



**GENESIS**  
**BY MRJ CONSULTANTS**



## How To Guide | KIT Item Creation



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[www.genesis-software.co.za](http://www.genesis-software.co.za)



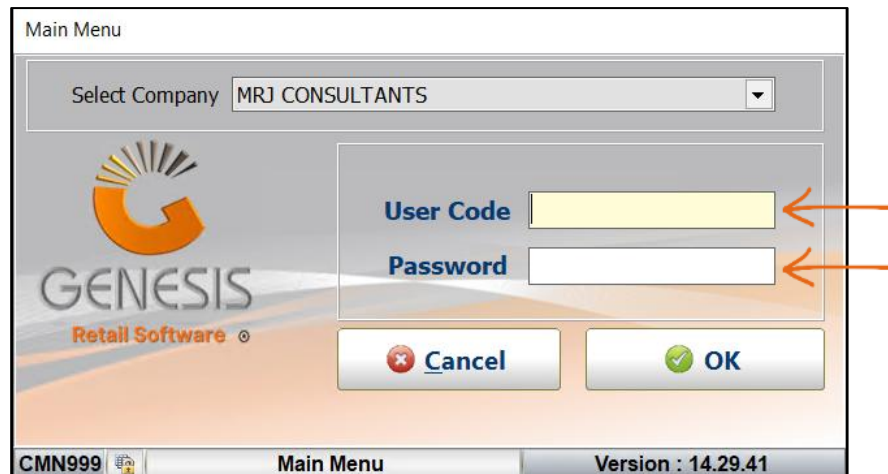
[sales@mrj.co.za](mailto:sales@mrj.co.za)



1. Open the **Genesis Menu**



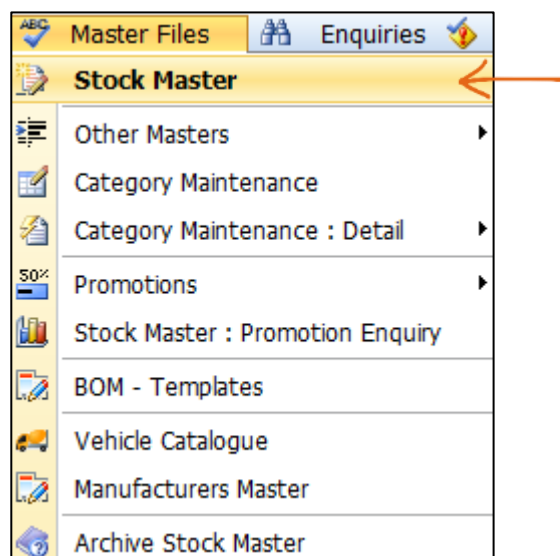
2. Type in the **User Code** and **Password**:

A screenshot of the 'Main Menu' login window. At the top, it says 'Main Menu'. Below that is a 'Select Company' dropdown menu with 'MRJ CONSULTANTS' selected. In the center, there's a large '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, there's a status bar with '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 > 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.	Av
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	FI FA TREATMENT CONDITIONER 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.

Stock Code: Auto Generate [Rule: 3] Description #1: TEST KIT ITEM

Stock Type: K - Kit Master Item Description #2:

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

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Header Data Costs Prices Rebates

Department: ACC ACCESSORIES

Sub-Dept.: CLOTH CLOTHING

Supplier: PUP001 PUP OUTFITTERS cc

Brand:

Sub-Brand:

VAT Code: S STANDARD RATE 15

Barcode: 12345678900

Supplier Code: KITITEM001

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 Layby: 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

Stock Control : Stock Master Maintenance

Stock Code: Auto Generate [Rule: 3] Description #1: TEST KIT ITEM

Stock Type: K - Kit Master Item Description #2:

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

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Categories Item Type Indicators BEES Properties

Category 00 Category 01 Category 02 Category 03

Property 01 Variant Season

Bin Location

Main / Picking Bin Location

Min. Qty in Binloc: 1.00 Bin Performance: 1.00

Max. Qty in Binloc: 1.00

GRV Bin Location

Foreign Currency

Currency Code

Foreign Buy Cost: 0.00

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

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

Stock Control : Stock Master Maintenance

Stock Code: Auto Generate [Rule: 3] Description #1: TEST KIT ITEM

Stock Type: K - Kit Master Item Description #2:

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

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Categories Item Type Indicators BEES Properties

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 Types

☒ Sale Item

☒ Purchase Item

☒ Inventory Item

☒ Reporting Item

Item Indicators

☐ KVI Item

☐ TDSS Item

☐ Pallet Item

☐ Airtime / Voucher Item

☐ Serial Tracking Item

☐ Activate Linked Serial No.

Redeem Loyalty Points

Loyalty Points: 0

Dimensions

Length: 0.000 mm

Breadth: 0.000 mm

Height: 0.000 mm

Volume: 0.000 kg

Dim Weight: 0.000 kg

Weight: 0.000 kg

Tare Weight: 0.000 kg

Fabric Item Dimensions

☐ Fabric Item

☐ Activate Fabric Control by Rolls

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

Size / Color Indicators

Size/Color Group Code

Size Group Code: Size Code: Color Code:

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. **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**.

Stock Control : Stock Master Maintenance

Stock Code: Auto Generate [Rule: 3] Description #1: TEST KIT ITEM

Stock Type: K - Kit Master Item Description #2:

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

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 %

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, GRV's 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: ☐

Kit Item Indicators

Kit Function: 1 - Finished Goods

Print Options:

Kit Build Per: 0

Weight Tolerance (Weighted Kits): 0.00

Scale Item Flags

Scale Type: N - Non-Scale Item

Price/Kg: N - Non Scale Item

☐ Verify Weight on Scale Tolerance: 0 %

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

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

Kit Item Indicators

Kit Function: 2 - Bill of Materials (Hampers)

Print Options: 2 - Print Bill of Material Codes

Kit Build Per: 0

Weight Tolerance (Weighted Kits): 0.00

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.

Stock Control : Stock Master Maintenance

Stock Code: Auto Generate [Rule: 3] Description #1: TEST KIT ITEM  
Stock Type: K - Kit Master Item Description #2:  
\*Status: A - Active Pack Size: EACH Units/Pack: 1

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Header Data Costs Prices Rebates

Cost Prices - Calculated by Kit Items

Buying Costs

Cost Calculation in BUY Units

System Prompt

Stock Item Maintenance

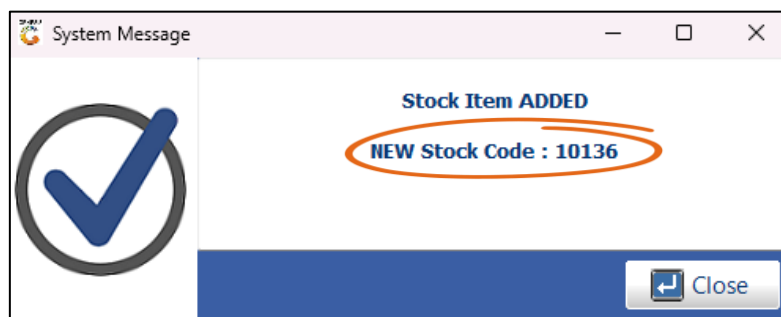
Add New Item ?

N No Y Yes

Supplier Acc.

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

- 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**

Stock Control : Stock Master Browse

StockCode	Description1	Onhand	Selling Excl.	Selling Incl.	Last Cost Excl.	Last Cost Incl.	Avg. Cost
10136	TEST KIT ITEM (1X1)	0	0.00	0.00	0	0	

Options

Ins Add Item  
View / Update  
Esp Exit

Search

F2 Stock Code  
F3 Description  
F4 Generic Desc.  
F5 Department  
F6 Barcode  
F7 Alt.Barcode  
F8 Suppliers Code  
F9 Supplier Account  
F10 Variant  
F11 Categories  
F12 OEM Number

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

STK100 Stock Master Maintenance VIEW ONLY Standard View

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.

Stock Control : Kit Structure Maintenance

Kit Stock Code: 10136  
Description: TEST KIT ITEM

Stock Code: 10108  
Description: FASHION PUMPS  
Quantity: 1.00000  
Link Qty.: 1.00000  
Units/Pack: 1

☐ Fixed Cost Item  
☐ Print Selling Price on Invoices

Last Cost Excl.: 130.43478  
Last Cost Ind.: 150.00000  
Avg. Cost Excl.: 130.43478  
Avg. Cost Ind.: 150.00000  
Selling Price Excl.: 163.47826  
Selling Price Ind.: 188.00000  
VAT Rate: 15.00 %

[ Time Stamp ]  
Date:   
Time:   
User:   
Machine:

STK127A Stock Control : Kit Structure Maintenance

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.

Stock Control : Stock Master Maintenance

Stock Code: 10136  
Description #1: TEST KIT ITEM  
Stock Type: K - Kit Master Item  
\*Status: A - Active  
Pack Size: EACH  
Units/Pack: 1

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

Last Cost Excl.: 0.00  
Last Cost Ind.: 0.00  
Avg. Cost Excl.: 0.00  
Avg. Cost Ind.: 0.00  
Buying Cost Excl.: 0.00  
Buying Cost Ind.: 0.00  
Base Cost Excl.: 0.00  
Base Cost Ind.: 0.00

Suggested Selling Price (Ind): 0.00  
Department Suggested Selling Price (Ind): 0.00  
Default Department GP : 25%

Code	Price Description	Valid From	Valid To	Exclusive	Inclusive	GP %	Markup%	Re
01	PRICE : 01	2026/01/13		502.03	577.33	25.00	33.33	

STK101 Stock Control Module : Stock Master Maintenance VIEW ONLY

Pricing  
Add Price  
Update Price  
Delete Price

***This concludes the How to Guide for Creating a KIT Item***



VERSION:

2.2 - 1

UPDATED:

DATE: 2026/01/22

BY: Colleen

COMMENTS: