



GENESIS
BY MRJ COUNSULTANTS



How To Guide | Create Service Item



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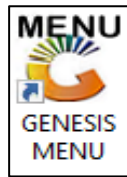


sales@mrj.co.za

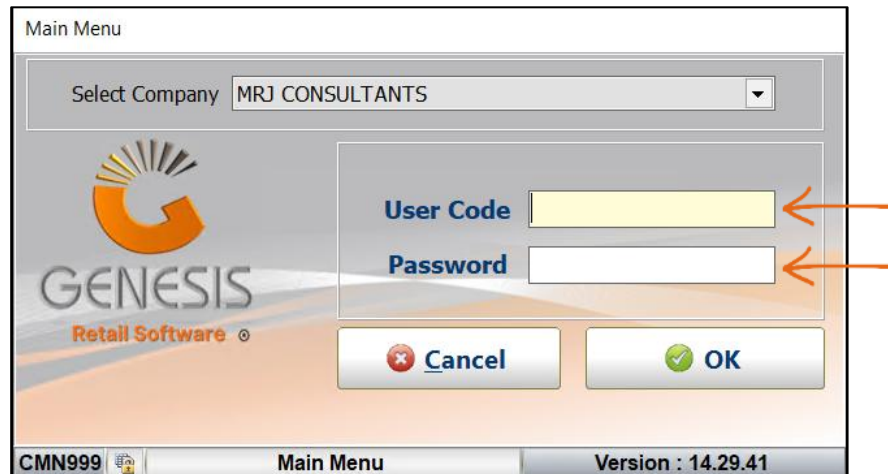


Note: A Service item carries 100% profit / GP but no Onhand, this item is normally used for items like Labour costs.

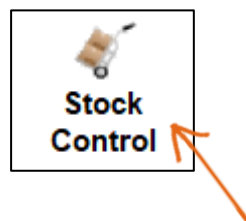
1. Open the **Genesis Menu**



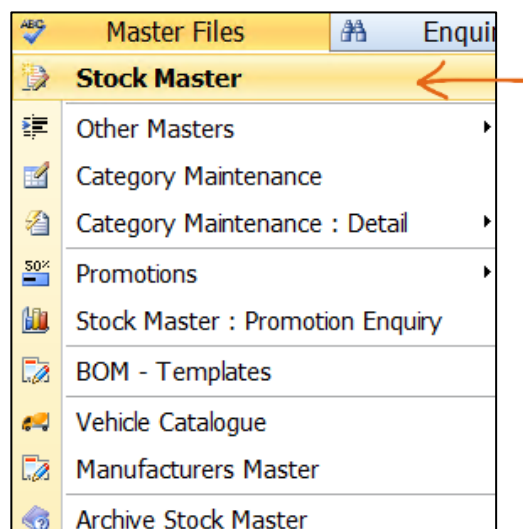
2. Type in the **User Code** and **Password**:

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 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, there is a status bar with "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, click on **Add Item**

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 &

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 X – Service 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 Code: Auto Generate [Rule: 3]

Stock Type: X - Service Item

*Status: A - Active

Description #1: LABOUR CHARGE

Description #2:

Pack Size: EACH

Units/Pack: 1

Main Details | Categories/Types | Properties/Indicators | Descriptions & Notes

Header Data | Costs Prices | Rebates

Department: [Field]

Sub-Dept: [Field]

Supplier: [Field]

Brand: [Field]

Sub-Brand: [Field]

VAT Code: S STANDARD RATE 15

Barcode: [Field]

Supplier Code: [Field]

Buyer: [Field]

Pack Sizes

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

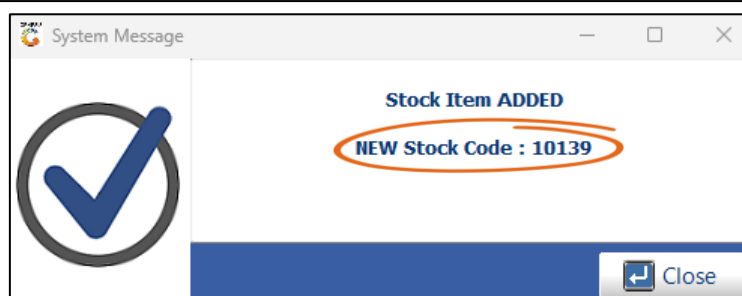
Number of Variants: 0

Belongs to Kits: 0

STK101 | Stock Control Module : Stock Master Maintenance | ADD NEW ITEM

7. 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.

8. 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 Service Item

VERSION:

2.5 - 1

UPDATED:

DATE: 2026/01/22

BY: Colleen

COMMENTS: