



GENESIS
BY MRJ CONSULTANTS



How To Guide | Pack Size Creation



+27 12 111 7777
+27 12 654 0300



Bondev Office Park, 140 Cattle Egret Rd,
Eldoraigne, Centurion, 0157



www.genesis-software.co.za



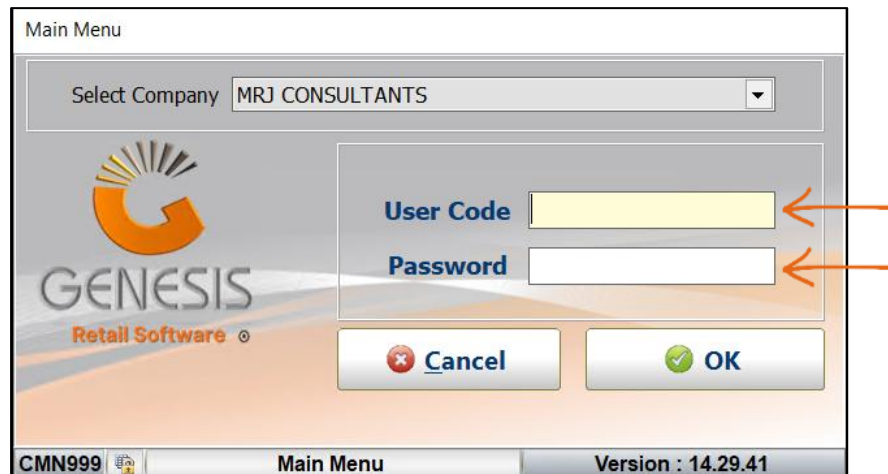
sales@mrj.co.za



1. Open the **Genesis Menu**



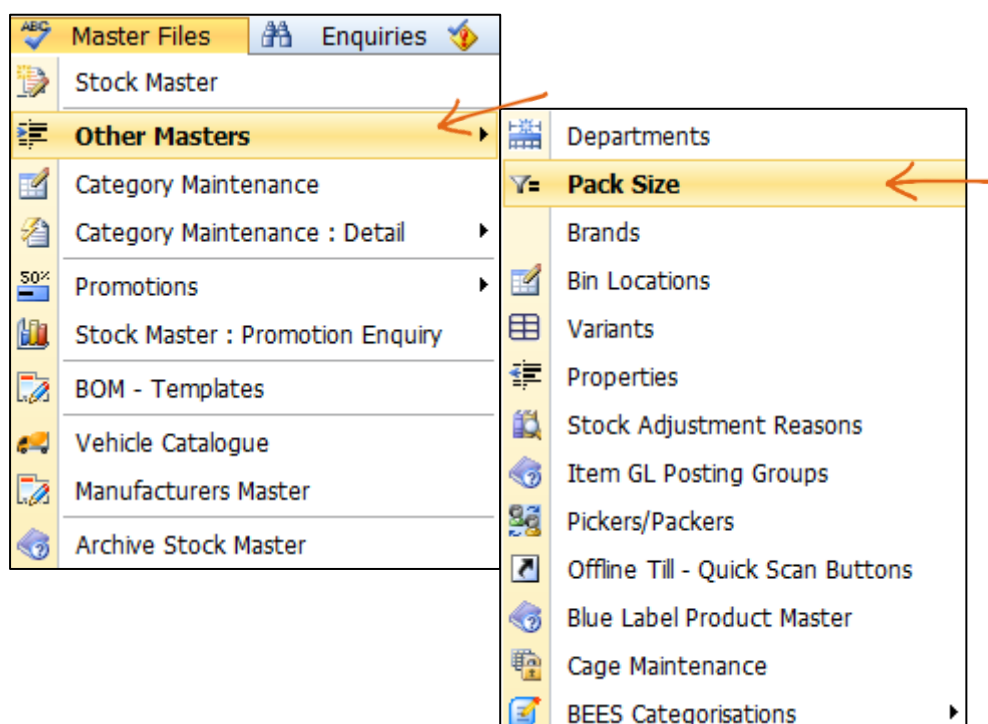
2. Type in the **User Code** and **Password**:

A screenshot of the "Main Menu" login window. At the top, there's a "Select Company" dropdown menu with "MRJ CONSULTANTS" selected. Below this is the "GENESIS Retail Software" logo. To the right of the logo are two input fields: "User Code" and "Password". Two orange arrows point to these fields from the right. Below the input fields are "Cancel" and "OK" buttons. At the bottom, a status bar shows "CMN999", "Main Menu", and "Version : 14.29.41".

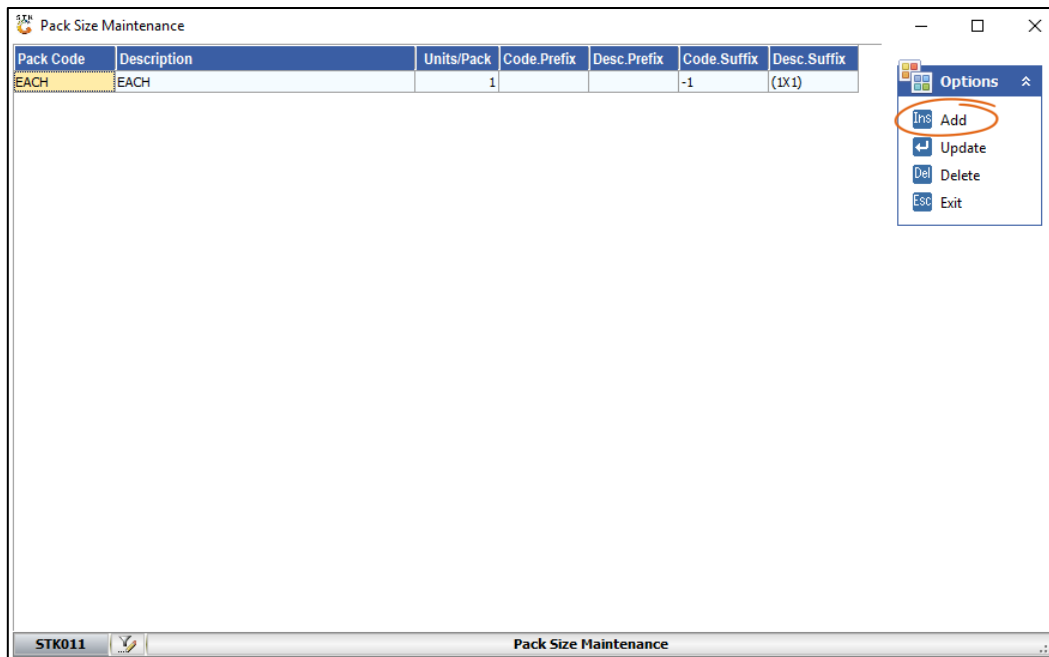
3. Click on the **Stock Control** icon



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

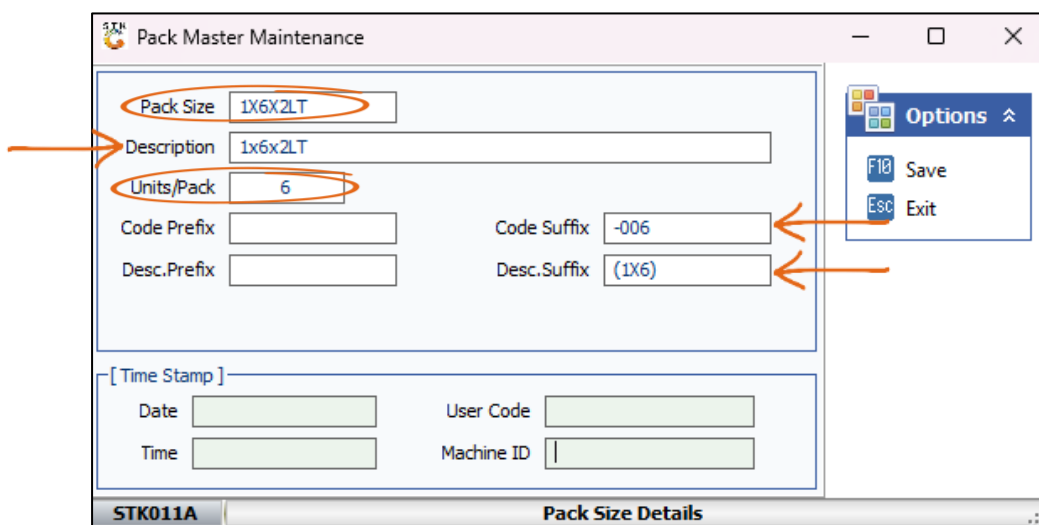


5. In the Pack Size Maintenance screen, click on the **Add option** to create a new pack size



6. For the **Pack Size**, the following needs to be set up,

- 6.1 **Pack Size** > This is how your **pack size will be displayed** on your stock items. **For example**, if you are selling a six pack of 2lt Coca-Cola, your pack size can be created as follows, **1x6x2lt** > This indicates it is 1 pack of 6 bottles and it contains 2lt bottles of Coca-Cola.
- 6.2 **Description** > This would be to indicate what the **Pack contains as the name** of the pack size. **For example**, **6pack of 2lt** or you can use the **Pack Size such as 1x6x2lt** for the **description** as well.
- 6.3 **Units/Pack** > This is very **important to indicate** on your pack size, this **determines how much stock will be deducted from your stock onhand** once the item is sold, **especially when using Parent/Child items** where the stock item has **more than 1 pack size to be sold in**. **For example**, this item's **units will be 6** as I am selling **6 bottles of coke** in my pack.
- 6.4 **Code Suffix** > This is **needed when using Parent/Child** items, this will then be **added onto the stock code for the Child item** to indicate what pack this Child item belongs to. **For example**, the Child item's stock code will show **"10000-006"** when **selling or receiving stock**, this indicates to me it is the 6pack of Coca-Cola being sold.
- 6.5 **Desc. Suffix** > This will be added onto the Description of the item also as an indicator of what pack size the item is. **For example**, the **Description of a Child item** will show as **"Coca-Cola 2lt Regular (1x6)"**



7. If the **pack size is a normal single unit** selling item, the pack size would be set up as an **EACH, 1x1** or **1x1x2LT**, for **example please see screenshots below**.

- 7.1 First screenshot will be **used as part of a Parent/Child item** set up where you sell the item, **for example** in **packs of 6's, 4's and 1's like Coca-Cola**

