



GENESIS
BY MRJ CONSULTANTS



How To Guide | Create Empties Items



+27 12 111 7777
+27 12 654 0300



Bondev Office Park, 140 Cattle Egret Rd,
Eldoraigne, Centurion, 0157



www.genesis-software.co.za



sales@mrj.co.za

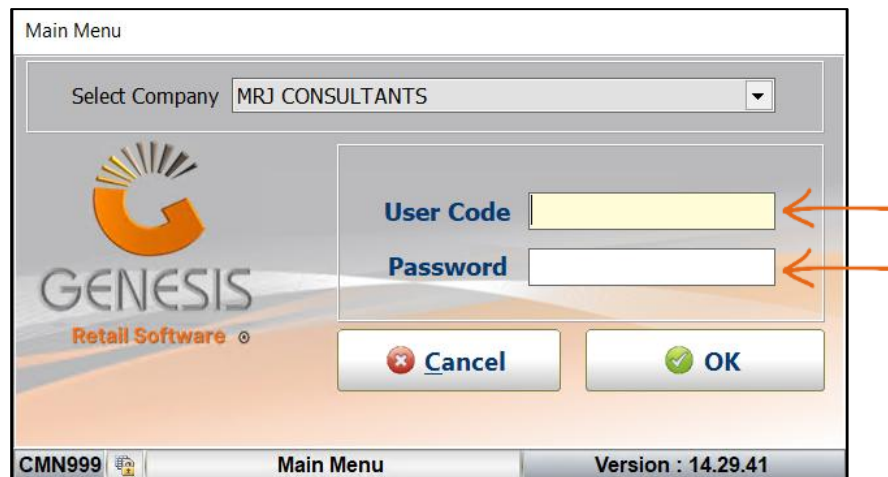


Note: An Empties item is used for any Deposit Bottles and/ or crates.

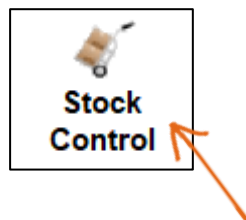
1. Open the **Genesis Menu**



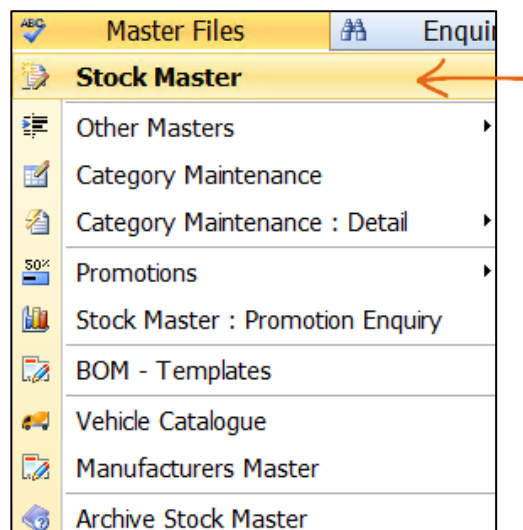
2. Type in the **User Code** and **Password**:

A screenshot of the "Main Menu" login screen. 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 with "GENESIS Retail Software" text below it. 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 two buttons: "Cancel" (with a red 'x' icon) and "OK" (with a green checkmark icon). At the bottom, there is a status bar with "CMN999" on the left, "Main Menu" in the center, and "Version : 14.29.41" on the right.

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	Del 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) H1Stone 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]Del 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] Del 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 E – Empties**
- 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
- 6.3 Once the Main Header information is completed, you can proceed to the rest of the tabs to complete the information you require to be on the item.

Stock Code: Auto Generate [Rule: 3]

Description #1: DEPOSIT BOTTLE

Stock Type: E - Empties

Description #2:

*Status: A - Active

Pack Size: 330ML

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

Barcode: []

Supplier Code: []

Buyer: []

Pack Sizes

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

Onhand Main W/H: 0.00

Onhand (All W/H): 0.00

Sales Orders: 0.00

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. 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

Stock Code: Auto Generate [Rule: 3] Description #1: DEPOSIT BOTTLE
Stock Type: E - Empties Description #2:
*Status: A - Active Pack Size: 330ML Units/Pack: 1

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Header Data Costs Prices Rebates

Cost Prices

Last Cost Excl. 1.50
Last Cost Ind. 1.73
Avg. Cost Excl. 1.50
Avg. Cost Ind. 1.73
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 Ind. 0.00
Buying Cost Excl. 1.50
Buying Cost Ind. 1.73
Selling Price Calculated on Base
Base Cost Excl. 1.50
Base Cost Ind. 1.73
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

	per Buy.Cost	per Avg.Cost	per Last.Cost
Selling Incl.	1.50		
Cost Incl.	1.73		
Profit (Excl)	0.00		
GP%			
Rebates			
Nett.Cost Incl.			
Net Profit (Excl)			
Net GP%			

[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

Stock Code: 10140 Description #1: DEPOSIT BOTTLE
Stock Type: E - Empties Description #2:
*Status: A - Active Pack Size: 330ML Units/Pack: 1

Main Details Categories/Types Properties/Indicators Descriptions & Notes

Header Data Costs Prices Rebates

Cost Prices

Last Cost Excl. 1.50
Last Cost Ind. 1.73
Avg. Cost Excl. 1.50
Avg. Cost Ind. 1.73
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 Ind. 0.00
Buying Cost Excl. 1.50
Buying Cost Ind. 1.73
Selling Price Calculated on Base
Base Cost Excl. 1.50
Base Cost Ind. 1.73
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

	per Buy.Cost	per Avg.Cost	per Last.Cost
Selling Incl.	1.50		
Cost Incl.	1.73		
Profit (Excl)	0.00		
GP%			
Rebates			
Nett.Cost Incl.			
Net Profit (Excl)			
Net GP%			

[Last Received by (GRV)]
Supplier Acc.

STK101 Stock Control Module : Stock Master Maintenance ADD NEW ITEM

System Message

Stock Item ADDED
NEW Stock Code : 10140

Close

This concludes the How to Guide for Creating an Empties Item

VERSION:

2.6 - 1

UPDATED:

DATE: 2026/01/23

BY: Colleen

COMMENTS: