



GENESIS

BY MRJ COUNSELLANTS



How To Guide | Create Miscellaneous Item

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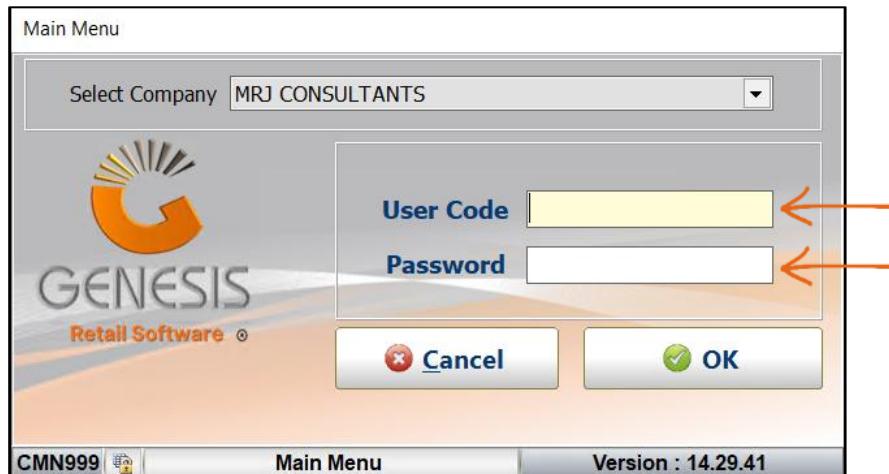


Note: A Miscellaneous item carries 0% profit / GP and no Onhands, this item is normally used for items like Transportation or Courier Cost.

1. Open the **Genesis Menu**



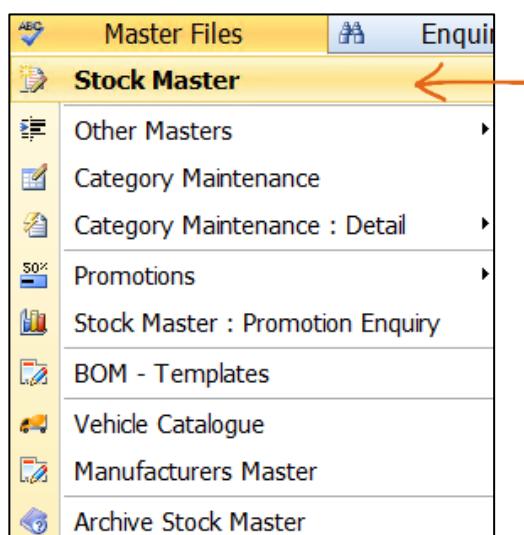
2. Type in the **User Code** and **Password**:



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	Dell 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 [B2H8	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 ACSPSPLICE		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 &

Right Click on Grid for Shortcut Menu

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

STK100 Stock Master Maintenance Records Displayed : 1000 Standard View

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 M – Miscellaneous Item**
 6.2 Under the **Header Data** tab then following can be setup,
 6.2.1 The **Department** and **Sub-Dept** can be allocated if required
 6.2.2 The **VAT Code** can we specified
 6.2.3 The **Barcode** of the item can be added

Stock Control : Stock Master Maintenance

Stock Code: Auto Generate [Rule: 3] Description #1: TRANSPORT / COURIER

Stock Type: M - Miscellaneous Item Description #2: EACH

*Status: A - Active

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 Pack Sizes: Units/Case: 1 Costs: 0.00