The screenshot shows the 'Pack Master Maintenance' window. The 'Pack Size' field is set to '1X1X2LT'. The 'Description' field is '1x1x2LT'. The 'Units/Pack' field is '1'. The 'Code Prefix' and 'Desc. Prefix' fields are empty. The 'Code Suffix' field is '-001' and the 'Desc. Suffix' field is '(1X1)'. The 'Time Stamp' section has fields for Date, Time, User Code, and Machine ID, all of which are empty. An 'Options' menu is visible on the right with 'F10 Save' and 'Esc Exit' options. The status bar at the bottom shows 'STK011A' and 'Pack Size Details'.

- 7.2 Second screenshot will be used on a **normal single unit** selling item **for example** a pack of 3kg Macaroni

The screenshot shows the 'Pack Master Maintenance' window. The 'Pack Size' field is set to 'EACH'. The 'Description' field is 'EACH'. The 'Units/Pack' field is '1'. The 'Code Prefix' and 'Desc. Prefix' fields are empty. The 'Code Suffix' field is '-1' and the 'Desc. Suffix' field is 'EACH'. The 'Time Stamp' section has fields for Date, Time, User Code, and Machine ID, all of which are empty. An 'Options' menu is visible on the right with 'F10 Save' and 'Esc Exit' options. The status bar at the bottom shows 'STK011A' and 'Pack Size Details'.

8. Once you have **completed the information** for your pack size, you can **click on Save** and it will be added to the pack size list. The pack size will be ready to allocate on your next stock code creation.

The screenshot shows the 'Pack Size Maintenance' window. It contains a table with the following data:

Pack Code	Description	Units/Pack	Code.Prefix	Desc.Prefix	Code.Suffix	Desc.Suffix
1X6X2LT	1X6X2LT	6			-006	(1X6)
EACH	EACH	1			-1	(1X1)

An orange arrow points to the '1X6X2LT' row. Below the table, a 'Pack Master Maintenance' window is open, showing the details for the '1X6X2LT' pack size. The 'Pack Size' field is '1X6X2LT', 'Description' is '1X6X2LT', 'Units/Pack' is '6', 'Code Prefix' is empty, 'Code Suffix' is '-006', 'Desc. Prefix' is empty, and 'Desc. Suffix' is '(1X6)'. The 'Time Stamp' section has fields for Date (2025/11/05), Time (10:34:37), User Code (COLLEEN), and Machine ID (COLLEEN-LENOVO). An 'Options' menu is visible on the right with 'F10 Save' and 'Esc Exit' options. The status bar at the bottom shows 'STK011A' and 'Pack Size Details'.

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

VERSION:

2.8 - 1

UPDATED:

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BY: Colleen

COMMENTS: