creditor Name	Telephone	Fax No.	Contact Person	Status
PED001	PEDIGREE (PTY) LTD	0135003002			Open
PUP001	PUP OUTFITTERS cc				Open
SUP001	SUPER OILS & OTHER				Open
WIS001	WISKAS (PTY) LTD				Open

7. The **GRV screen** will appear – The GRV can be captured in 2 ways, you can import a Purchase Order into the GRV or manually capture the GRV lines.
In the GRV screen type in all the necessary information that you have on your creditor invoice – **GRV Date / PurOrder No (if applicable) / Document No / Document date / Reference / Doc total INCL**

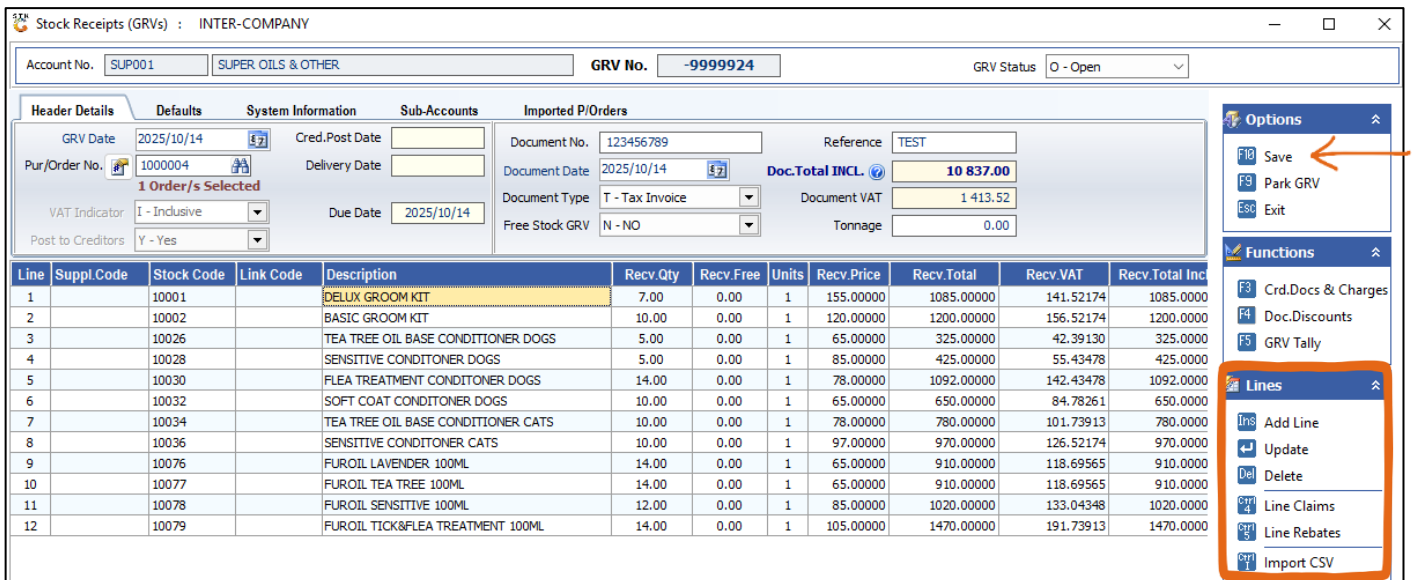
7.1 Option 1: Import Purchase Order

- a. You can Import the Purchase order by clicking on the “binoculars”, selecting the relevant Purchase Order for this GRV and ticking the box for the PO to import

Line	Suppl.Code	Stock Code	Link Code	Description	Recv.Qty	Recv.Free	Units	Recv.Price	Recv.Total
<No data to display>									



- b. After importing the Purchase Order into the GRV, you can now double check your imported lines to ensure the values imported matches the values on the supplier invoice and these lines can be amended if needed.



