GENESIS
BY MRJ COUNSULTANTS

How To Guide | KIT Item Creation

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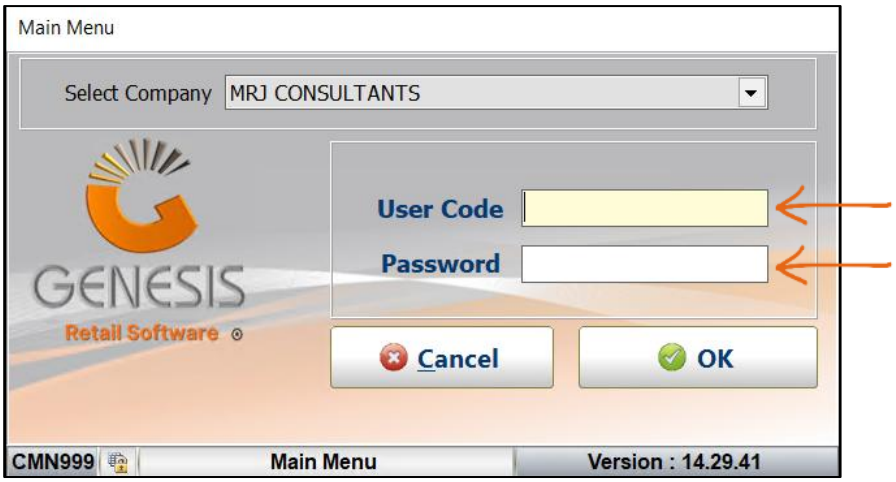
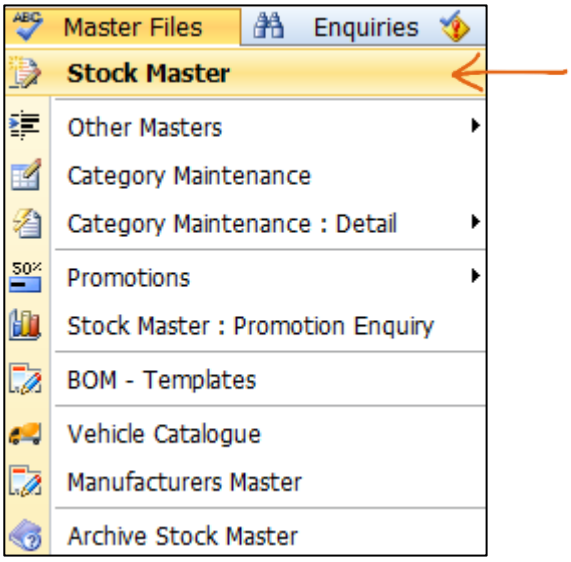
1. Open the **Genesis Menu**

