



## **How to Guide: Empties Received Reports.**

*Aug 2020*

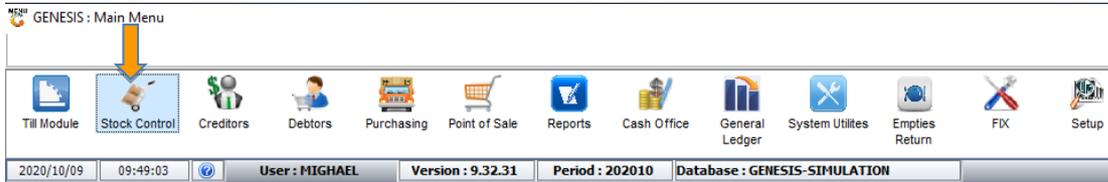


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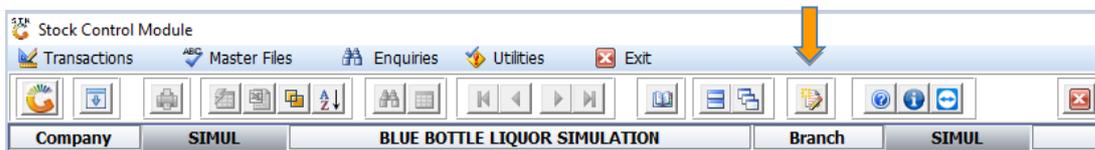
## How to do Report on Empties Received.

This document will guide you through the process on how to do Report on Empties Received.

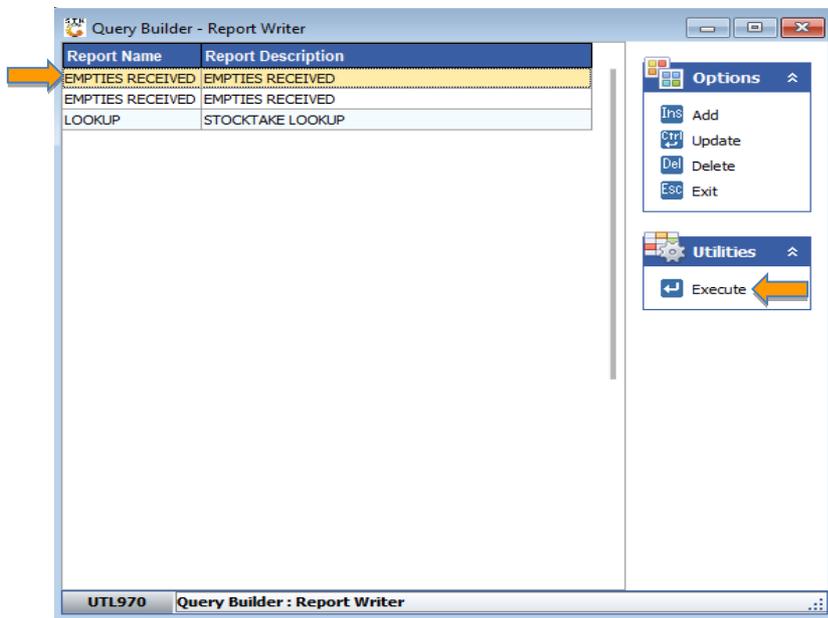
1. Log into 'Genesis Menu'.
2. Select 'Stock Control' from the Main Menu.



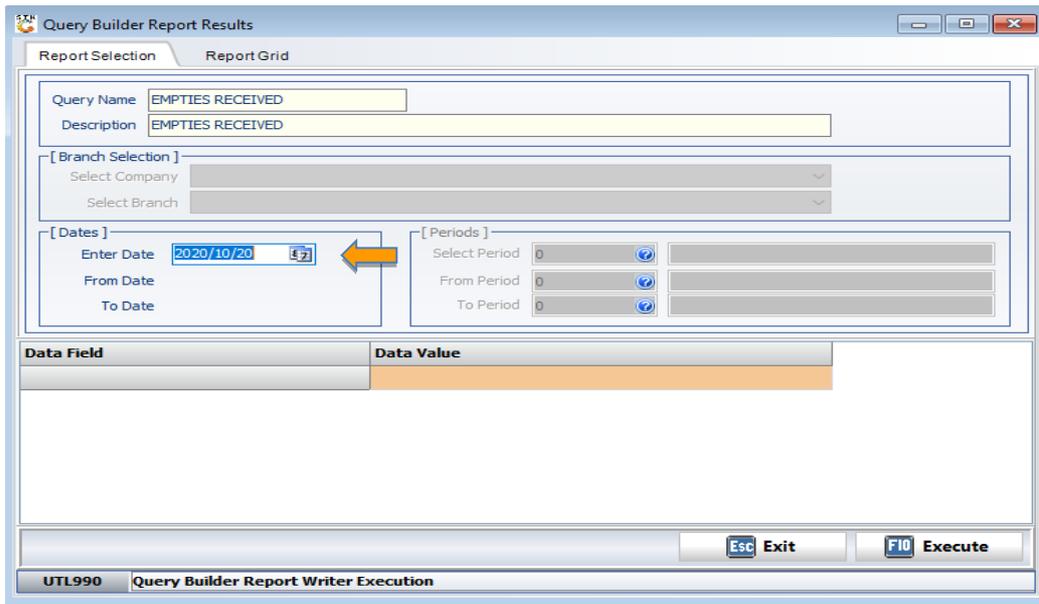
3. Click on 'Open Query Builder Report Writing Tool'.



4. Go to 'EMPTIES RECEIVED' and click on 'Execute'.



- Select date by clicking on 'Enter Date' and go to Execute/F10.



- This last screen will give you a complete Report of Empties received.

STOCKCODE	LINKCODE	DESCRIPTION1	COLUMN1
16906		Dep Bottles Coca-Cola 1250ML	1
18581		Dep Bottles Heineken Green 660ML	27
45800		Dep Bottles Sab Brown 1Lt	25
18590		Dep Bottles Sab Brown 750ml	164
67540		Dep Bottles Sab Grey	18
18599		Dep Bottles Sab Pints 330ml	72
18592		Dep Bottles Sab Red 660ml	5
49978		Dep Bottles Sab Red 910ml	1
18583		Dep Crates Heineken Green	2
45799		Dep Crates Sab Brown 1Lt	1
18591		Dep Crates Sab Brown 750ml	5
18598		Dep Crates Sab Pints 330ml	3

*That concludes the User Guide.*