



**GENESIS**  
**BY MRJ CONSULTANTS**



## **How To Guide | Create Departments and Sub-Departments**



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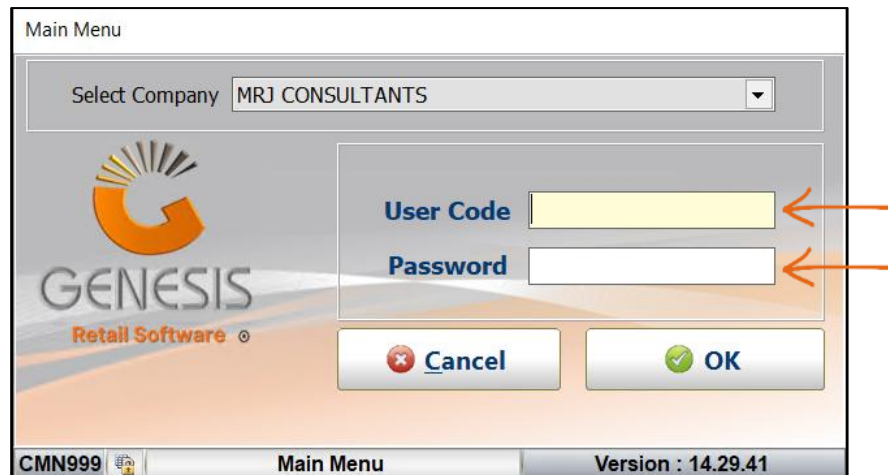
[sales@mrj.co.za](mailto:sales@mrj.co.za)



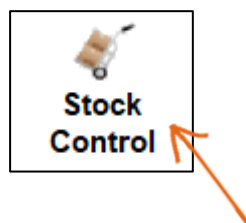
1. Open the **Genesis Menu**



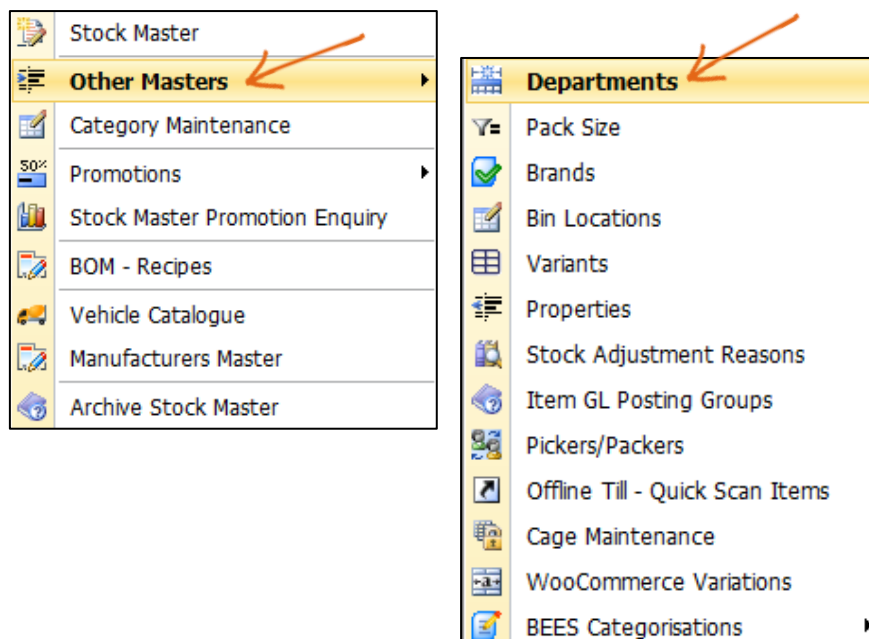
2. Type in the **User Code** and **Password**:

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's a large orange "G" logo and the text "GENESIS Retail Software". 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's a status bar with "CMN999", a small icon, "Main Menu", and "Version : 14.29.41".

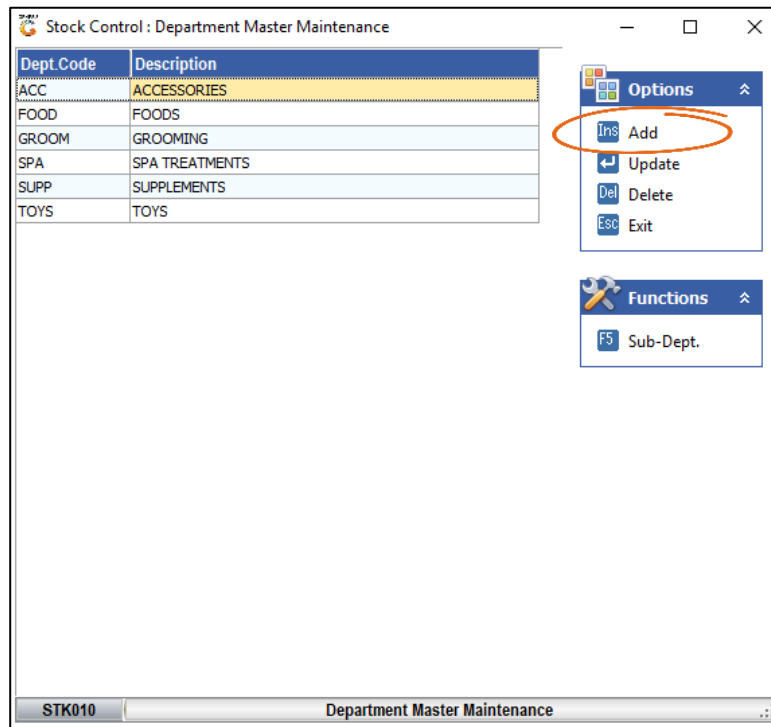
3. Click on the second icon – **Stock Control**



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

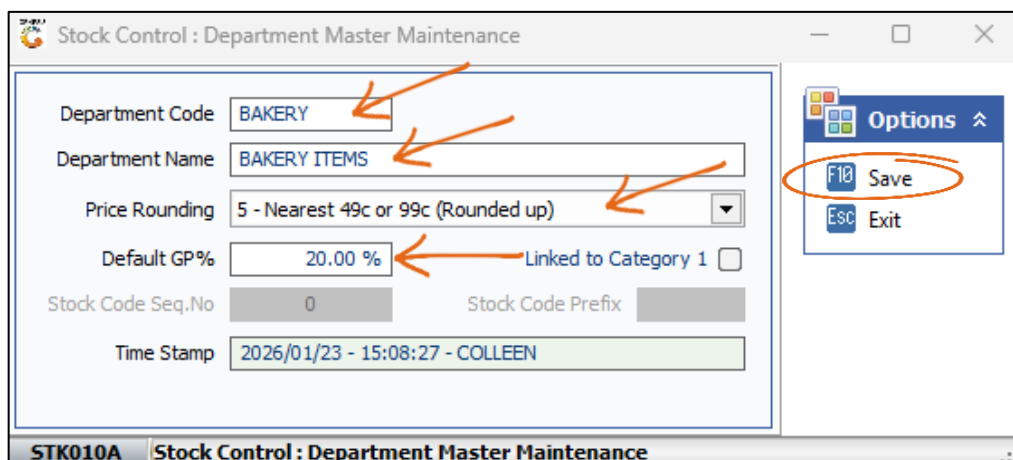


5. In the Department Master screen, **click on Add** to start creating your new Department

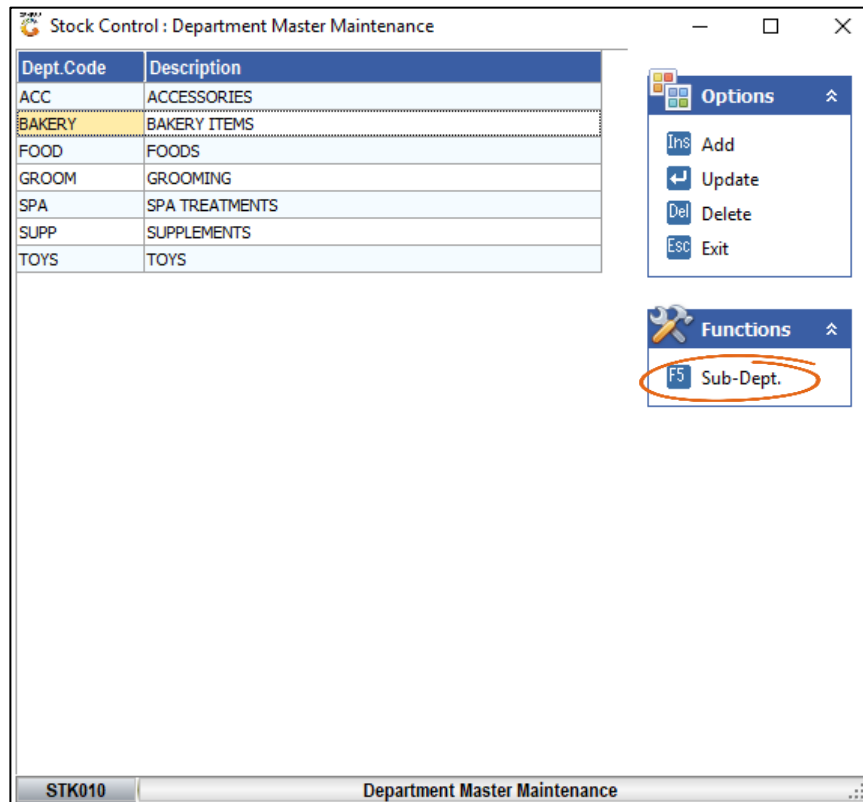


6. After you have clicked on Add, the next screen that opens will be where you can complete the following,

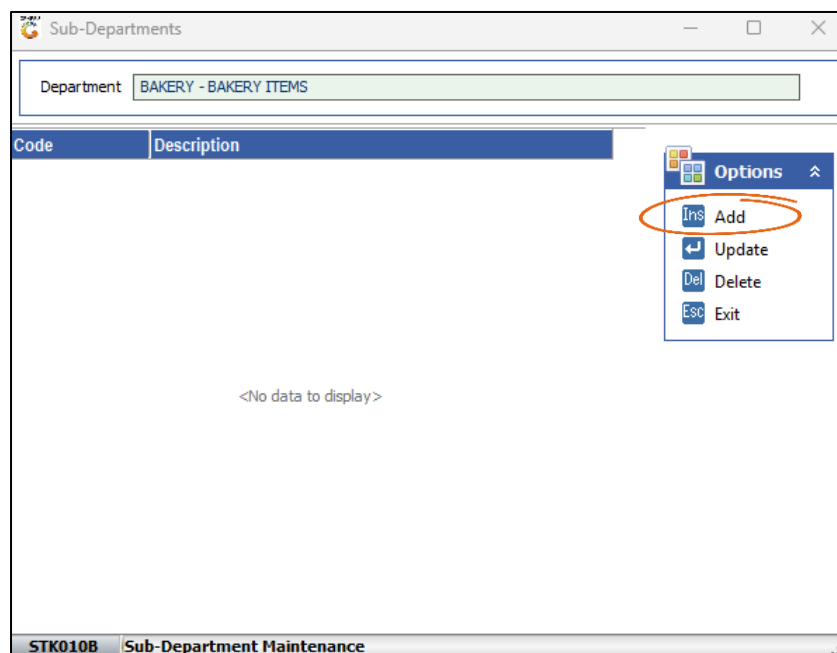
- 6.1 Department code > A short code of up to 10 letters and/ or numbers, e.g. BAKERY
- 6.2 Department Name > The name of your Department, e.g. BAKERY ITEMS
- 6.3 Price Rounding > This is the default price rounding rule for this specific Department, when price updates are process it uses this rounding rule for all items linked to this Department.
- 6.4 Default GP% > A Default GP% can be set for the whole department. If Cost prices update on a GRV in this Department, the selling prices for the items allocated to this Department will automatically update.
- 6.5 Once all the information has been captured, you can click on Save to complete your new Department.



7. After you have saved the Department, it will take you back to the Department Master screen, from this screen you can click on your Department and then select the Sub-Dept. option to add your Sub – Departments if required.



8. In the Sub-Departments screen, click on Add to create a new Sub-Department



9. After clicking on Add, it will open a section at the bottom of the Sub-Department screen, there you can add the following information,
- 9.1 Sub-Dept Code > A short code of up to 10 letters and/ or numbers, e.g. CHOCCAKE
  - 9.2 Description > The name of your Department, e.g. CHOCOLATE CAKES
  - 9.3 Once the information is captured, you can click on Save to complete your Sub-Department

The screenshot shows the 'Sub-Departments' window. At the top, there is a 'Department' dropdown menu set to 'BAKERY - BAKERY ITEMS'. Below this is a table with two columns: 'Code' and 'Description'. The first row contains 'CHOCCAKE' and 'CHOCOLATE CAKES'. To the right of the table is an 'Options' menu with 'Save' (F10) and 'Exit' (ESC) options. At the bottom of the window, there are input fields for 'Sub-Dept Code' (containing 'CHOCCAKE') and 'Description' (containing 'CHOCOLATE CAKES'). An orange arrow points to the 'Sub-Dept Code' field. The status bar at the bottom shows 'STK010B Sub-Department Maintenance'.

10. To add the Department onto your Stock Item, proceed to your Stock Master File. Select the item you want to amend and click on View/Update

The screenshot shows the 'Stock Control : Stock Master Browse' window. It features a table with the following columns: 'StockCode', 'Description1', 'Onhand', 'Selling Excl.', 'Selling Incl.', 'Last Cost Excl.', 'Last Cost Incl.', and 'Avg. Cost'. The first row of data shows '10141', 'DEATH BY CHOC CAKE 2 TIER (1X1)', '0', '0.00', '0.00', '150', '172.5', and 'Avg. Cost'. To the right of the table is an 'Options' menu with 'Add Item', 'View / Update' (circled in red), and 'Exit' options. Below the 'Options' menu is a 'Search' menu with various search criteria: 'Stock Code', 'Description', 'Generic Desc.', 'Department', 'Barcode', 'Alt.Barcode', 'Suppliers Code', 'Supplier Account', 'Variant', 'Categories', and 'OEM Number'. At the bottom of the window, there is a status bar with 'STK100', 'Stock Master Maintenance', 'Stock Code [10141] - Records = 1', and 'Standard View'.

11. Once the item has opened, click on Update again. Then you can either type in the Department Code or click on the Blue Question mark to search through all Departments available.

The screenshot shows the 'Stock Control : Stock Master Maintenance' window. The 'Options' menu is open, and the 'Update' button is highlighted with a red circle. The 'Functions' menu is also visible, showing 'View/Hide Costs' and 'Function Menu'. The main form displays the following data:

Field	Value
Stock Code	10141
Description #1	DEATH BY CHOC CAKE 2 TIER
Stock Type	N - Normal Stock Item
Description #2	
*Status	A - Active
Pack Size	EACH
Units/Pack	1

The 'Main Details' tab is selected, showing the 'Header Data' section. The 'Department' field is highlighted with a red circle and a red arrow pointing to the blue question mark icon. The 'Sub-Dept.' field is also highlighted with a red circle. The 'Supplier', 'Brand', and 'Sub-Brand' fields are also visible. The 'VAT Code' is 'S', 'STANDARD RATE' is '15', and 'Barcode' is empty. The 'Pack Sizes' section shows 'Units/Case' as 1, 'Units/Palette' as 1, 'Pallet Quantity' as 0, and 'Singles' as 1. The 'Costs' section shows 'Units/Case' as 1, 'Units/Palette' as 1, 'Pallet Quantity' as 0, and 'Singles' as 1. The 'Onhand' section shows 'Onhand Main W/H' as 0, 'Onhand (All W/H)' as 0, 'Sales Orders' as 0, 'In Transit (IBT)' as 0, 'Purchase Orders' as 0, 'NETT Available' as 0, 'Awaiting Dispatch' as 0, 'NETT On Floor' as 0, 'UnPacked' as 0, 'Damaged' as 0, 'Onhand (All Branches)' as 0.00, 'Min/Max Level' as 0, 'Number of Variants' as 0, and 'Belongs to Kits' as 0. The status bar at the bottom indicates 'STK101 Stock Control Module : Stock Master Maintenance' and 'VIEW ONLY'.

12. After allocating your Department and Sub-Department if required, you save the Stock item.

The screenshot shows the 'Stock Control : Stock Master Maintenance' window. The 'Options' menu is open, and the 'Save' button is highlighted with a red circle. The 'Functions' menu is also visible, showing 'View/Hide Costs' and 'Function Menu'. The main form displays the following data:

Field	Value
Stock Code	10141
Description #1	DEATH BY CHOC CAKE 2 TIER
Stock Type	N - Normal Stock Item
Description #2	
*Status	A - Active
Pack Size	EACH
Units/Pack	1

The 'Main Details' tab is selected, showing the 'Header Data' section. The 'Department' field is highlighted with a red circle and contains the value 'BAKERY'. The 'Sub-Dept.' field is highlighted with a red circle and contains the value 'CHOCOLATE CAKES'. The 'Supplier', 'Brand', and 'Sub-Brand' fields are also visible. The 'VAT Code' is 'S', 'STANDARD RATE' is '15', and 'Barcode' is empty. The 'Pack Sizes' section shows 'Units/Case' as 1, 'Units/Palette' as 1, 'Pallet Quantity' as 0, and 'Singles' as 1. The 'Costs' section shows 'Units/Case' as 1, 'Units/Palette' as 1, 'Pallet Quantity' as 0, and 'Singles' as 1. The 'Onhand' section shows 'Onhand Main W/H' as 0, 'Onhand (All W/H)' as 0, 'Sales Orders' as 0, 'In Transit (IBT)' as 0, 'Purchase Orders' as 0, 'NETT Available' as 0, 'Awaiting Dispatch' as 0, 'NETT On Floor' as 0, 'UnPacked' as 0, 'Damaged' as 0, 'Onhand (All Branches)' as 0.00, 'Min/Max Level' as 0, 'Number of Variants' as 0, and 'Belongs to Kits' as 0. The status bar at the bottom indicates 'STK101 Stock Control Module : Stock Master Maintenance' and 'UPDATE MODE'.

***This concludes the How to Guide for Creating Departments and Sub-Departments***

VERSION:

2.7 - 1

UPDATED:

DATE: 2026/01/23

BY: Colleen

COMMENTS: