



GENESIS
BY MRJ CONSULTANTS



How To Guide | Create Miscellaneous Item



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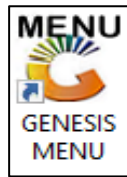


sales@mrj.co.za

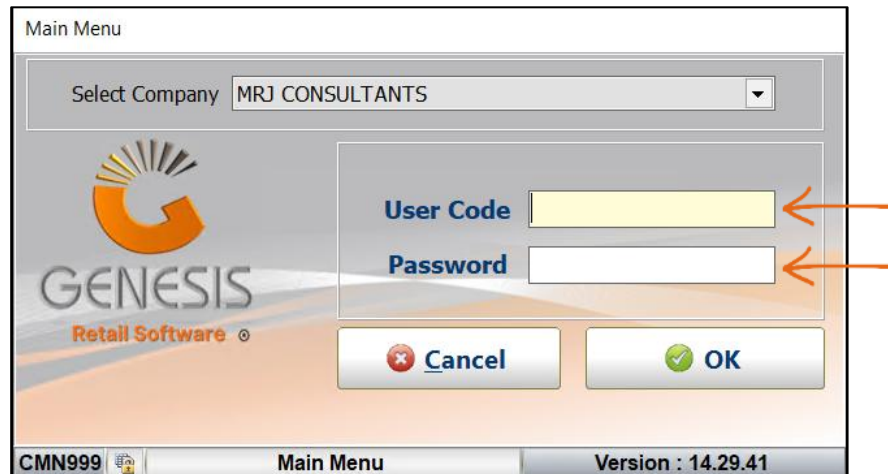


Note: A Miscellaneous item carries 0% profit / GP and no Onhands, this item is normally used for items like Transportation or Courier Cost.

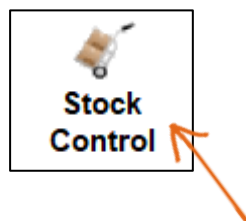
1. Open the **Genesis Menu**



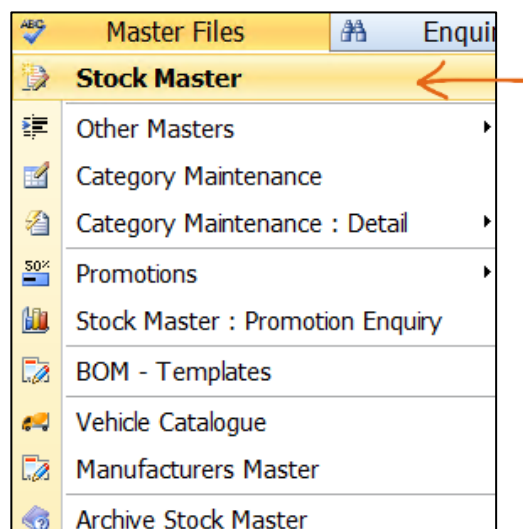
2. Type in the **User Code** and **Password**:

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 is a large orange "G" logo and the text "GENESIS Retail Software". 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 "Cancel" and "OK" buttons. At the bottom, a status bar shows "CMN999", "Main Menu", and "Version : 14.29.41".

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 [82H8	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	ACSPSPICE	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 &

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

STK100 Stock Master Maintenance Records Displayed : 1000 Standard View

Options: Add Item, View / Update, Exit

Search: Stock Code, Description, Generic Desc., Department, Barcode, Alt.Barcode, Suppliers Code, Supplier Account, Variant, Categories, OEM Number

Right Click on Grid for Shortcut Menu

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 be 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:

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

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 Units/Palette 1 Costs 0.00 Pallet Quantity 0 Singles 1 Costs 0.00

Barcode: Supplier Code: Buyer:

Onhand Main W/H 0.00 Onhand (All W/H) 0.00 Sales Orders on Laybye 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 **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

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

Stock Type: M - Miscellaneous 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

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

Stock Code: Auto Generate [Rule: 1] Description #1:

Stock Type: N - Normal Stock 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 Last Cost Excl.: 0.00 Last Cost Incl.: 0.00 Avg.Cost Excl.: 0.00 Avg.Cost Incl.: 0.00 Rebate Last.Excl.: 0.00 Rebate Avg.Excl.: 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 Incl.: 0.00 Buying Cost Excl.: 0.00 Buying Cost Incl.: 0.00

Cost Calculation in BUY Units Buy Item Code: Buy Item Units/Pack: 0

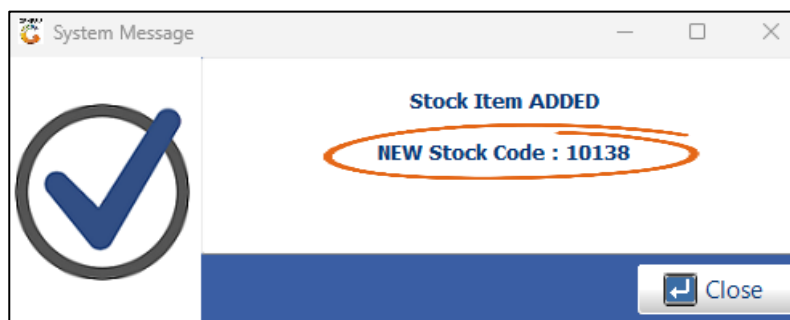
	per Buy.Cost	per Avg.Cost	per Last.Cost
Selling Incl.			
Cost Incl.			
Profit (Excl)			
GP%			
Rebates			
Net.Cost Incl.			
Net Profit (Excl)			
Net GP%			

Selling Price Calculated on Base Base Cost Excl.: 0.00 Base Cost Incl.: 0.00 The Base Cost is derived from Suppliers Deal & Discounts and calculated at Purchase Order Time

[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

VERSION:

2.4 – 1

UPDATED:

DATE: 2026/01/22

BY: Colleen

COMMENTS: