

How to Guide Return Stock on Goods Received Voucher

3.2.5 (Oct 2020)

Retail Revelation (Pty) Ltd

Office 10 Feather Brooke Business Park Tel: (012) 777 1111 Mail: helpdesk@retrev.co.za



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## 1. How to Return Stock on Good Receivd Voucher.

This document will guide you through the process on how to Return Stock on Goods Received Voucher.

1. Log into Genesis Menu

2. Select Stock Control from the main menu



4. To search for a stock Item, select the search criteria in the right-hand side search menu or press the corresponding F key

StackCase         Description1         State State Laboration Applicability         Description Applicability <thdescriptity< th="">         Descriptity         Descri</thdescriptity<>		Stock Master												
1000-text Ameril (1997)         0.00         0.00         100011         0.630         7.79         6.83 <th< th=""><th>StockCode</th><th>Description1</th><th>Selling Excl. Selling Incl. Ba</th><th>arCode Supplier</th><th>DeptCode LastCo</th><th>stExcl LastCostIncl</th><th>AvgCostExci AvgCost</th><th>Incl BuyCostExc</th><th>d BuyCostinci Variant</th><th>SuppCode</th><th>Category 00</th><th>Calegory 01</th><th>Category 02</th><th>100</th></th<>	StockCode	Description1	Selling Excl. Selling Incl. Ba	arCode Supplier	DeptCode LastCo	stExcl LastCostIncl	AvgCostExci AvgCost	Incl BuyCostExc	d BuyCostinci Variant	SuppCode	Category 00	Calegory 01	Category 02	100
1133       La Orient drugt fruit (024. Lots)       686.70       995.00       240001       13.77       13.30       13.75       13.30       13.76       13.30       13.77       13.30	18604	Lig Onhand Amstel Lite 660ML	0.00 0.00	HEK001		6.83 7.79	6.83	7.79 6.8	3 7.79					Cotions 🙁
	31183	Liq Onhand Brutal Pruit 660ML Litchi	868.70 999.00	SAB001		15.79 18.16	15.79	8.16 15.7	9 18.16					
	59387	Dep Keg Devils Peak 30Lt	868.70 999.00 K3	SAB001	SERVICE	0.00 0.00	0.00	0.00 0.0	0.00		SERVICE	DEPOSIT		Ven Detais
	-													Saarch a Saarch a Saarch a Saarchar Saarch

For example:

Press F3 or select Description and type in the Item details in the description box. E.g Brutal Fruit

📲 Options 🛛 🛠		
View Details		
🔀 Search 🔹		
E Stock Code	Se	arch
Generic Desc. Department	Description	
F5 Barcode F6 Suppliers Code	brutal fruit	
Supplier Acc.	Se Cancel	Search

Press Enter on your keyboard.

5. Double click on Item you wish to Un Archive.

C ARCHIVE Stock Master					
StockCode	Description1				
18808	Brutal Fruit Litchi 275ml Nrb				
68081	Brutal Fruit Lus/Berry 275ml Nrb				
15979	Brutal Fruit Mango Gogi 440ml Can				
18801	Brutal Fruit Mango Goji Fusion 275ml				
13234	Brutal Fruit Mango Quarts 660Ml				

6. Press F5 on your keyboard or select the Function Menu

Stock Code	18808	0	Desc	ription #1	Brutal Fruit Lit	chi 275ml Nrb				Continues	~
Stock Type	P - Link Item (Pack Variants)	-	Desc	ription #2	-				_	- Doptions	<u> </u>
*Status	X - Archived	-		Pack Size	1X1X275ML		۲	Units	Pack 1	Update	
Main Detai	ls 🔪 🕎 Categories / Types 🛛 👔	Properti	es / Indica	itors	Notes & Des	criptions 📲	Linked	i Items			_
👑 Header I	Data									Functions	*
Department	RTDS 🔞 RTDs							Total Onhand	0	E construction	
Sub-Dept.	RT-FABS							Sales Orders	0	Function Menu	
Supplier	SAB001 SOUTH A	FRICAN E	REWERIE	S (SAB)				on Laybye	0		
Buyer	20		0.17								
VAT Code	S STANDARD RATE	15	7 -		Pack Size	es Costs	-	Purchase Orders	0		
Bar	code -			Inits/Case	1	8.6	0	NETT Available	0		
	Sode		Uni	ts/Palette	1	8.6	0	Awaiting Dispatch	0		
Scale Item 1	Type N - Non-Scale Item			Singles	1	0.0	0	NETT On Floor	0		
Scale Pric	e/Kg N - Non Scale Item	2	Sel	lby 01	Davs She	If Life 0 Da	/5	Damaged	0		
			Naza					Minimum Level	0		
Link Code	Description	Units	MinBUY	Onhand	Sell.Excl	Sell.Incl	L/C	Maximum Level	0		
18808-024	Brutal Fruit Litchi 275ml Nrb X24	24	1	0	256.51	294.99	20				
18808-006 18808-001	Brutal Fruit Litchi 275ml Nrb X6 Brutal Fruit Litchi 275ml Nrb	6	1	0	69.56 13.03	79.99	5				
								Number of Variante	0 12		
<							>	Number of Variants			

7. Select Utilities from the right-hand side function menu.

Supplier Scale Item	Code Type N - Non-Scale Item	Units/Palette		15.79 Awaiting Di 0.00 NETT Or	spatch in Floor	Update Supplier List F
VAT Code	S STANDARD RATE 15	Units/Case	Pack Sizes Costs	Purchase ( 15.79 NETT Ava	Drders	Update Branch Data
Sub-Dept. Supplier	SAB001 SOUTH AFRI	CAN BREWERIES (SAB)		Sales (	Drders.	Control of the second sec
🖞 Header Department	Data	operates / since and	notes a beauptions	Total Or	hand	<ul> <li>Deals &amp; Promotions</li> <li>Alternate Codes</li> <li>Orders</li> <li>Utilities</li> </ul>
*Status Main Deta	X - Archived	Pack Size	1X1X1S	Selling Prices	Units/Pack 1	Transactions     Transactions     Transactions     Transactions     Transactions     Transactions     Transactions     Transactions
Stock Type	31183	Description #1	Liq Onhand Brutal Fruit 66	50ML Litchi		Close

8. Select Un-Archive Item from the dropdown menu

Stock Code	31183	Description #1	Lig Onhand Brutal Fru	uit 660ML Litchi			Function Menu
Stock Type	N - Normal Stock Item 💌	Description #2	-				Close
*Status	X - Archived	Pack Size	1X1X1S	0	Units/	Pack 1	> in Transactions
Main Detai	ils 🔪 Categories / Types 👘 Pro	oerties / Indicators	Notes & Descriptio	ns 関 Sellin	g Prices		> in Item Stats
🐖 Header	Data						> 🛅 Alternate Codes
)epartment	0				Total Onhand	3	Vibilities
Sub-Dept.				0	Sales Orders	0	Copy Item
Supplier Buyer	SAB001 SOUTH AFRIC	AN BREWERIES (SAB)		11	on Laybye	0	- Verify PINS
VATIONA			Pack Sizes		Purchase Orders	0	Range to Online Bran
Bar	code	Units/Case	C	15.79	NETT Available	3	
Supplier (	Code	Units/Palette	1	15.79	Awaiting Dispatch	0	- Donhand : All Branches
Scale Item	Type N - Non-Scale Item	Singles	1	0.00	NETT On Floor	3	Item Image
Scale Pric	ce/Kg N - Non Scale Item	Sell by 0	Days Shelf Life	0 Days	Damaged	0	Item Serial Numbers      Update Supplier List Price
		AL.			Minimum Level	0	
DEFAULT PR	n ICE	1.00 868	.70 999.00	1.00	Maximum Level	0	
					Number of Variants	0 3	
					Belongs to Kits.	3	

9. Press F10 on your keyboard or Restore from the right-hand Options menu.

	a Stock Item		Options
18808			F10 Restore
Brutal Fruit Litchi 275ml Nrb		Esc Exit	
<sup>o</sup> - Link Item (Pack Variants)	No.of Txans Found	6	
[ Child Items ]			-
Description	Units/Pack	Pack Size	
Brutal Fruit Litchi 275ml Nrb	1	1X1X275ML	
Brutal Fruit Litchi 275ml Nrb X6	6	1X6X275ML	
Brutal Fruit Litchi 275ml Nrb X24	24	4X6X275ML	
	18808 Srutal Fruit Litchi 275ml Nrb P - Link Item (Pack Variants) [ Child Items ] Description Brutal Fruit Litchi 275ml Nrb Brutal Fruit Litchi 275ml Nrb X6 Brutal Fruit Litchi 275ml Nrb X24		Description       Units/Pack       Pack Size         Brutal Fruit Litchi 275ml Nrb       1       11 X1X275ML         Brutal Fruit Litchi 275ml Nrb       6       1X6X275ML         Brutal Fruit Litchi 275ml Nrb X24       24       4X6X275ML

The Stock item will now be restored.

And that concludes the guide on how to Un-Archive Stock