Barcode Units/Palette: 1 Costs: 0.00

Supplier Code Pallet Quantity: 0 Costs: 0.00

Buyer Singles: 1 Costs: 0.00

Onhand Main W/H: 0.00 Awaiting Dispatch: 0.00

Onhand (All W/H): 0.00 NETT Available: 0.00

Sales Orders: 0.00 NETT On Floor: 0.00

on Layby: 0.00 UnPacked: 0.00

In Transit (IBT): 0.00 Damaged: 0.00

Purchase Orders: 0.00

NETT Available: 0.00

Min/Max Level: 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,

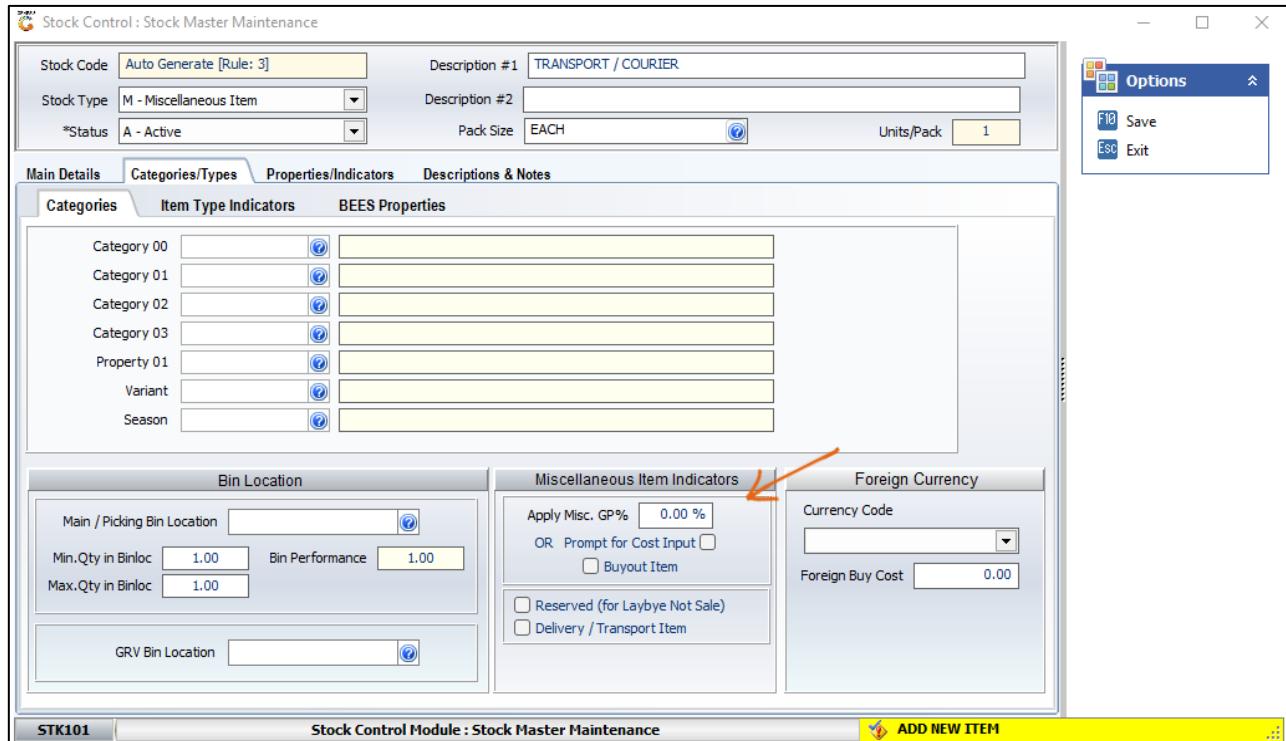
7.1 **Apply Misc. GP%** - Forces a specific GP% on point of sale.

7.2 **Prompt for Cost Input** - Prompts for cost at the point of sale to work out the correct GP% when the item gets sold.

7.3 **Buyout Item** - Can be used on a quote but cannot be used on a sale.

7.4 **Reserved (for Layby Not Sale)** - Locks the item to only be able to use it on a layby.

7.5 **Delivery / Transport Item** - Indicates if this misc. item is a delivery item specifically that you can set it up for a delivery charge icon on the till module.