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

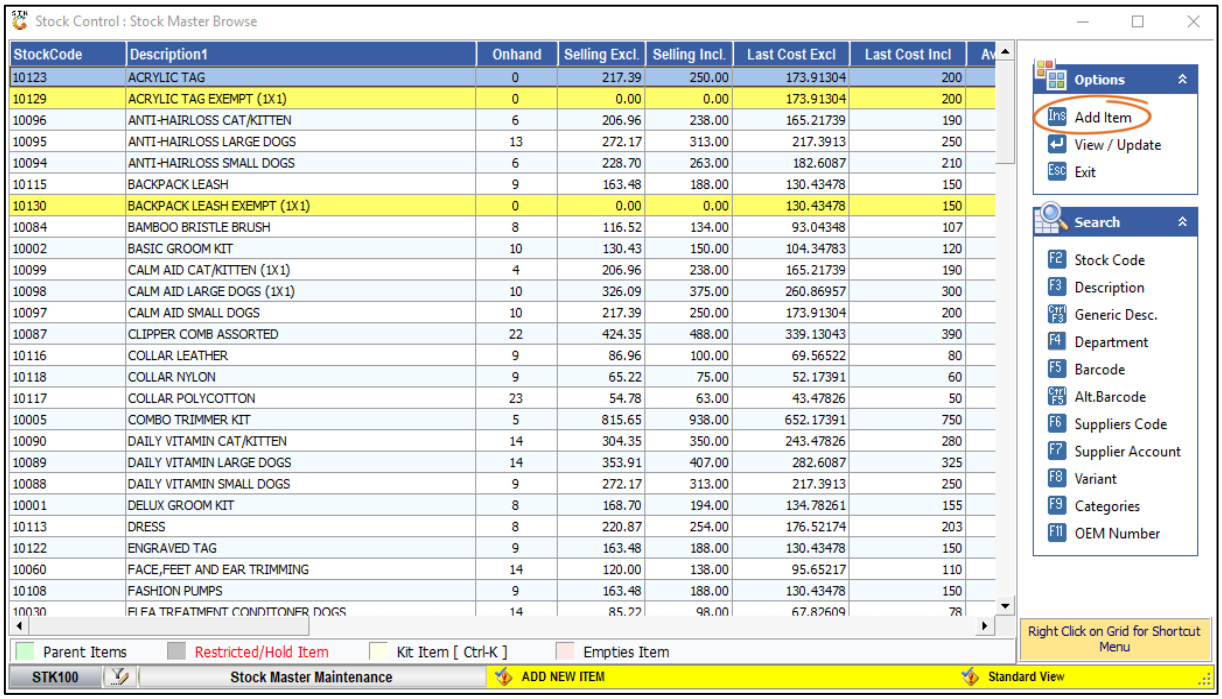


3. Click on the **Stock Control** icon

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

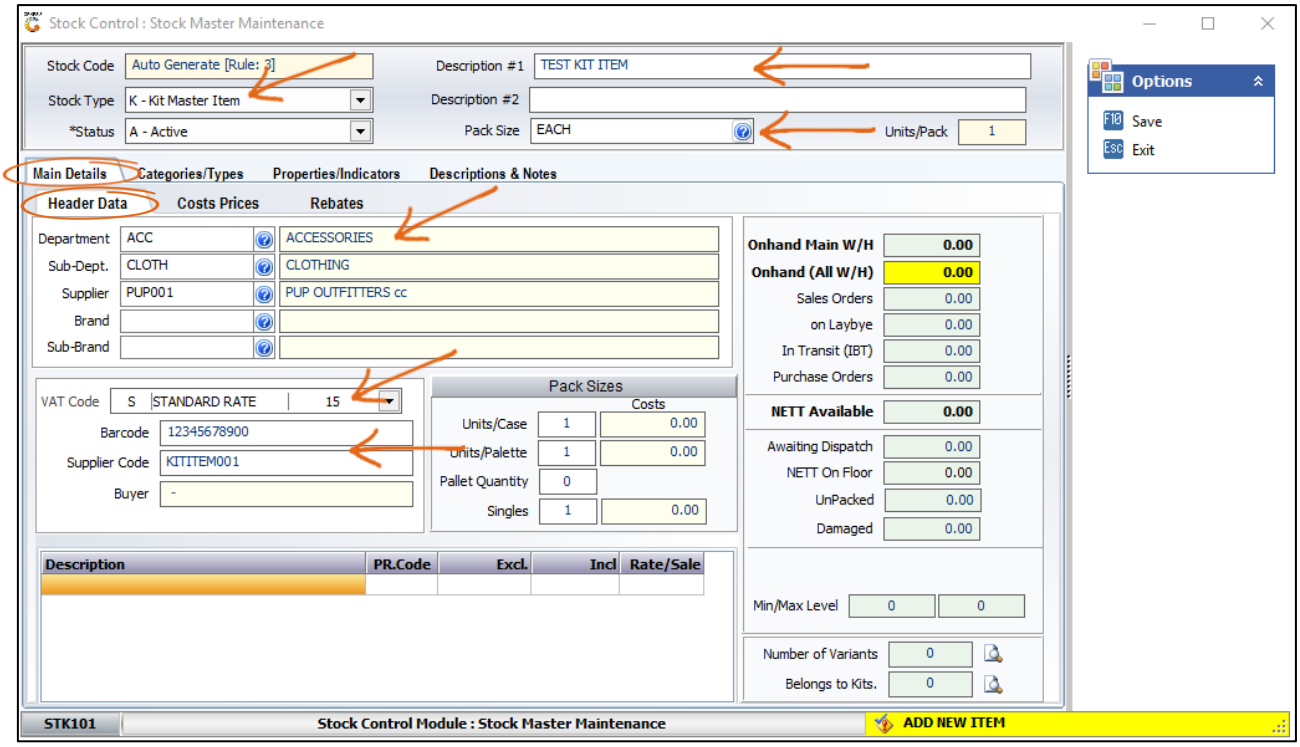


5. To add a new stock code – select **Add Item**

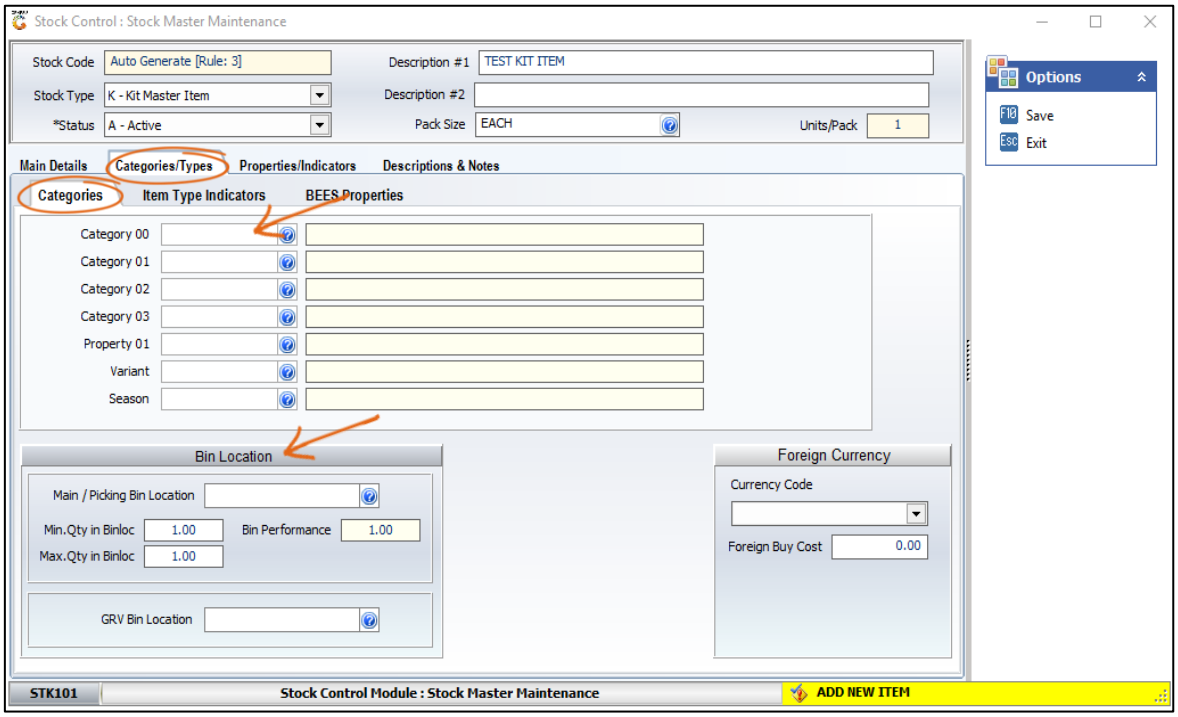


StockCode	Description1	Onhand	Selling Excl.	Selling Incl.	Last Cost Excl	Last Cost Incl
10123	ACRYLIC TAG	0	217.39	250.00	173.91304	200
10129	ACRYLIC TAG EXEMPT (1X1)	0	0.00	0.00	173.91304	200
10096	ANTI-HAIRLOSS CAT/KITTEN	6	206.96	238.00	165.21739	190
10095	ANTI-HAIRLOSS LARGE DOGS	13	272.17	313.00	217.3913	250
10094	ANTI-HAIRLOSS SMALL DOGS	6	228.70	263.00	182.6087	210
10115	BACKPACK LEASH	9	163.48	188.00	130.43478	150
10130	BACKPACK LEASH EXEMPT (1X1)	0	0.00	0.00	130.43478	150
10084	BAMBOO BRISTLE BRUSH	8	116.52	134.00	93.04348	107
10002	BASIC GROOM KIT	10	130.43	150.00	104.34783	120
10099	CALM AID CAT/KITTEN (1X1)	4	206.96	238.00	165.21739	190
10098	CALM AID LARGE DOGS (1X1)	10	326.09	375.00	260.86957	300
10097	CALM AID SMALL DOGS	10	217.39	250.00	173.91304	200
10087	CLIPPER COMB ASSORTED	22	424.35	488.00	339.13043	390
10116	COLLAR LEATHER	9	86.96	100.00	69.56522	80
10118	COLLAR NYLON	9	65.22	75.00	52.17391	60
10117	COLLAR POLYCOTTON	23	54.78	63.00	43.47826	50
