



## How to Guide Return Stock on Goods Received Voucher

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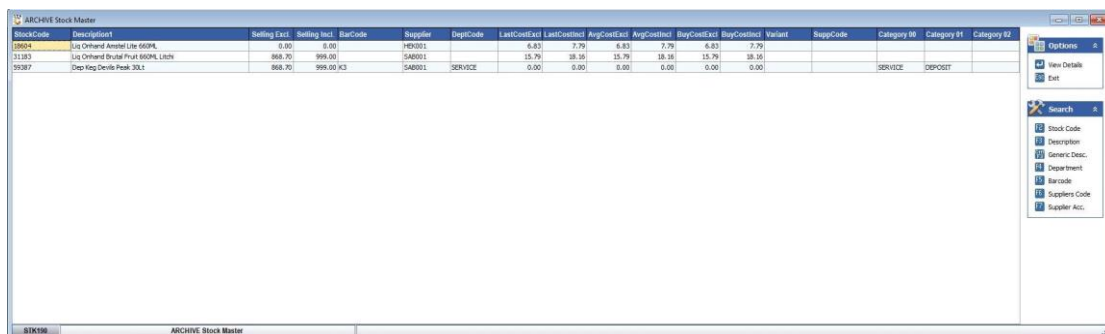
## 1. How to Return Stock on Good Received Voucher.

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

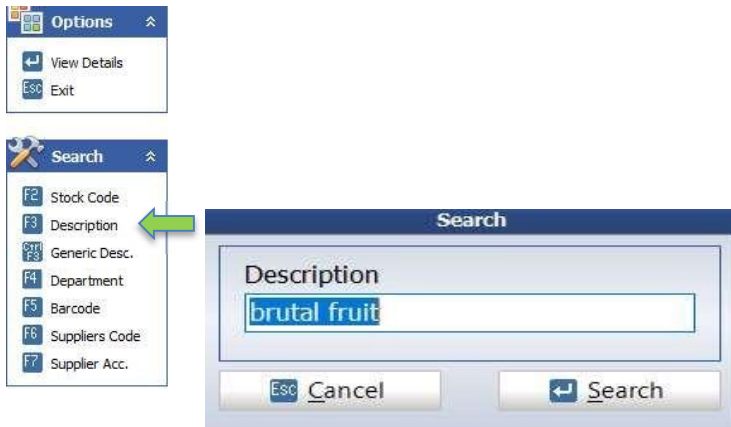


4. To search for a stock Item, select the search criteria in the right-hand side search menu or press the corresponding F key



For example:

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



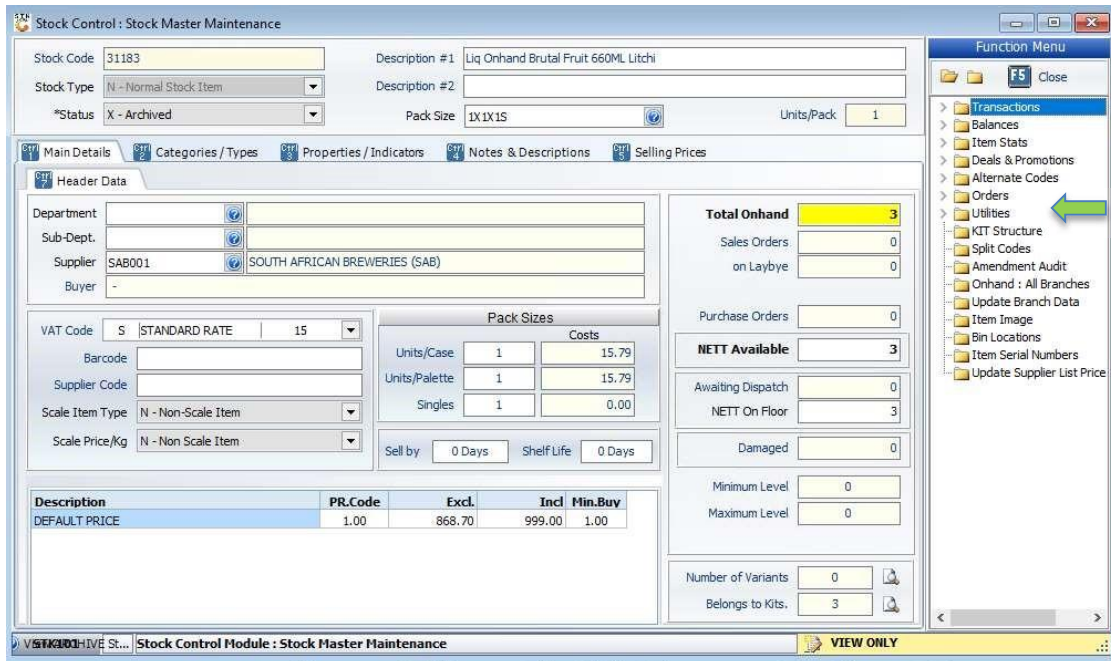
Press Enter on your keyboard.

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

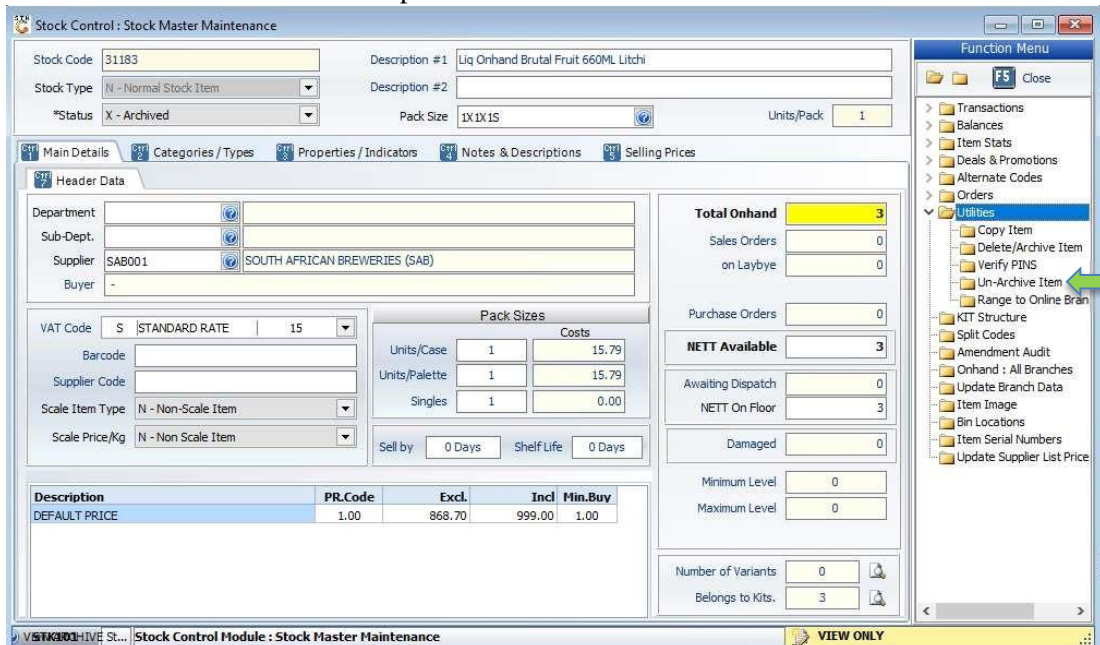
StockCode	Description1
18808	Brutal Fruit Litchi 275ml Nrb
68081	Brutal Fruit Lus/Berry 275ml Nrb
15979	Brutal Fruit Mango Gogi 440ml Can
18801	Brutal Fruit Mango Goji Fusion 275ml
13234	Brutal Fruit Mango Quarts 660Ml

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

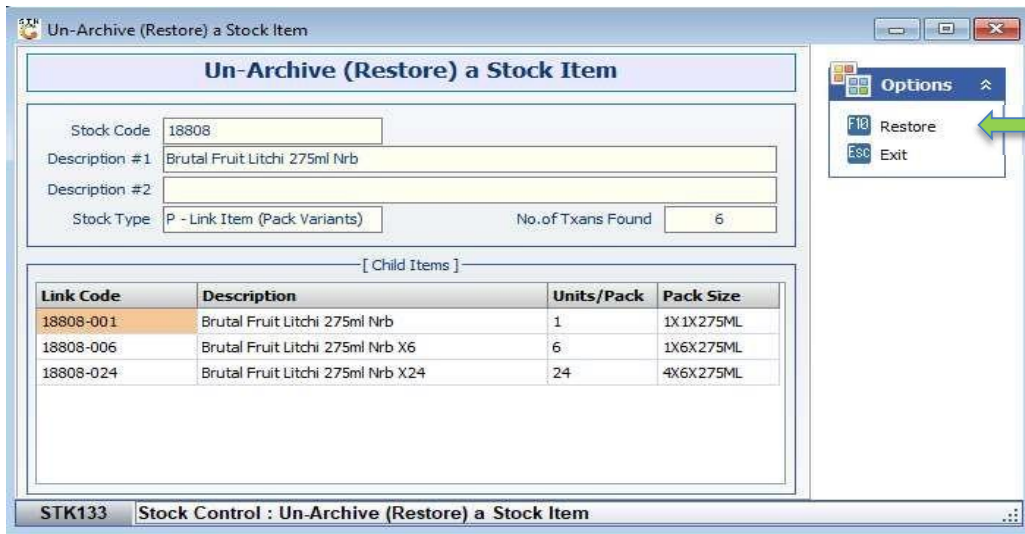
7. Select Utilities from the right-hand side function menu.



8. Select Un-Archive Item from the dropdown menu



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



The Stock item will now be restored.

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