Stock Control : Stock Master Maintenance

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 Max.Qty in Binloc 1.00

GRV Bin Location

Miscellaneous Item Indicators

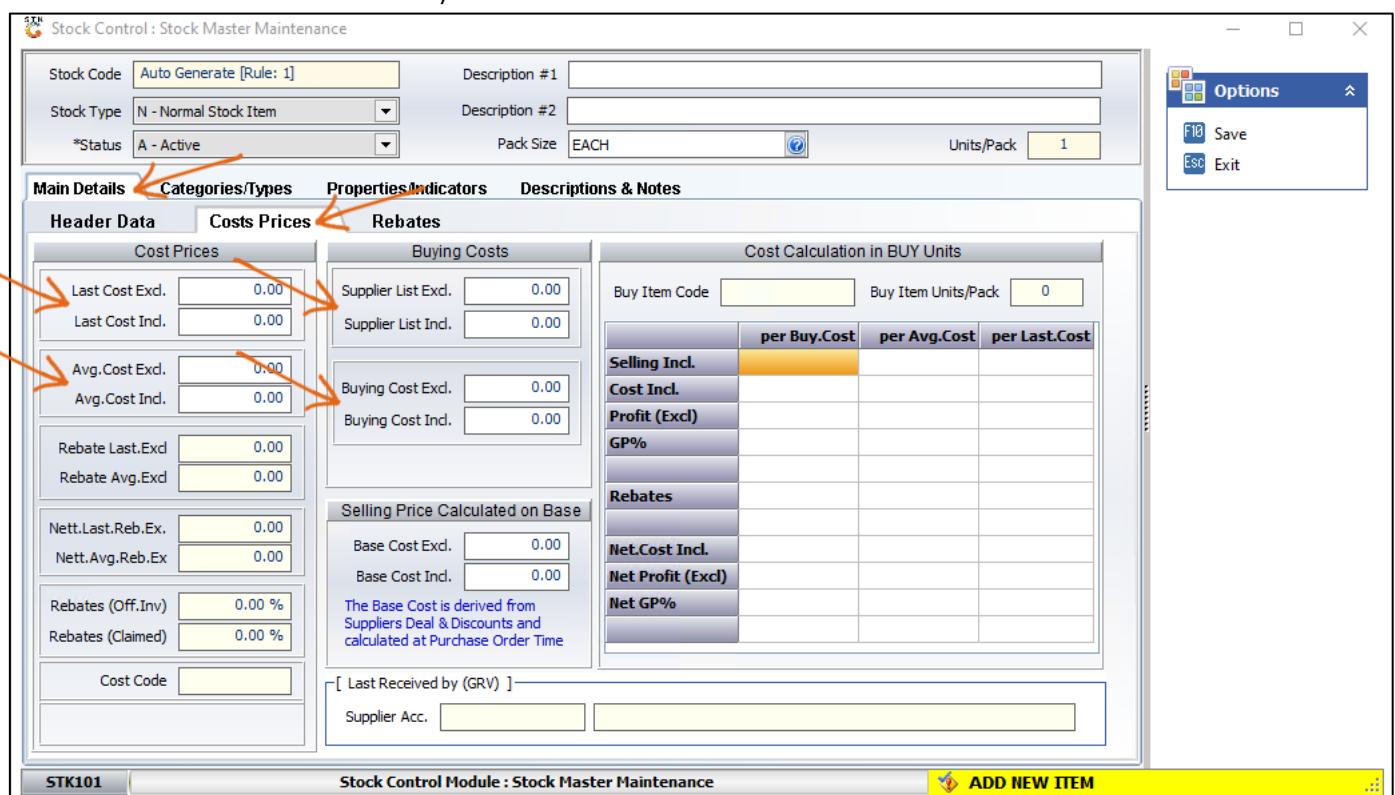
Apply Misc. GP% 0.00 % OR Prompt for Cost Input Buyout Item Reserved (for Layby Not Sale) Delivery / Transport Item

Foreign Currency

Currency Code Foreign Buy Cost 0.00

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

8. 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, a **R0.01 cost value is required on the Misc.** item simply because the system forces all stock items to carry a Cost.



Stock Control : Stock Master Maintenance

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Header Data Costs Prices Rebates

Cost Prices

Last Cost Excl. 0.00 Last Cost Ind. 0.00

Avg. Cost Excl. 0.00 Avg. Cost Ind. 0.00

Rebate Last.Exd. 0.00 Rebate Avg.Exd. 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 Ind. 0.00

Buying Cost Excl. 0.00 Buying Cost Ind. 0.00

Selling Price Calculated on Base

Base Cost Excl. 0.00 Base Cost Ind. 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