10005	COMBO TRIMMER KIT	5	815.65	938.00	652.17391	750
10090	DAILY VITAMIN CAT/KITTEN	14	304.35	350.00	243.47826	280
10089	DAILY VITAMIN LARGE DOGS	14	353.91	407.00	282.6087	325
10088	DAILY VITAMIN SMALL DOGS	9	272.17	313.00	217.3913	250
10001	DELUX GROOM KIT	8	168.70	194.00	134.78261	155
10113	DRESS	8	220.87	254.00	176.52174	203
10122	ENGRAVED TAG	9	163.48	188.00	130.43478	150
10060	FACE,FEET AND EAR TRIMMING	14	120.00	138.00	95.65217	110
10108	FASHION PUMPS	9	163.48	188.00	130.43478	150
10030	FLEA TREATMENT CONDITONER DOGS	14	85.22	98.00	67.82609	78

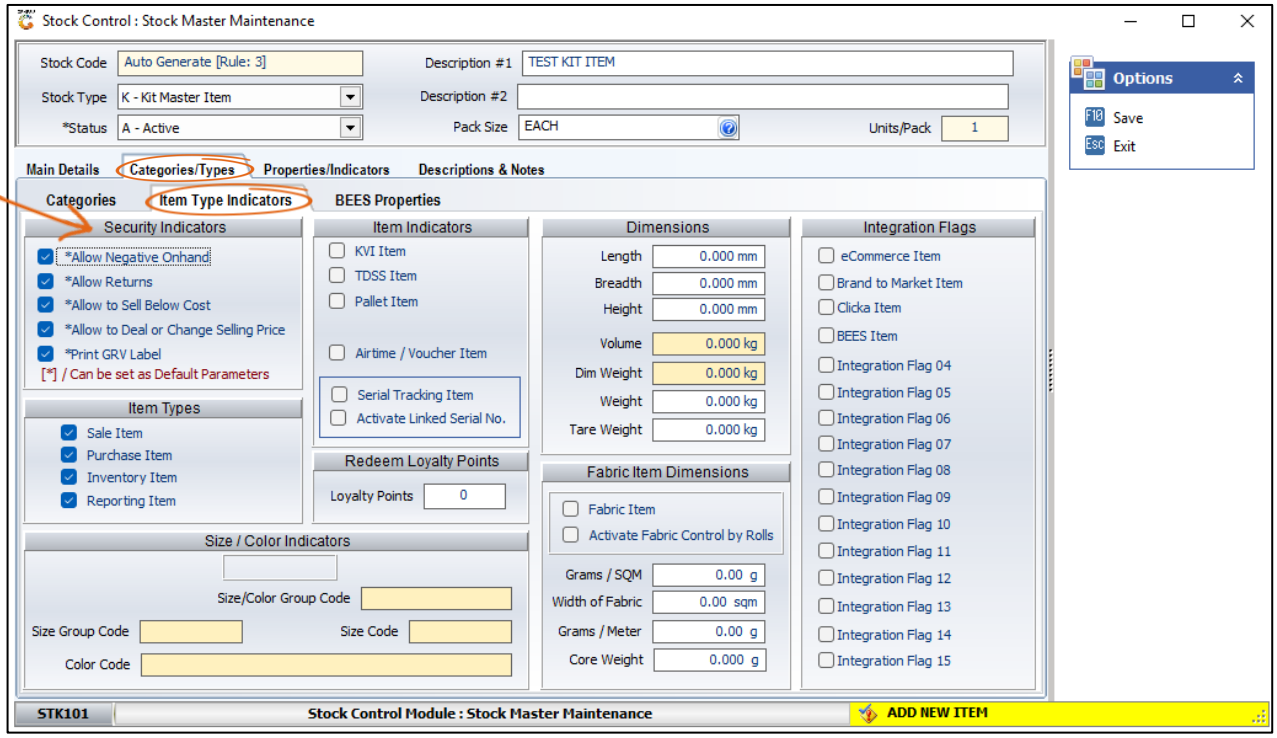
6. Depending on Company settings, a stock code will be Auto generated for you, or you need to manually add a code – Add in Description1 and Description2 ***(if required, this is an additional description block)***
   6.1. The **Stock Type** of the item will need to be **changed to K – Kit Master Item.**
   6.2. The **Pack Size of Kit Master Item** will always be **added as a Single Unit**, for example – **1x1, Each, etc.**
   6.3. Under the **Header Data** tab then following can be setup,
   6.3.1. The **Department**, **Sub-Dept** and **Supplier** can be allocated.
   6.3.2. The **VAT Code** can we specified
   6.3.3. The **Barcode** of the item.
   6.3.4. A **Supplier Code** from your supplier.



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



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



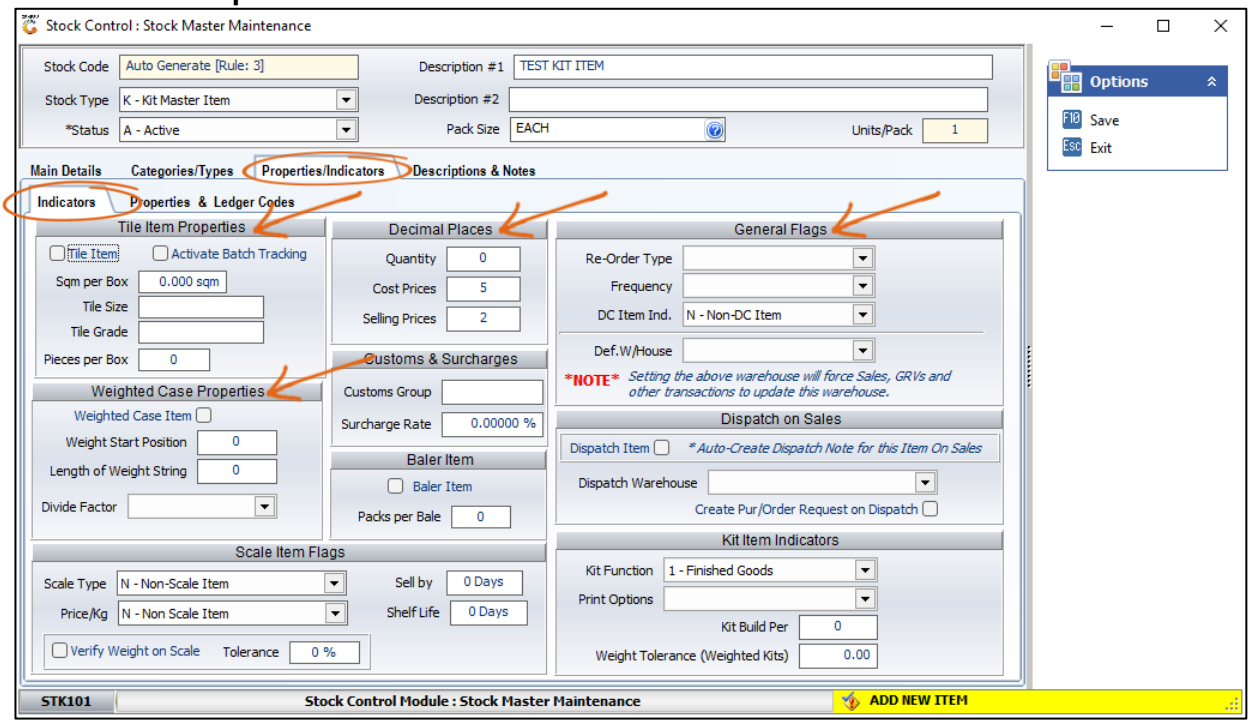
9. Under **Properties / Indicators**, you can setup the following,

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. **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.

9.4. **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**.



10. Under the **Properties/Indicators tab** there are **Kit Item Indicators** that would also need to be selected,

10.1. **Kit Function** >

10.1.1.1. **1 – Finished Goods** > This refers to the final item created from the KIT, for example a Geyser KIT with all its fittings.

10.1.1.2. **2 – Bill of Materials (Hampers)** > This shows you the Build of the Kit at the Till point, but you cannot amend the items.

10.1.1.3. **3 – Weighted Case Kits** > This is to indicate that the Kit Item is weighted.

10.1.1.4. **4 – Amendable BOM Structure** > Allow you to select what components make up the KIT at point of sale.

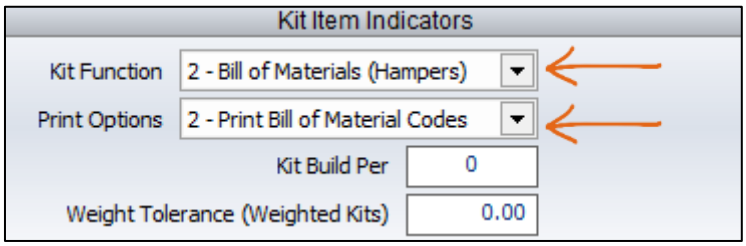
10.1.1.5. **5 – Mixed Case KIT (Crate & Bottles)** > This option is used if a Liquor crate is created that contains, Empty Bottles + Liquid + Crate for example.

10.2. **Print Options** >

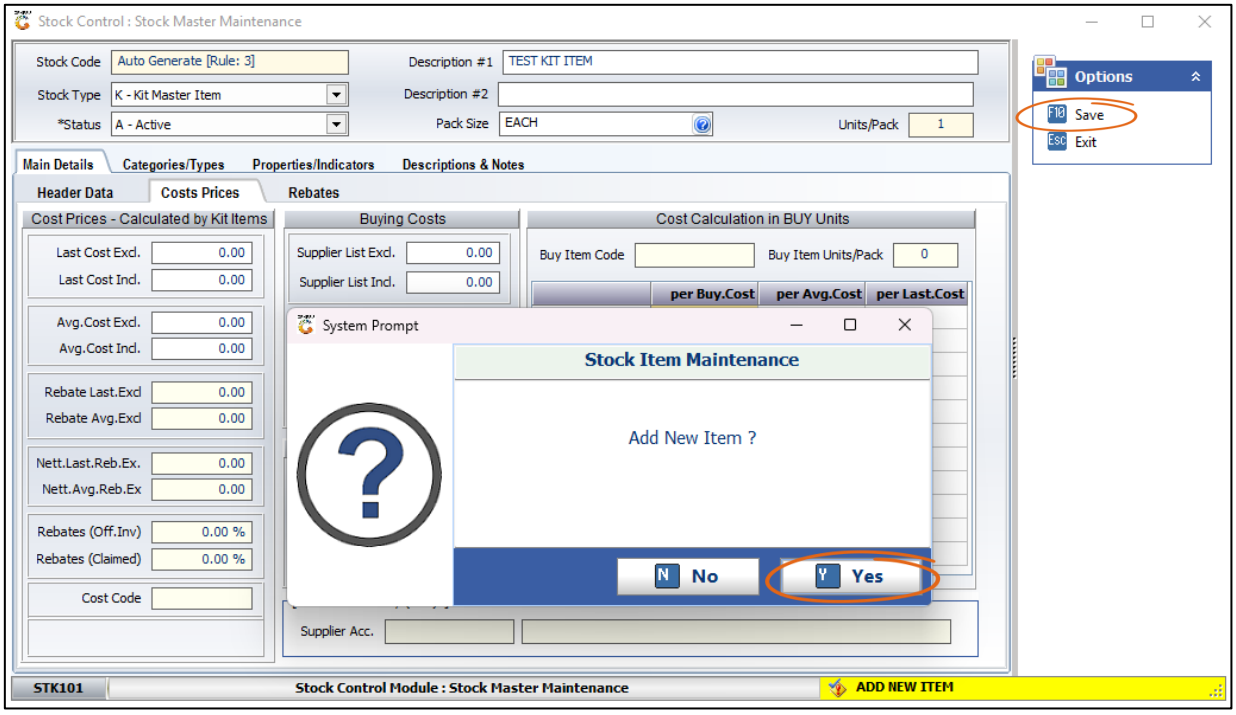
10.2.1.1. **N – No Printing of Codes** > This only prints the Main KIT code on invoices.

10.2.1.2. **1 – Print Finished Goods Code** > This prints the breakdown of the items inside the KIT

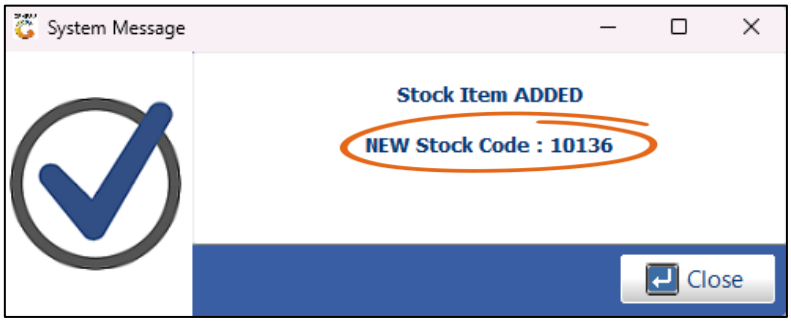
10.2.1.3. **2 – Print Bill of Material Codes** > This prints the breakdown of the items inside the KIT



