How to Guide:
Create a Supplier Return

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How to create a Supplier Return.

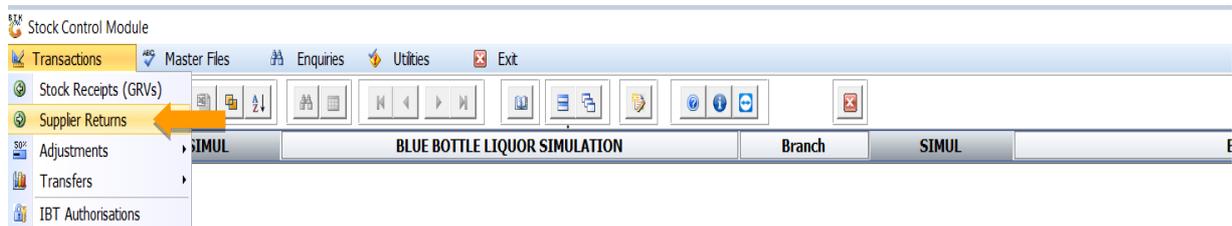This document is to Guide you through the process on how to create a Supplier Return.
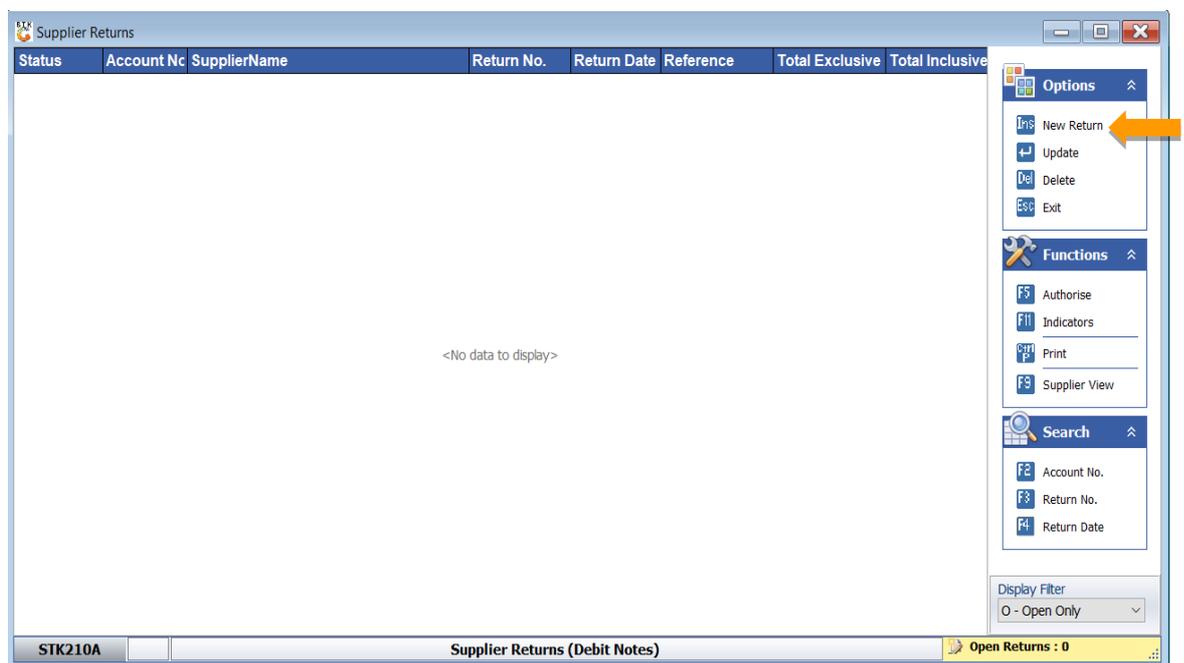
1. Go to Genesis: **'Stock'**.

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

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

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

5. Select the **'Creditor Name'**.

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

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

8. Select the **GRV** that needs to be returned.

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

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

11. **'Save'** the Return.

12. **'Authorise'** the Return.

That concludes the User Guide.