



How to Guide Supplier Returns

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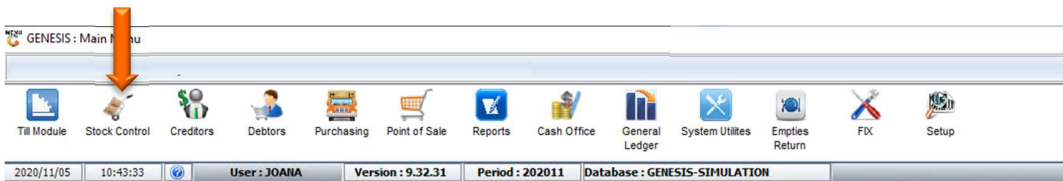
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How to Process a Supplier Return

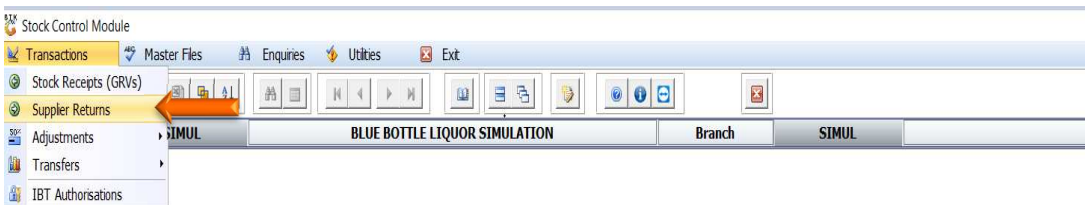
1. Log into Genesis Menu
2. Select **Stock Control** from the main menu



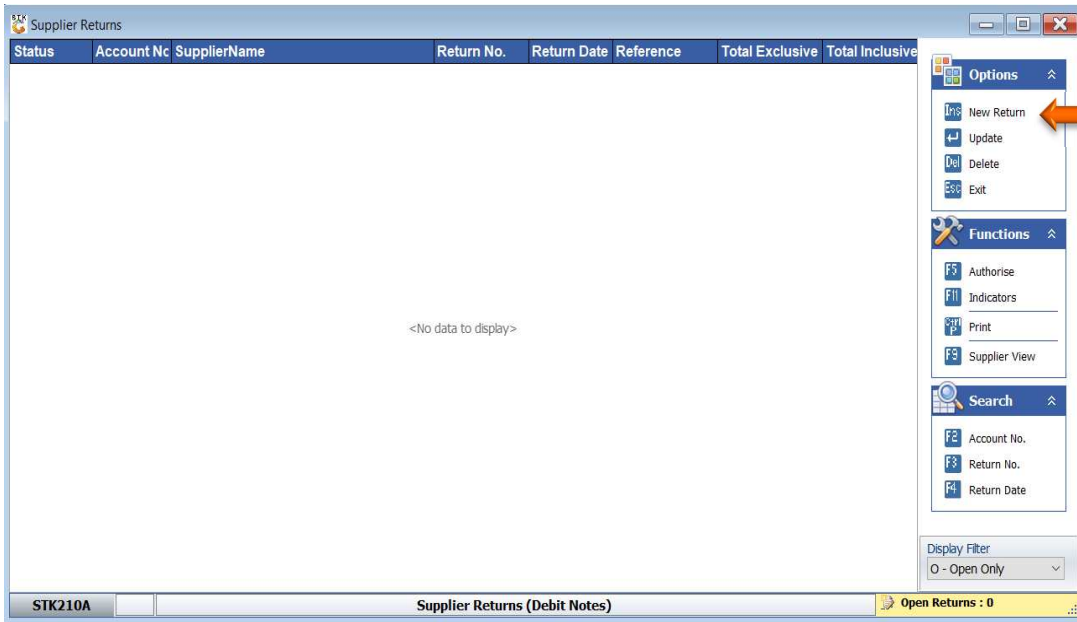
3. Select **Transactions**



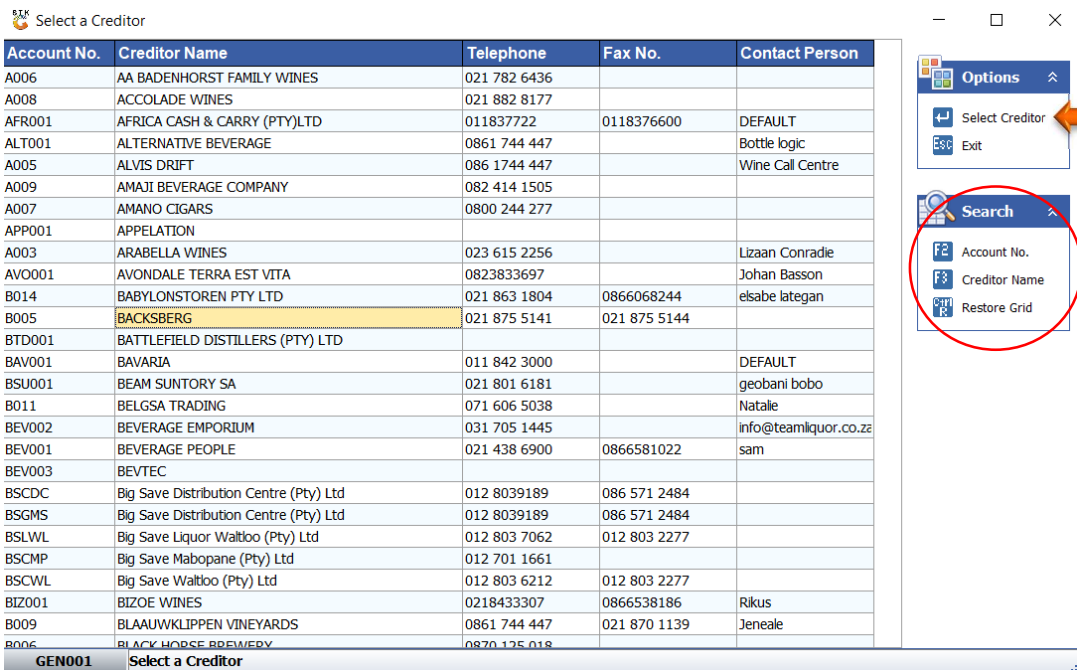
4. Select **Supplier Returns**.



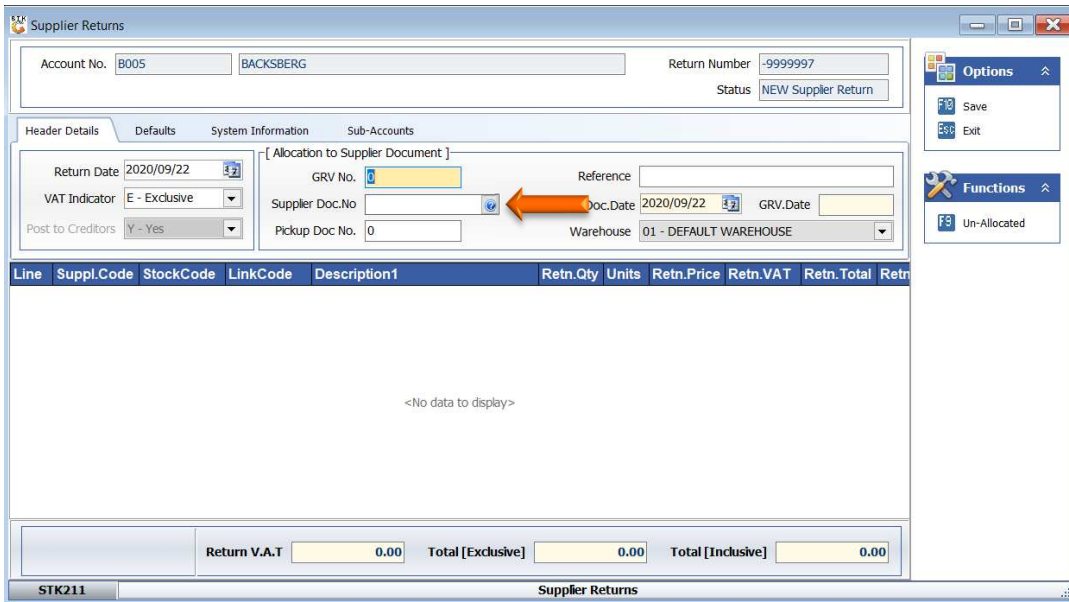
- Press **Insert** on your keyboard or select **New Return** from the option menu.



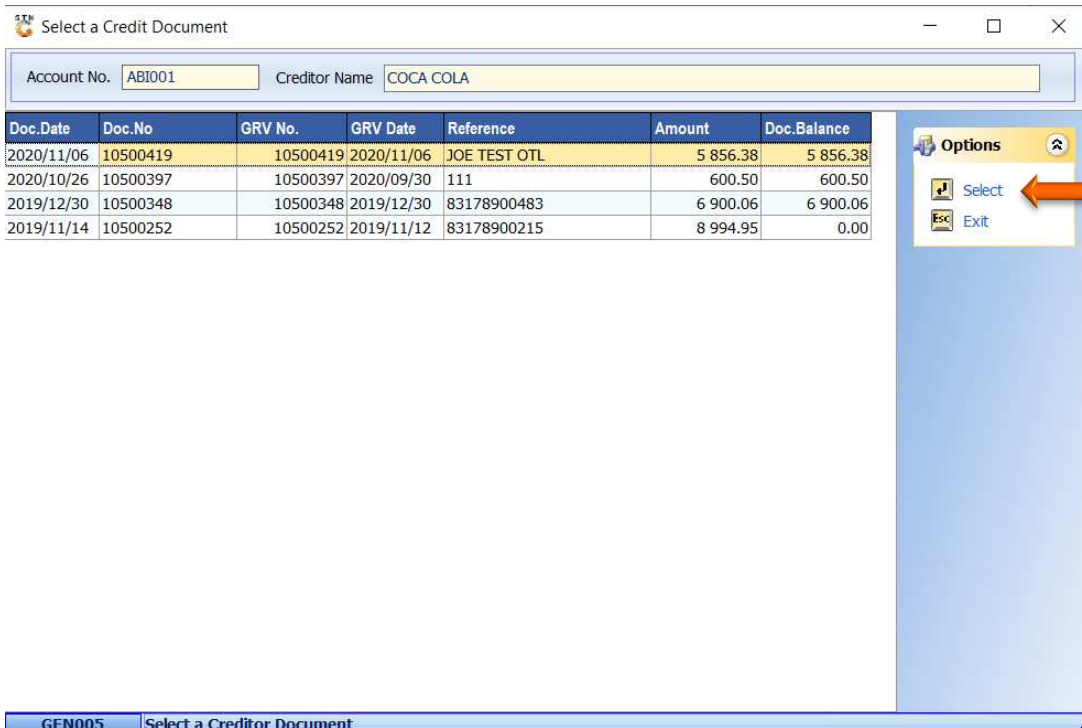
- Select the creditor from the grid and press **Enter** on your keyboard or click on **Creditor** from the Options Menu. You can also **search** for the creditor by using the functions under the Search Menu.



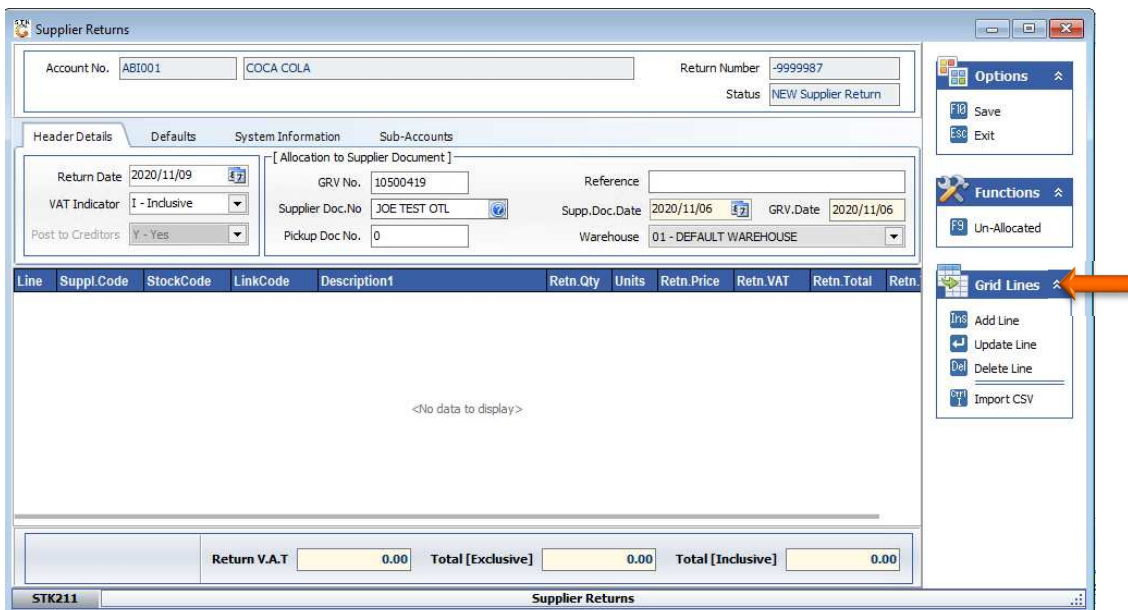
- To link the Return to a specific GRV, press the? button next to the Supplier Doc.No.
To process an **Un-Allocated** Supplier Return, go to number 10



- Select the GRV from the grid related to the stock that must be returned. Press **Enter** on your keyboard or click on **Select** in the Options Menu.



9. Once supplier document info is displayed, press **Enter** through all remaining lines until the **Grid Lines** menu appears on the right-hand side. **Continue to number 13**



10. To process an **Un-Allocated (Not linked to a specific GRV)** Supplier Return, press **F9** on your keyboard or click on **Un-Allocated** under the Function Menu

Supplier Returns

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

Header Details Defaults System Information Sub-Accounts

Return Date 2020/09/22 [Allocation to Supplier Document]

VAT Indicator E - Exclusive GRV No. 0 Reference

Post to Creditors Y - Yes Supplier Doc.No. Pickup Doc No. 0 Supp.Doc.Date 2020/09/22 GRV.Date 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 Supplier Returns

Options: Save, Exit

Functions: Un-Allocated

11. Capture a **Reference** if applicable

Supplier Returns

Account No. AB1001 COCA COLA Return Number -9999980 Status NEW Supplier Return

Header Details Defaults System Information Sub-Accounts

Return Date 2020/11/16 [Allocation to Supplier Document]

VAT Indicator I - Inclusive GRV No. 0 UnAllocated Reference

Post to Creditors Y - Yes Supplier Doc.No. UA1000015 Pickup Doc No. 0 Supp.Doc.Date 2020/11/16 GRV.Date Warehouse 01 - DEFAULT WAREHOUSE