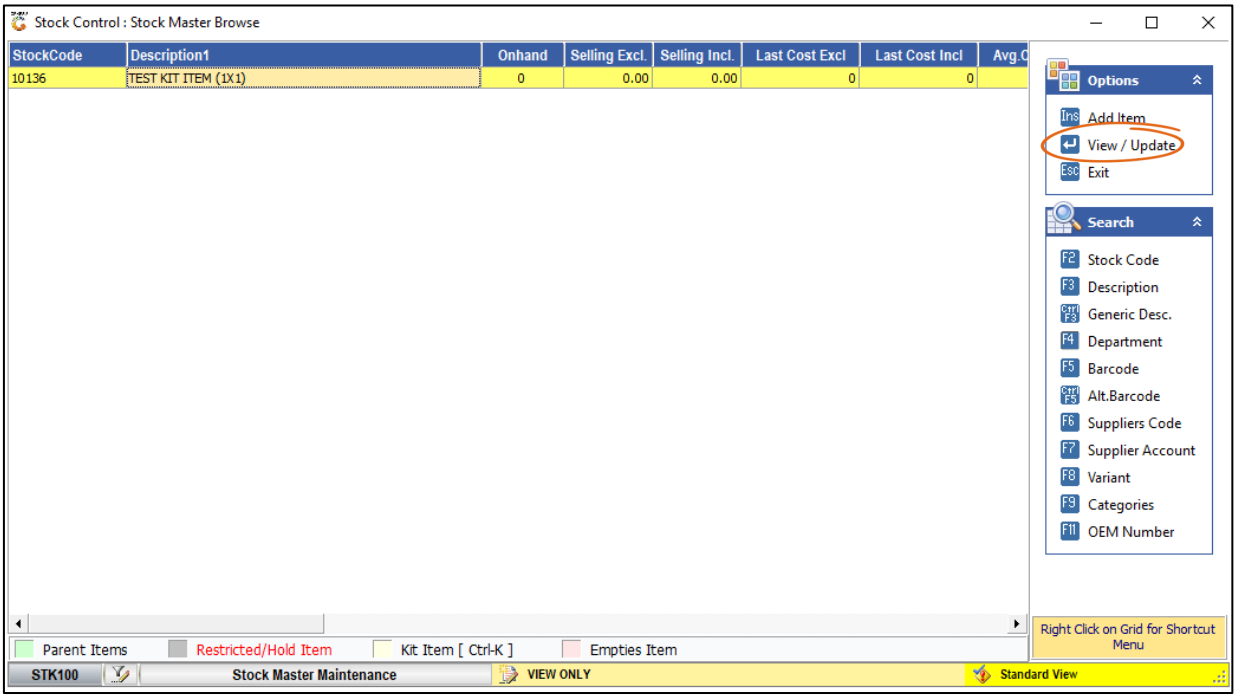
11. Once all **information required has been captured on the Kit Master Item**, you will need to **Save the Kit Master item first** before linking the items that will make up the Kit.



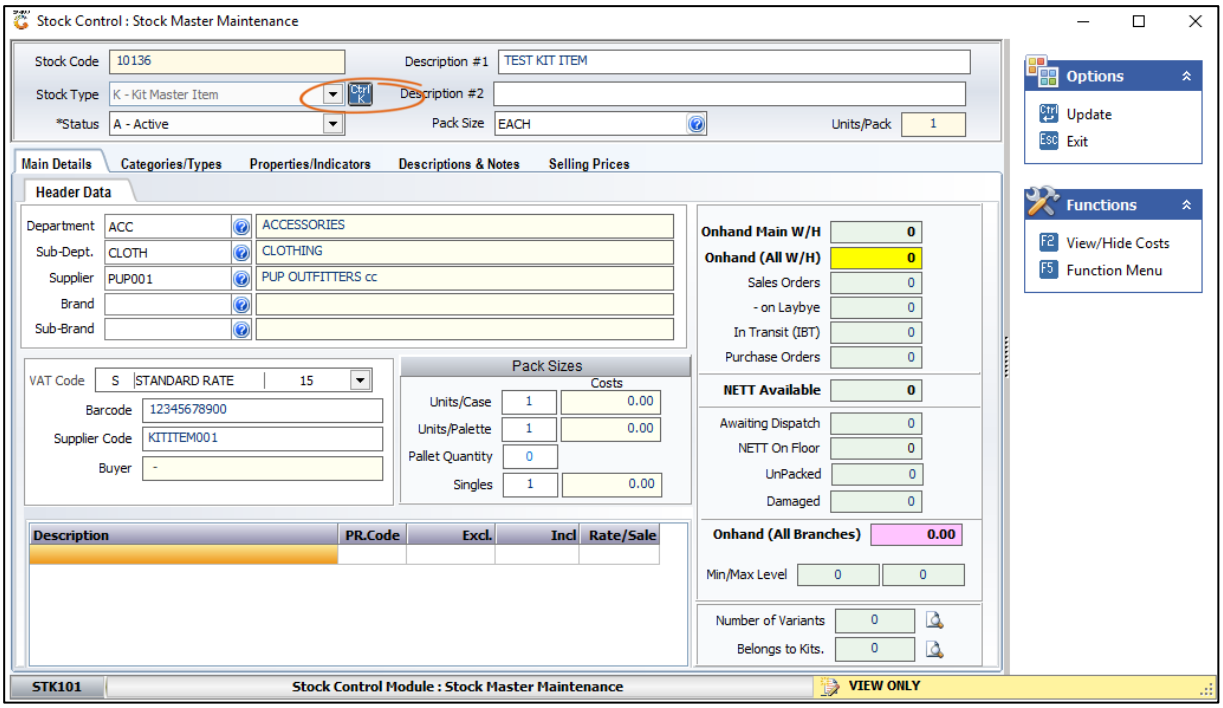
11.1. Once the item has been saved, on the next confirmation screen it will provide you with the **new stock code for the item created**.



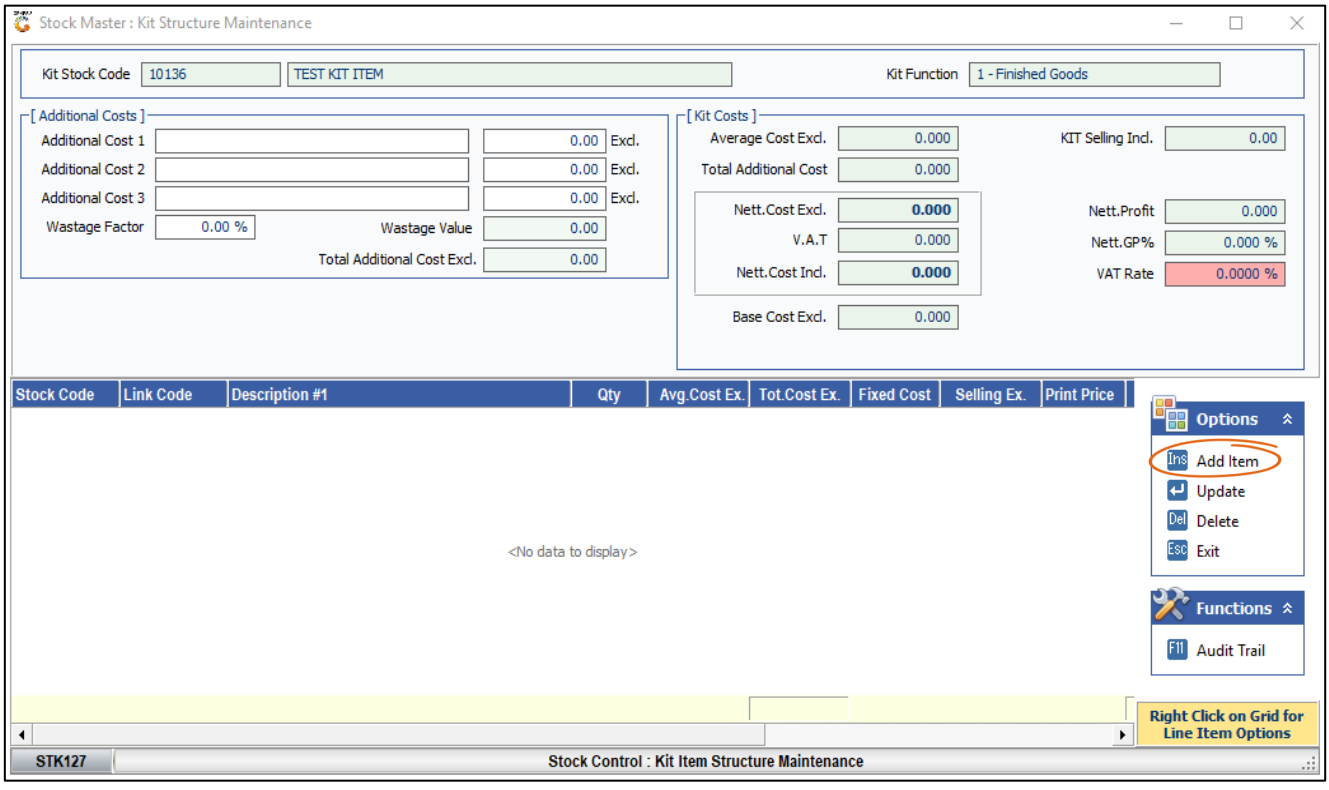
12. **Search for the new Kit Master stock item** in the stock master and **click on View/Update**



13. Once you have Opened the new item, **press the CTRL and K button together on your keyboard** to open the **Kit Structure Maintenance** of the item.

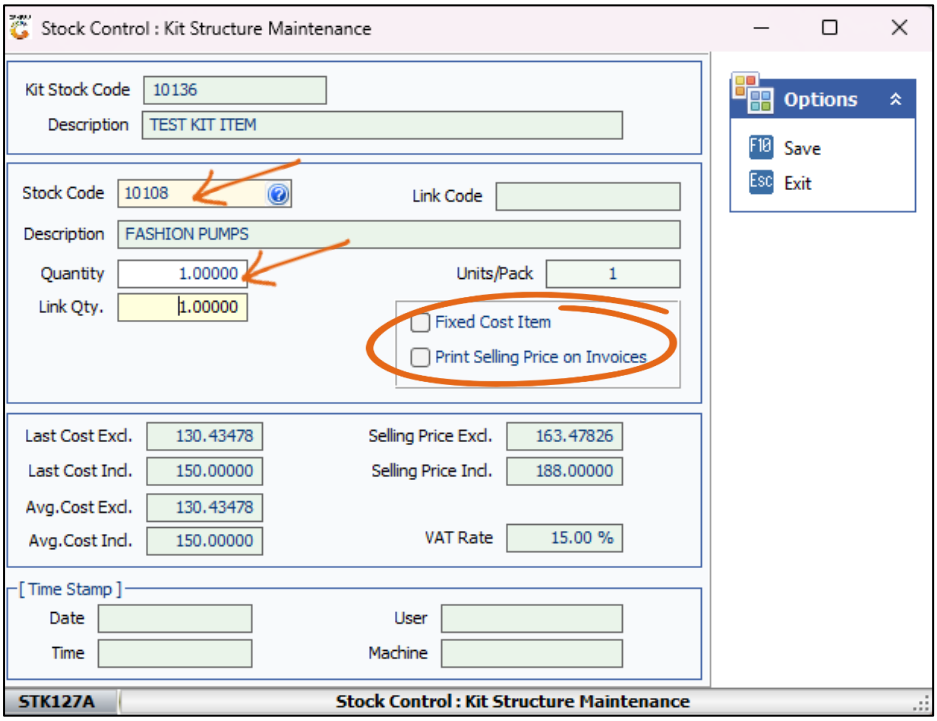


14. In the Kit Structure Maintenance screen, click on **Add Item to start linking your other stock items to the Kit**.

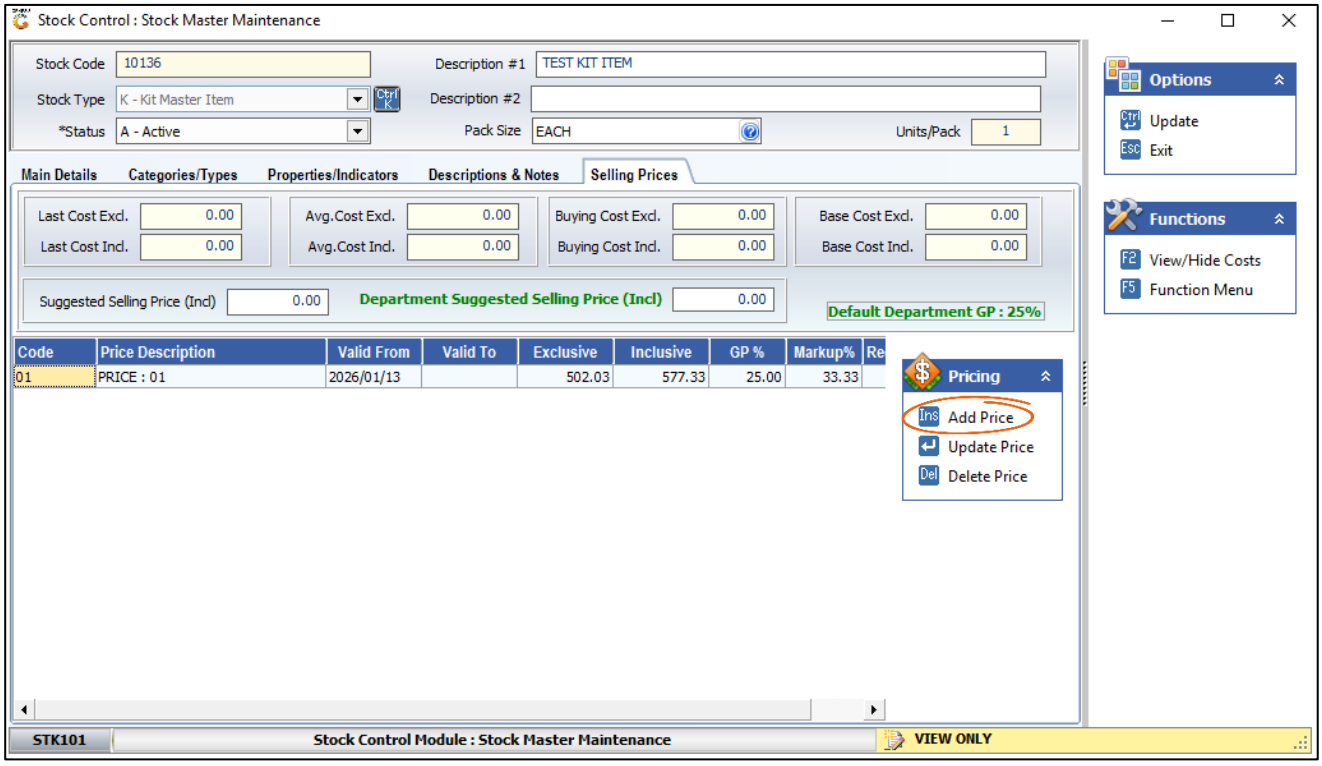


***Note:* The Cost of the KIT item will be determined by the items linked to the KIT.**

15. Once you have pressed Add Item, another screen will open where you will need to add the following,
    15.1. **Stock Code** > Select a stock code from your **existing stock master to form part of the KIT**
    15.2. **Quantity** > This determines how much of this stock code will be sold as part of the KIT
    15.3. **Fixed Cost Item** > This box only gets selected if you do not want to Cost of the item on the Kit to fluctuate when the Cost on the Stock Master gets updated.
    15.4. **Print Selling Price on Invoice** > This box only gets selected if you want this component's Selling price to print on the Invoices.



16. Once all the items have been added to the Kit, you can **go back into the main Kit code** to **add your selling price** of your item. After the selling price for the Kit has been added, you are ready to sell from your Kit Code.



This concludes the How to Guide for Creating a KIT Item

VERSION:	2.2 - 1	UPDATED:	DATE: 2026/01/22 BY: Colleen	COMMENTS:	