7.2 Option 2: Manually Capture GRV Lines

- a. If you are not importing a Purchase Order into your GRV, then you can follow the instructions from Step 7 at the start and in the GRV screen type in all the necessary information that you have on your creditor invoice – **GRV Date / Document No / Document date / Reference / Doc total INCL**

Stock Receipts (GRVs) : INTER-COMPANY

Account No. PUP001 PUP OUTFITTERS cc GRV No. -9999922 GRV Status

Header Details Defaults System Information Sub-Accounts Imported P/Orders

GRV Date 2025/10/14 Cred.Post Date Pur/Order No. 0 Delivery Date VAT Indicator I - Inclusive Due Date 2025/10/14 Post to Creditors Y - Yes

Document No. 123456788 Reference TEST2 Document Date 2025/10/14 Doc.Total INCL. 0.00 Document Type T - Tax Invoice Document VAT 0.00 Free Stock GRV N - NO Tonnage 0.00

Line	Suppl.Code	Stock Code	Link Code	Description	Recv.Qty	Recv.Free	Units	Recv.Price	Recv.Total
<No data to display>									

- b. Once the Header information has been completed, click on the option Add Line to add a stock item into the GRV.

Stock Receipts (GRVs) : INTER-COMPANY

Account No. PUP001 PUP OUTFITTERS cc GRV No. -9999922 GRV Status O - Open

Header Details Defaults System Information Sub-Accounts Imported P/Orders

GRV Date 2025/10/14 Cred.Post Date Pur/Order No. 0 Delivery Date VAT Indicator I - Inclusive Due Date 2025/10/14 Post to Creditors Y - Yes

Document No. 123456788 Reference TEST2 Document Date 2025/10/14 Doc.Total INCL. 0.00 Document Type T - Tax Invoice Document VAT 0.00 Free Stock GRV N - NO Tonnage 0.00

Line	Suppl.Code	Stock Code	Link Code	Description	Recv.Qty	Recv.Free	Units	Recv.Price	Recv.Total
<No data to display>									

Options

- F10 Save
- F9 Park GRV
- Esc Exit

Functions

- F3 Crd.Docs & Charges
- F4 Doc.Discounts
- F5 GRV Tally

Lines

- Ins Add Line
- ← Update
- Del Delete
- Ctrl+4 Line Claims
- Ctrl+5 Line Rebates
- Ctrl+I Import CSV

Discounts 0.00 V.A.T 0.00 Ind. 0.00 [Returns] No. of Lines 0 Received Totals Supplier Doc Totals Supplier Inv. Total [Excl.] 0.00

- c. Type in the Stock code or search for the stock item using the blue question mark, add in the Quantity, Cost price and enter through the lines to complete adding in the Stock item. This step can be repeated to ensure all items are added into the GRV.

Stock Receipts : GRVs - Line Maintenance

Stock Code: 10087 ? Link Code: GRV Line Number: 1

Description #1: CLIPPER COMB ASSORTED
Description #2:

Receive Values		Invoice Values	
Quantity	15.00	Quantity	15.00
Free Quantity	0.00	Free Quantity	0.00
Price Ind.	390.00000	Price Ind.	390.00000
Discount Ind.	0.00000	Discount Ind.	0.00000
VAT	763.04348	VAT	763.04348
Total Ind.	5 850.00000	Total Ind.	5 850.00000
Doc. Discount	0.00000	Doc. Charges	0.00000
Net. Cost Ind.	390.00000	Net. Cost Ind.	390.00000

GRV Line Stats

Onhand: 7.00
Price Excl.: 424.35
Price Ind.: 488.00

[Purchase Order Values]

Order No.: 0 Line No.: 0
Price: 0.00000 Discount: 0.00000
Quantity: 0.00 Balance: 0.00
Free Qty.: 0.00 Received: 0.00

VAT Rate: 15.00 % Supplier Code:
Weight: 0.00 Kg SQM/Box: 0
Units: 1 Pack Size: EACH

[Tally Claims] [Costs Inclusive]

Line Tally: 0.00 Buying Cost: 390.00000 Last Cost: 390.00000
Doc. Tally: 0.00 Average Cost: 389.99999 Supplier List: 0.00000

Options: F10 Save, Esc Exit
Functions: F9 NOT Ordered Line
Enquiries: F2 Selling Prices, F3 Line Discounts, F4 Claims, F5 Line Rebates, F7 Order Lines, F8 Line Tally Claims

8. Once all lines have been checked/captured on your GRV, you can save your GRV.

Stock Receipts (GRVs) : INTER-COMPANY

Account No.: PUP001 PUP OUTFITTERS cc GRV No.: -9999922 GRV Status: O - Open

Header Details GRV Date: 2025/10/14 Cred. Post Date:
Pur/Order No.: 0 Delivery Date:
VAT Indicator: I - Inclusive Due Date: 2025/10/14
Post to Creditors: Y - Yes

Imported P/Orders Document No.: 123456788 Reference: TEST2
Document Date: 2025/10/14 Doc. Total INCL.: 5 850.00
Document Type: T - Tax Invoice Document VAT: 763.04
Free Stock GRV: N - NO Tonnage: 0.00

Line	Suppl. Code	Stock Code	Link Code	Description	Recv Qty	Recv Free	Units	Recv Price	Recv Total
1		10087		CLIPPER COMB ASSORTED	15.00	0.00	1	390.00000	5850.00000

Options: F10 Save, F9 Park GRV, Esc Exit
Functions: F3 Crd. Docs & Charges, F4 Doc. Discounts, F5 GRV Tally
Lines: Ins Add Line, Update, Del Delete, Line Claims, Line Rebates, Import CSV
Archived Items: Not-Range Items

Discounts: 0.00 V.A.T: 0.00 Ind.: 0.00
Charges: 0.00 V.A.T: 0.00 Ind.: 0.00
Claims: 0.00 V.A.T: 0.00 Ind.: 0.00
Tallies: 0.00 V.A.T: 0.00 Ind.: 0.00

Returns: No. of Lines: 0 VAT: 0.00 Value: 0.00
GRV Return Lines

Received Totals Supplier Doc Totals
Supplier Inv. Total [Excl.]: 5 086.96
Supplier Inv. V.A.T: 763.04
Supplier Inv. Total [Incl.]: 5 850.00

STK201 Stock Receipts [GRV]

Note: A GRV can also be "Parked" using the F9 – Park GRV function, this can be used for when the GRV lines have not been completely captured but needs to be "saved" onto the system to be completed later.

9. Please ensure that your **Doc.Total INCL** and **Supplier Inv. Total [Incl]** are the same, once this is confirmed you can proceed with Authorizing the GRV.

Status	Account	Creditor Name	GRV Date	GRV No.	Supp.Doc.No	Supp.Total (Incl)	GRV Total (Incl)	Doc.Ref
GRV Open	PUP001	PUP OUTFITTERS cc	2025/10/14	1000005	123456788	5 850.00	5 850.00	TEST2
GRV Open	SUP001	SUPER OILS & OTHER	2025/10/14	1000004	123456789	10 837.00	10 837.00	TEST

10. Once the Authorization of the GRV has been confirmed, the Post to Creditors screen should open. On this screen you can confirm the posting values, dates and other information and then click on the F10 – Post Creditor option to post the GRV to the Creditor account.

Account No: PUP001, PUP OUTFITTERS cc
Main Account: PUP001
Doc.Reference: TEST2
Supp.Doc.Date: 2025/10/14
GRV No: 1000005, Txan.Type: STKGRV, Supp.Doc.No: 123456788
GRV Date: 2025/10/14, Posting Date: 2025/10/14, Payment Due Date: 2025/10/14
Description: G.R.V. (Stock Receipts)

[GRV Totals]
Amount Excl. 5 086.96
Amount Incl. 5 850.00
V.A.T Amount 763.04
Document VAT Rate 15.00 %

[Supplier Doc.Totals]
Amount Excl. 5 086.96
Amount Incl. 5 850.00
V.A.T Amount 763.04
Doc.Disc.Incl 0.00
Doc.Charges.Incl 0.00

[Rebate Summary]
Total Rebates Excl. 0.00
Total Rebates Incl. 0.00

[Claim Summary]
Total Claims Excl. 0.00
Total Claims Incl. 0.00

This concludes the How to Guide for Basic Stock Receiving (GRV)

VERSION:

2.27 - 2

UPDATED:

DATE: 2025/10/2

BY: Colleen

COMMENTS: