



How to Guide: Create a Supplier Return

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How to create a Supplier Return.

This document is to Guide you through the process on how to create a Supplier Return.

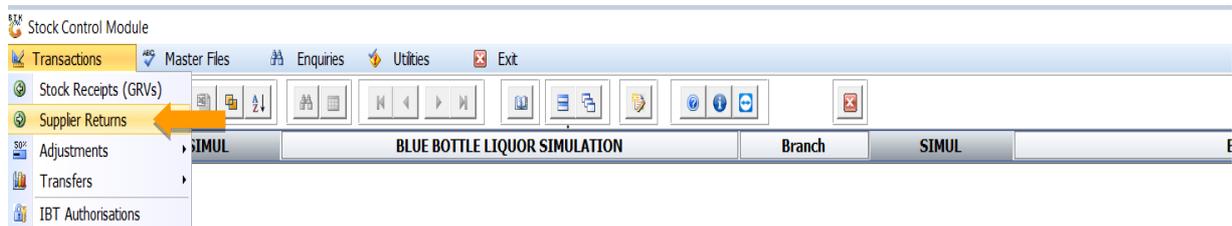
1. Go to Genesis: **'Stock'**.



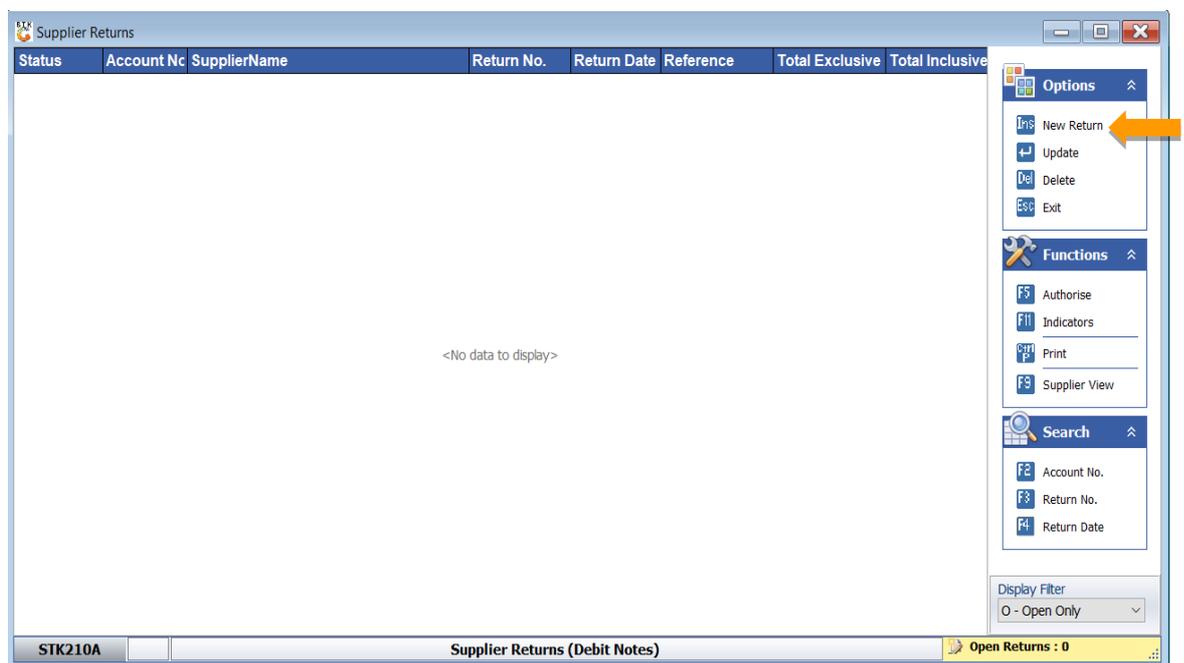
2. Click on **'Transactions'**.



3. Select **'Supplier Returns'**.



4. Click on **'New Return'**.



5. Select the 'Creditor Name'.

Select a Creditor

Account No.	Creditor Name	Telephone	Fax No.	Contact Person
A006	AA BADENHORST FAMILY WINES	021 782 6436		
A008	ACCOLADE WINES	021 882 8177		
AFR001	AFRICA CASH & CARRY (PTY)LTD	011837722	0118376600	DEFAULT
ALT001	ALTERNATIVE BEVERAGE	0861 744 447		Bottle logic
A005	ALVIS DRIFT	086 1744 447		Wine Call Centre
A009	AMAJI BEVERAGE COMPANY	082 414 1505		
A007	AMANO CIGARS	0800 244 277		
APPO01	APPELLATION			
A003	ARABELLA WINES	023 615 2256		Lizaan Conradie
AVO001	AVONDALE TERRA EST VITA	0823833697		Johan Basson
B014	BABYLONSTOREN PTY LTD	021 863 1804	0866068244	elsabe lategan
B005	BACKSBERG	021 875 5141	021 875 5144	
BTD001	BATTLEFIELD DISTILLERS (Pty) LTD			
BAV001	BAVARIA	011 842 3000		DEFAULT
BSU001	BEAM SUNTORY SA	021 801 6181		geobani bobo
B011	BELGSA TRADING	071 606 5038		Natale
BEV002	BEVERAGE EMPORIUM	031 705 1445		info@teamliquor.co.za
BEV001	BEVERAGE PEOPLE	021 438 6900	0866581022	sam
BEV003	BEVTEC			
BSCDC	Big Save Distribution Centre (Pty) Ltd	012 8039189	086 571 2484	
BSGMS	Big Save Distribution Centre (Pty) Ltd	012 8039189	086 571 2484	
BSLWL	Big Save Liquor Waltoo (Pty) Ltd	012 803 7062	012 803 2277	
BSCMP	Big Save Mabopane (Pty) Ltd	012 701 1661		
BSCWL	Big Save Waltoo (Pty) Ltd	012 803 6212	012 803 2277	
BIZ001	BIZOE WINES	0218433307	0866538186	Rikus
B009	BLAAUWKIPPEN VINEYARDS	0861 744 447	021 870 1139	Jeneale
B006	BLACK HORSE BREWERY	0870 125 018		
GEN001	Select a Creditor			

Options: Select Creditor, Exit

Search: Account No., Creditor Name, Restore Grid

6. Enter 'GRV No., Reference and GRV. Date'.

Supplier Returns

Account No. B005 BACKSBERG Return Number -9999997 Status NEW Supplier Return

Header Details Defaults System Information Sub-Accounts

[Allocation to Supplier Document]

Return Date 2020/09/22 GRV No. 0 Reference Reference

VAT Indicator E - Exclusive Supplier Doc.No. Supp.Doc.Date 2020/09/22 GRV.Date

Post to Creditors Y - Yes Pickup Doc No. 0 Warehouse 01 - DEFAULT WAREHOUSE

Line	Suppl.Code	StockCode	LinkCode	Description1	Retn.Qty	Units	Retn.Price	Retn.VAT	Retn.Total
<No data to display>									

Return V.A.T 0.00 Total [Exclusive] 0.00 Total [Inclusive] 0.00

STK211 Supplier Returns

Options: Save, Exit

Functions: Un-Allocated

7. Click on the ? Symbol Next to 'Supplier Doc. No.'

Supplier Returns

Account No. B005 BACKSBERG Return Number -9999996 Status NEW Supplier Return

Header Details Defaults System Information Sub-Accounts

[Allocation to Supplier Document]

Return Date 2020/09/22 GRV No. 10500395 Reference Roz

VAT Indicator E - Exclusive Supplier Doc.No 111 ? Supp.Doc.Date GRV.Date

Post to Creditors Y - Yes Pickup Doc No. 0 Warehouse 01 - DEFAULT WAREHOUSE

Line	Suppl.Code	StockCode	LinkCode	Description1	Retn.Qty	Units	Retn.Price	Retn.VAT	Retn.Total	Retn
<No data to display>										

Return V.A.T 0.00 Total [Exclusive] 0.00 Total [Inclusive] 0.00

STK211 Enter the Document Reference Number

8. Select the GRV that needs to be returned.

Select a Credit Document

Account No. B005 Creditor Name BACKSBERG

Doc.Date	Doc.No	GRV No.	GRV Date	Reference	Amount	Doc.Balance
2020/09/22	10500395	10500395	2020/09/22	111	690.00	690.00

Options

- Select
- Exit

GEN005 Select a Creditor Document

9. Start adding the lines that needs to be returned, by clicking on 'Add Line'.

The screenshot shows the 'Supplier Returns' window. At the top, there are fields for Account No. (B005), BACKSBERG, Return Number (-9999996), and Status (NEW Supplier Return). Below this is a tabbed interface with 'Header Details' selected. The 'Header Details' section includes fields for Return Date (2020/09/22), VAT Indicator (E - Exclusive), Post to Creditors (Y - Yes), GRV No. (10500395), Supplier Doc.No. (111), Pickup Doc No. (0), Reference (Roz), Supp.Doc.Date (2020/09/22), GRV.Date (2020/09/22), and Warehouse (01 - DEFAULT WAREHOUSE). Below the header is a table with columns: Line, Suppl.Code, StockCode, LinkCode, Description1, Retn.Qty, Units, Retn.Price, Retn.VAT, Retn.Total, Retn. The table is currently empty, displaying '<No data to display>'. On the right side, there are three panels: 'Options' (Save, Exit), 'Functions' (Un-Allocated), and 'Grid Lines' (Add Line, Update Line, Delete Line, Import CSV). An orange arrow points to the 'Add Line' button in the 'Grid Lines' panel. At the bottom, there are summary fields: Return V.A.T (0.00), Total [Exclusive] (0.00), and Total [Inclusive] (0.00). The window title bar shows 'STK211 Supplier Returns'.

10. Select the 'Stock Code' or enter the 'Description'

The screenshot shows the 'Supplier Returns : Item Capture' window. It features several input fields: Stock Code (17583), Link Code (17583-012), Description #1 (Bacsberg 4 Pillars Shiraz 750ml X12), Description #2, Quantity (1), Line Number (3), Price (600.0000), Discount (0.0000), VAT (90.0000), Total (600.0000), and Return Warehouse (01 - DEFAULT WAREHOUSE). Below this is a 'Stock Item Values' section with fields for VAT Rate (15.00 %), Supplier Code, Weight (0.00 Kg), Barcode, Units (12), Pack Size (1X12X750ML), Packs/Case (1), SQM/Box (9), and Current Onhand (12). To the right of this section are 'Current Costs' fields: Last (600.0000), Average (600.0000), and Buying (0.0000). Below that is a 'Return Price Rule' section with the text 'No Below Last Cost'. At the bottom is a 'Last GRV Details' section with fields for GRV No. (10500395), Quantity (1), Units (12), Date (2020/09/22), Price (600.0000), and Pack Size (1X12X750ML). On the right side, there are three panels: 'Options' (Save, Exit), 'Functions' (Line Rebates, Allocate Serial Nos.), and 'Grid Lines'. Two orange arrows point to the 'Stock Code' and 'Description #1' fields. The window title bar shows 'STK212 Supplier Returns - Detail Lines'.

11. 'Save' the Return.

The screenshot shows the 'Supplier Returns' window with the following details:

- Account No: B005, BACKSBERG
- Return Number: -9999996
- Status: NEW Supplier Return
- Return Date: 2020/09/22
- VAT Indicator: E - Exclusive
- Post to Creditors: Y - Yes
- GRV No: 10500395
- Supplier Doc.No: 111
- Pickup Doc No: 0
- Reference: Roz
- Supp.Doc.Date: 2020/09/22
- GRV.Date: 2020/09/22
- Warehouse: 01 - DEFAULT WAREHOUSE

Line	Suppl.Code	StockCode	LinkCode	Description1	Retn.Qty	Units	Retn.Price	Retn.VAT	Retn.Total	Retn
3		17583	17583-012	Backsberg 4 Pillars Shiraz 750ml X12	1	12	600.00000	90.00000	600.00000	

Summary Totals:

- Return V.A.T: 90.00
- Total [Exclusive]: 600.00
- Total [Inclusive]: 690.00

The 'Options' menu on the right has 'Save' highlighted with an orange arrow.

12. 'Authorise' the Return.

The screenshot shows the 'Supplier Returns' window with a list of returns:

Status	Account No	SupplierName	Return No.	Return Date	Reference	Total Exclusive	Total Inclusive
OPEN	B005	BACKSBERG	10600013	2020/09/22	Roz	600.00	690.00

The 'Functions' menu on the right has 'Authorise' highlighted with an orange arrow.

Search filters:

- F2 Account No.
- F3 Return No.
- F4 Return Date

Display Filter: O - Open Only

Bottom status bar: STK210A Supplier Returns (Debit Notes) Open Returns : 1

That concludes the User Guide.