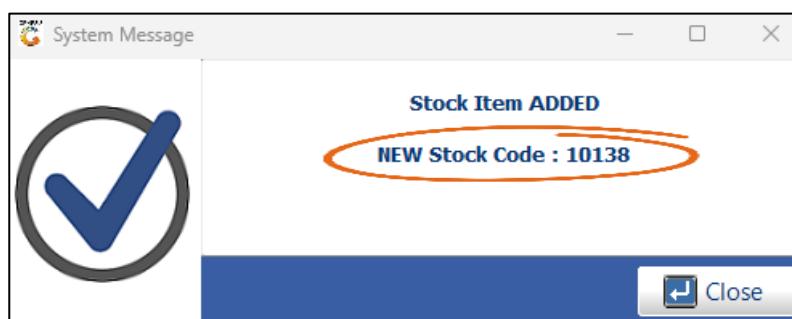
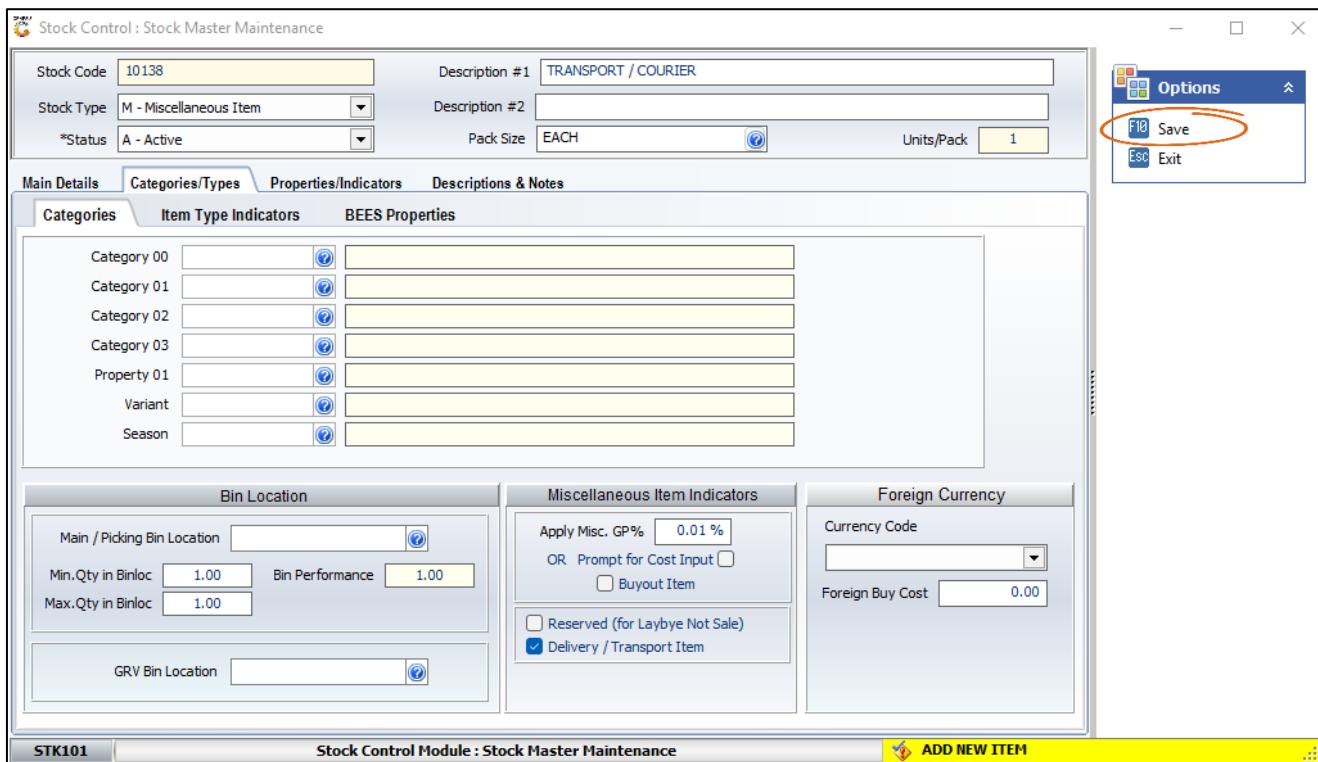
Selling Incl.	per Buy.Cost	per Avg.Cost	per Last.Cost
Cost Incl.			
Profit (Excl)			
GP%			
Rebates			
Net.Cost Incl.			
Net Profit (Excl)			
Net GP%			

Last Received by (GRV)

Supplier Acc.

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

9. 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**)



This concludes the How to Guide for Creating a Miscellaneous Item