



GENESIS

BY MRJ COUNSELLANTS



How To Guide | Create Service Item

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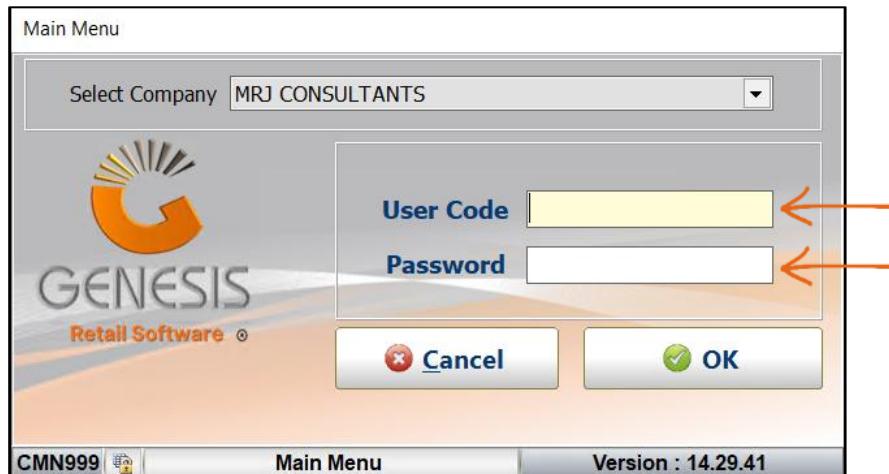


Note: A Service item carries 100% profit / GP but no Onhand, this item is normally used for items like Labour costs.

1. Open the **Genesis Menu**



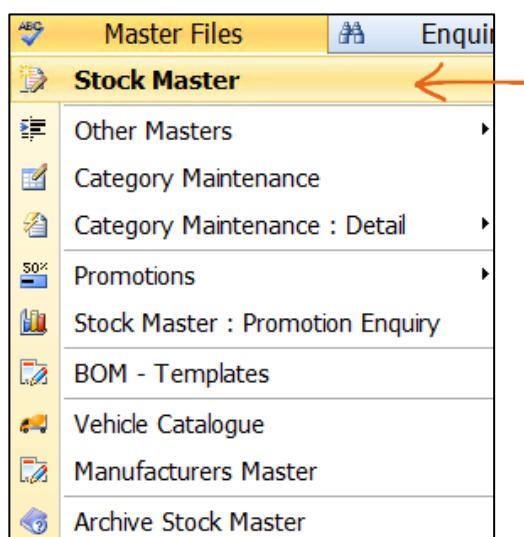
2. Type in the **User Code** and **Password**:



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

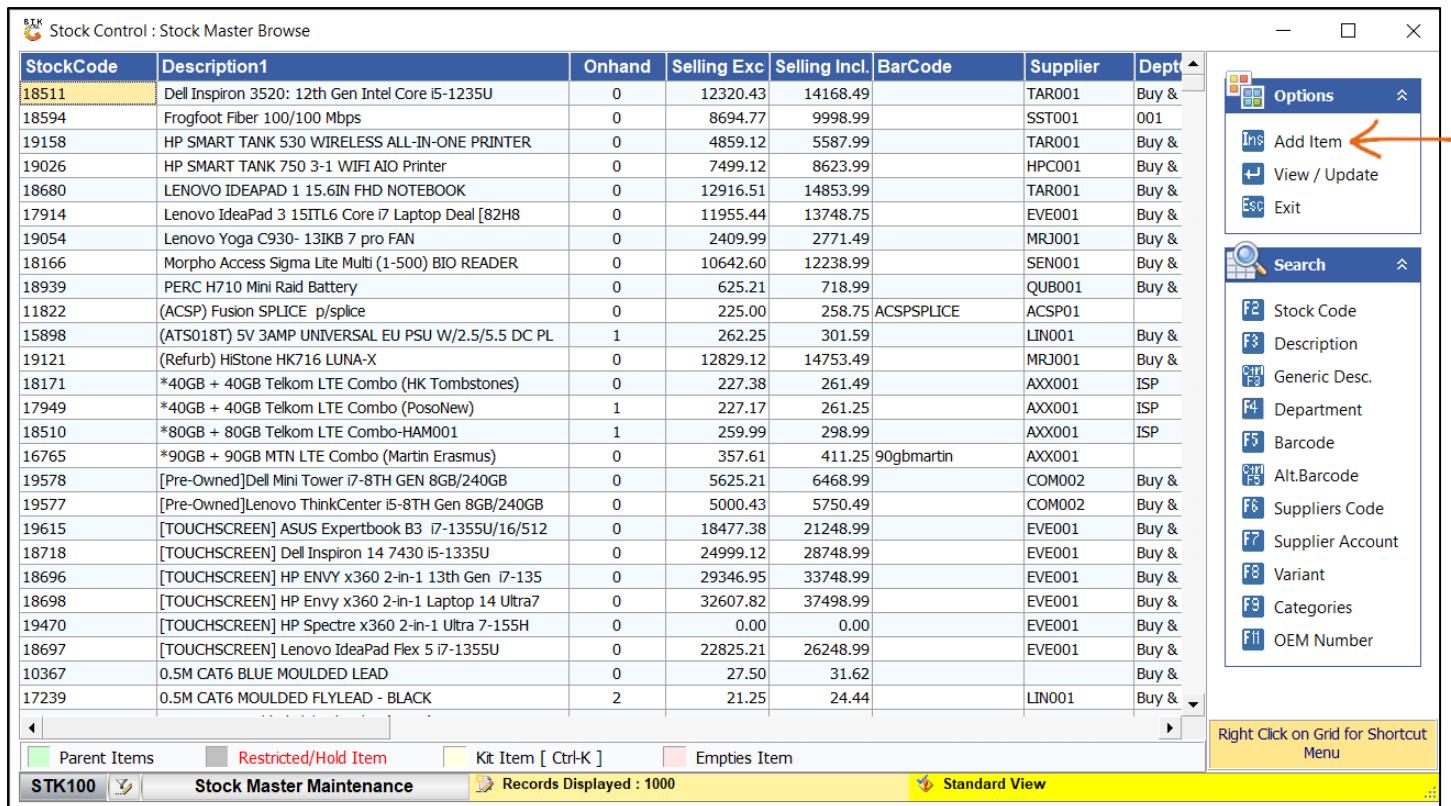


4. Once you have opened the Stock Control module, you then select **Master Files > Stock Master**



5. To add a new stock code, click on **Add Item**

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 SPLICER 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 &	

Right Click on Grid for Shortcut Menu

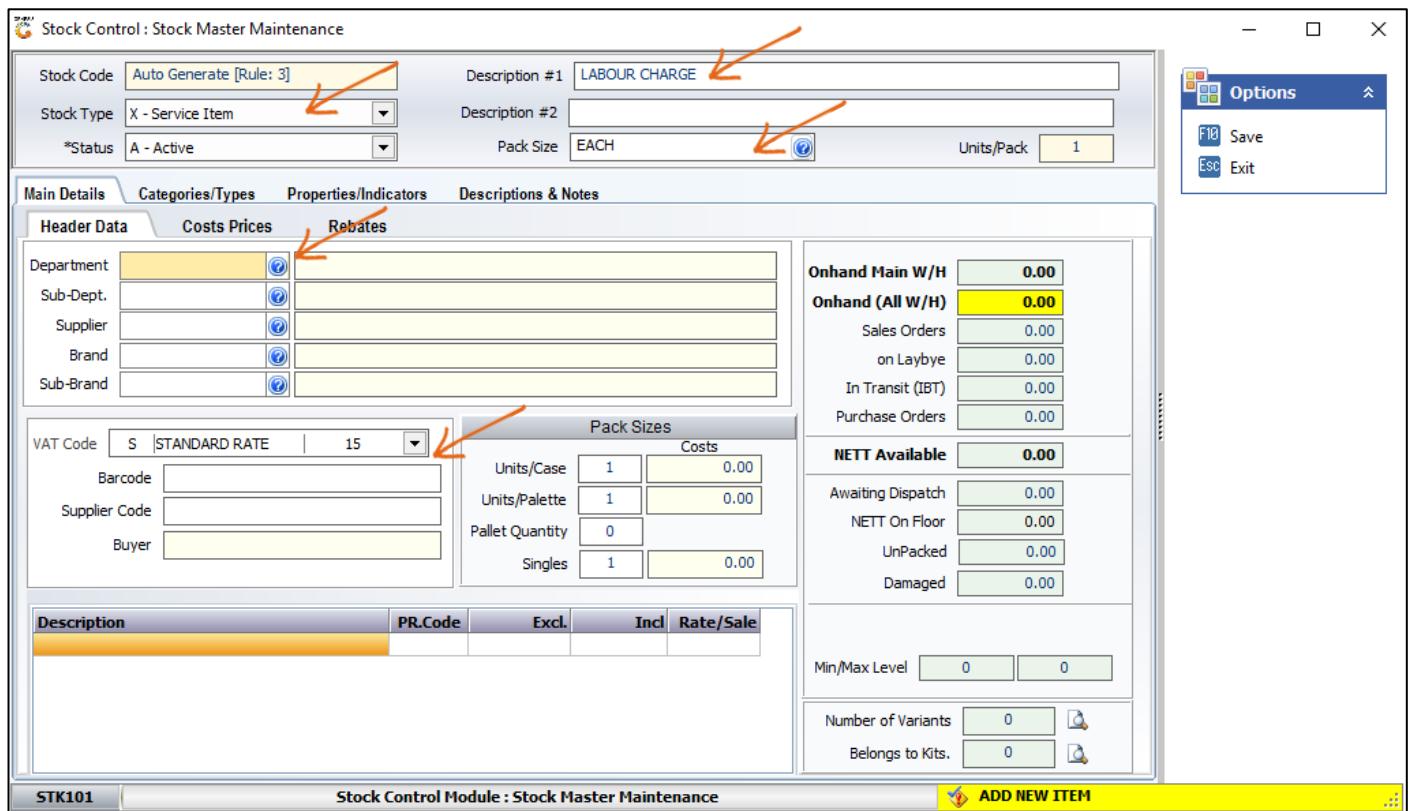
Parent Items Restricted/Hold Item Kit Item [Ctrl-K] Empties Item

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 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 Control : Stock Master Maintenance



Header Data	Costs Prices	Rebates
Department	7	
Sub-Dept.	7	
Supplier	7	
Brand	7	
Sub-Brand	7	
VAT Code	S STANDARD RATE 15	
Barcode		
Supplier Code		
Buyer		

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

Description	PR.Code	Excl.	Incl.	Rate/Sale

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

ADD NEW ITEM

STK101 Stock Control Module : Stock Master Maintenance

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.

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

Cost Calculation in BUY Units

Buy Item Code	Buy Item Units/Pack
per Buy.Cost per Avg.Cost per Last.Cost	
Selling Incl.	0.00
Cost Incl.	0.00
Profit (Excl)	0.00
GP%	0.00
Rebates	0.00
Net.Cost Incl.	0.00
Net Profit (Excl)	0.00
Net GP%	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

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**)

Stock Control : Stock Master Maintenance

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Header Data Costs Prices Rebates

Cost Prices

Last Cost Excl.	150.00
Last Cost Ind.	172.50
Avg. Cost Excl.	150.00
Avg. Cost Ind.	172.50
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.	150.00
Buying Cost Ind.	172.50

Cost Calculation in BUY Units

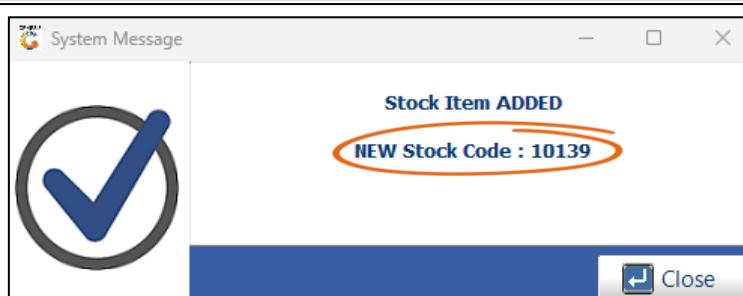
Buy Item Code	Buy Item Units/Pack
per Buy.Cost per Avg.Cost per Last.Cost	
Selling Incl.	0.00
Cost Incl.	0.00
Profit (Excl)	0.00
GP%	0.00
Rebates	0.00
Net.Cost Incl.	0.00
Net Profit (Excl)	0.00
Net GP%	0.00

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



This concludes the How to Guide for Creating a Service Item

VERSION:

2.5 - 1

UPDATED:

DATE: 2026/01/22

BY: Colleen

COMMENTS:
