GENESIS

How to Guide
How to do Cost Revaluation

1. **Open** Genesis Menu.

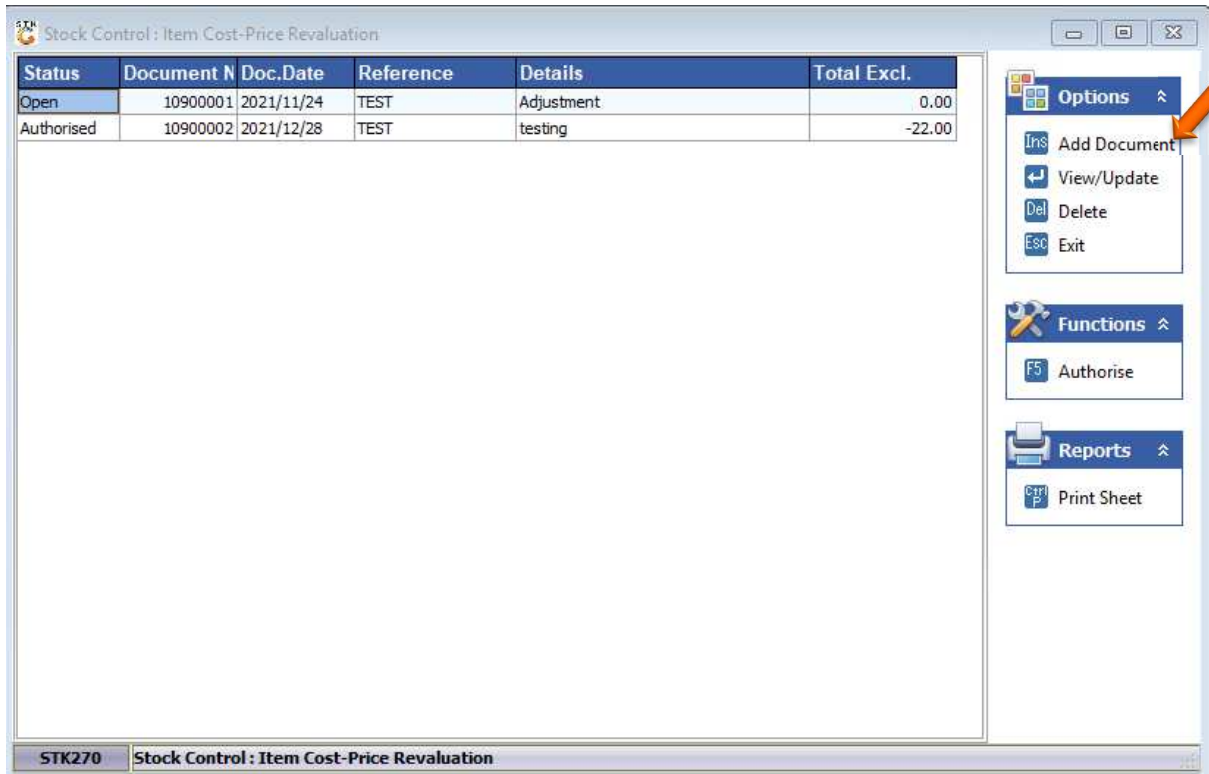2. Type **User code** and **Password.**
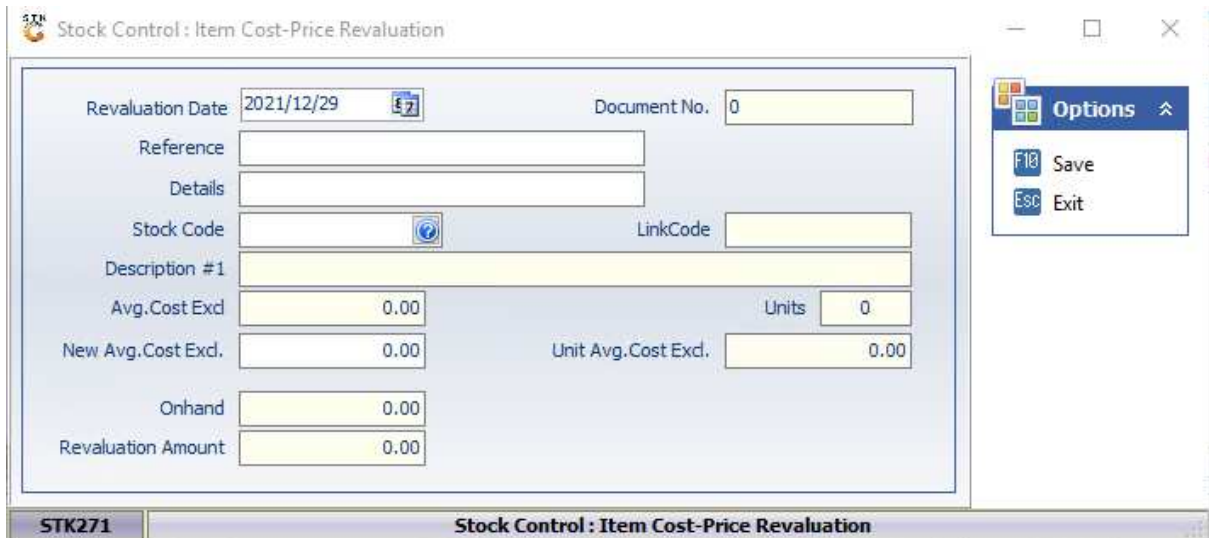

3. Open **Stock Control** from the Main menu.
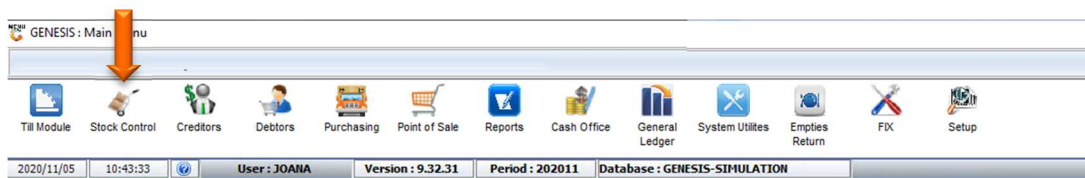
4. In Stock Control open Transactions- Adjustments – Cost Revaluation.
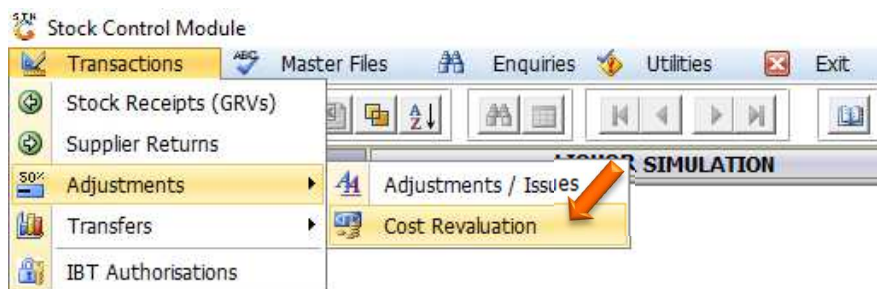
5. You will be prompted to The Item Cost-Price Revaluation menu, here we can press Ins on the keyboard or click on Add Document

6. Fill in all the relevant information as to why this adjustment is being made.

7. Change the price then save and proceed.

8. You will then see that your Document appears and now needs to be authorized.

9. Press F5 or click on Authorize then select Yes.

10. Lets now go have a look at the amendments. Go to the stock control module then Master file-Stock master
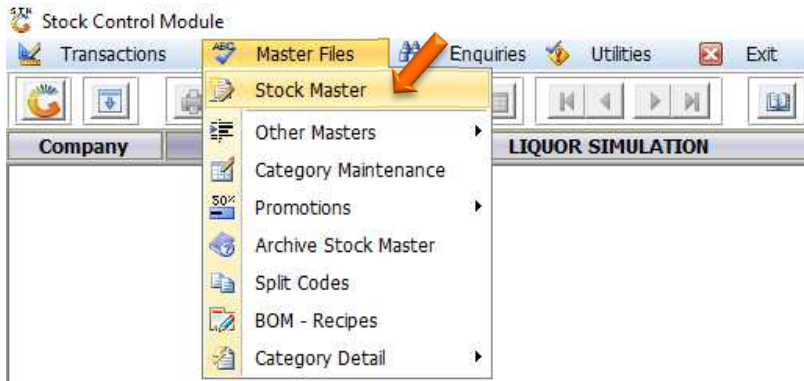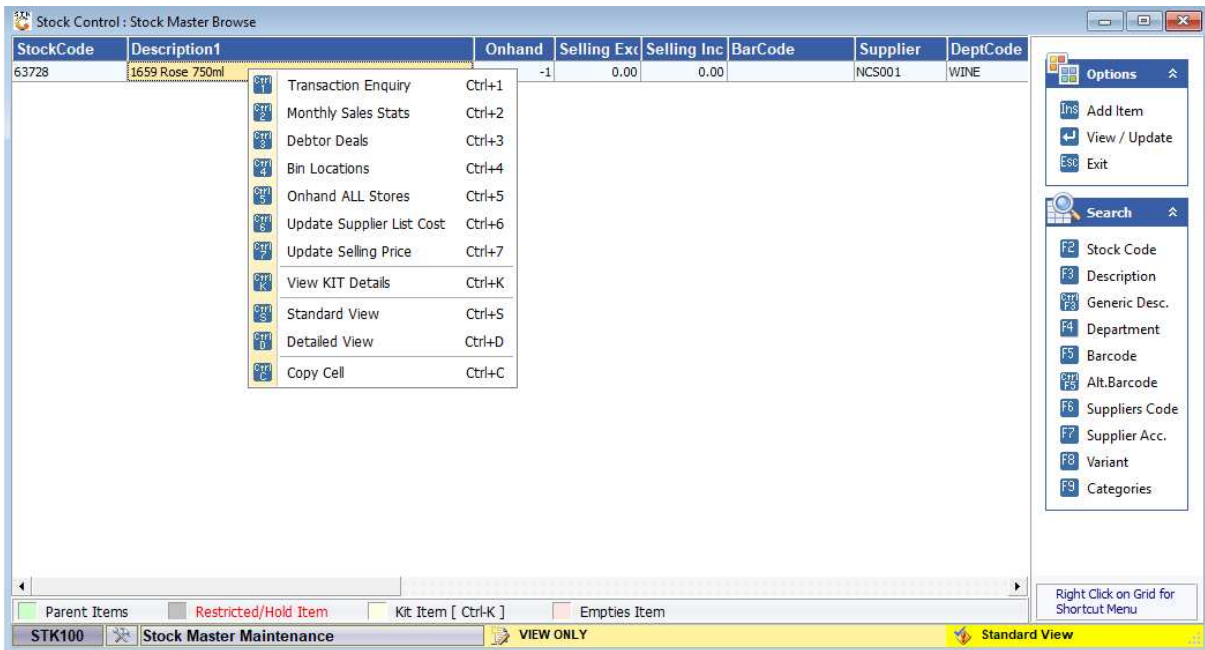

11. Select the stock code
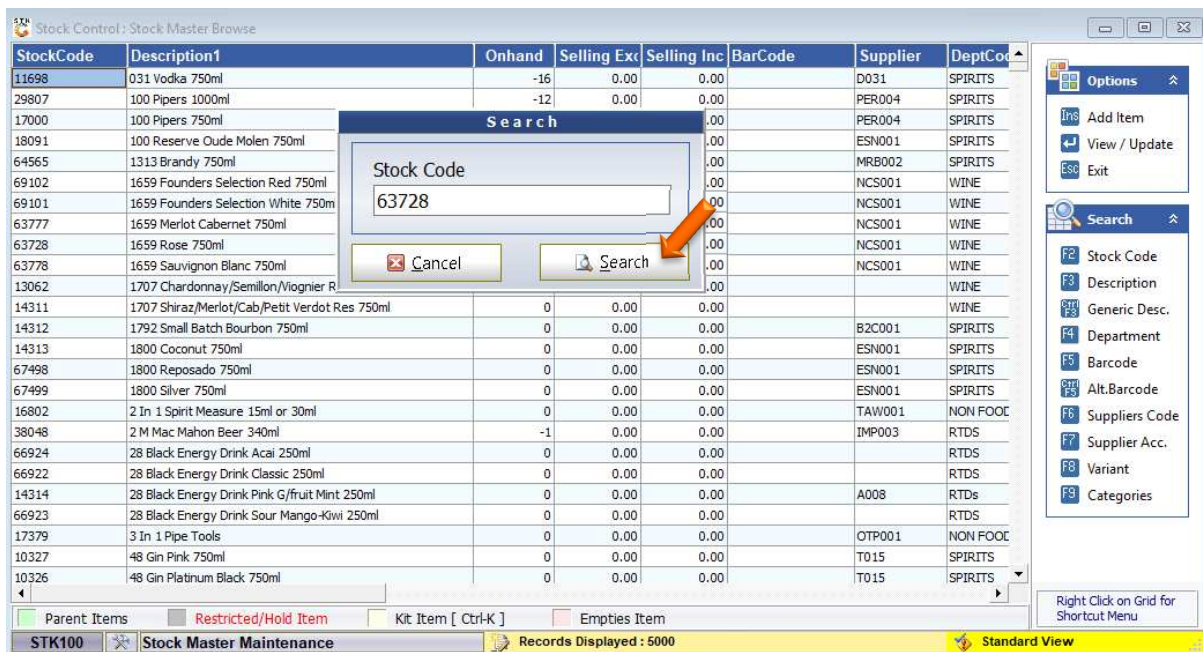
12. Once the item is opened right click on the item and select transaction history.

13. Select the from Period and to Period, enter through then you will see that your revaluation has been done and price changes amended.