

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.

GENESIS :	Main Menu										
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General	System Utilites	Empties Return	je Setup
2020/10/09	09:49:03		User : MIGHAEL	. Ve	rsion : 9.32.31	Period :	202010 Dat	abase : GENI	ESIS-SIMULATIO	N N	

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

😵 Stock Control Module							
🛃 Transactions	🍣 Master Files	s 🏦 Enquiries	🍲 Utilities	🔀 Exit	*		
3		≜ 2↓ A ==					
Company	SIMUL	BLUE BOT	TLE LIQUOR SIM	IULATION	Branch	SIMUL	

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

2	🟅 Query Builder -	Report Writer		×
F	Report Name	Report Description	<u> </u>	
E	MPTIES RECEIVED	EMPTIES RECEIVED	Options	*
	OOKUP	STOCKTAKE LOOKUP	hs Add	
			🙂 Update	
			Delete	
			SC Exit	
			Execute	*
	UTL970 Qu	ery Builder : Report Writer		

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

🙄 Query Builder Report Results		
Report Selection Report Grid		
Query Name EMPTIES RECEIVED Description EMPTIES RECEIVED		
Eranch Selection] Select Company Select Branch	~ ~	
[Dates] Enter Date From Date To Date	[Periods] Select Period From Period To Period 0	
Data Field	Data Value	
	Esc Exit	FI0 Execute
UTL990 Query Builder Report Writer E	xecution	

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

🐮 Query Builder Report Results							
Report Selection Re	aport Grid						
2 № 2↓	0	Number of Record Found: 12					
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.