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

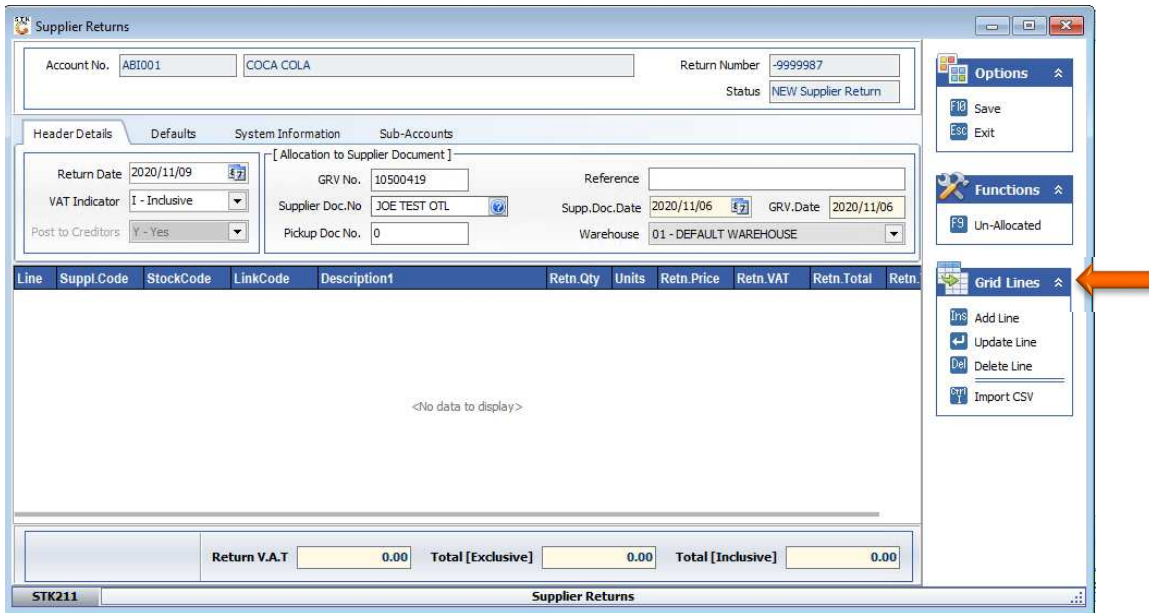
Return V.A.T 0.00 Total [Exclusive] 0.00 Total [Inclusive] 0.00

STK211 Supplier Returns

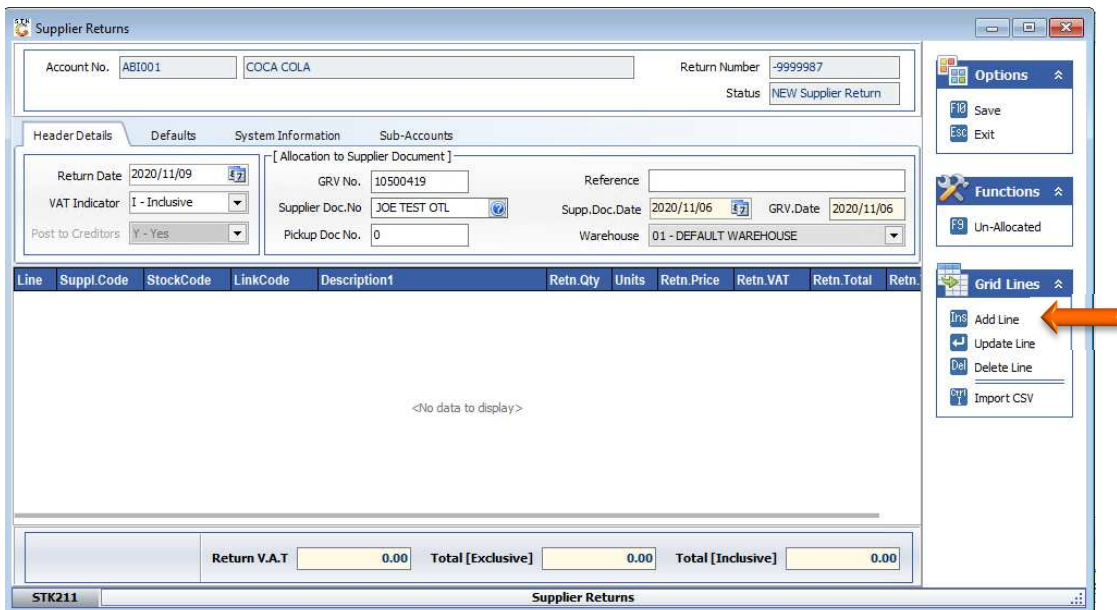
Options: Save, Exit

Functions: Un-Allocated

12. Press **Enter** through all remaining lines until the **Grid Lines** menu appears on the right-hand side.



13. Press **Insert** on your keyboard or select **Add Line** under the Grid Lines Menu.

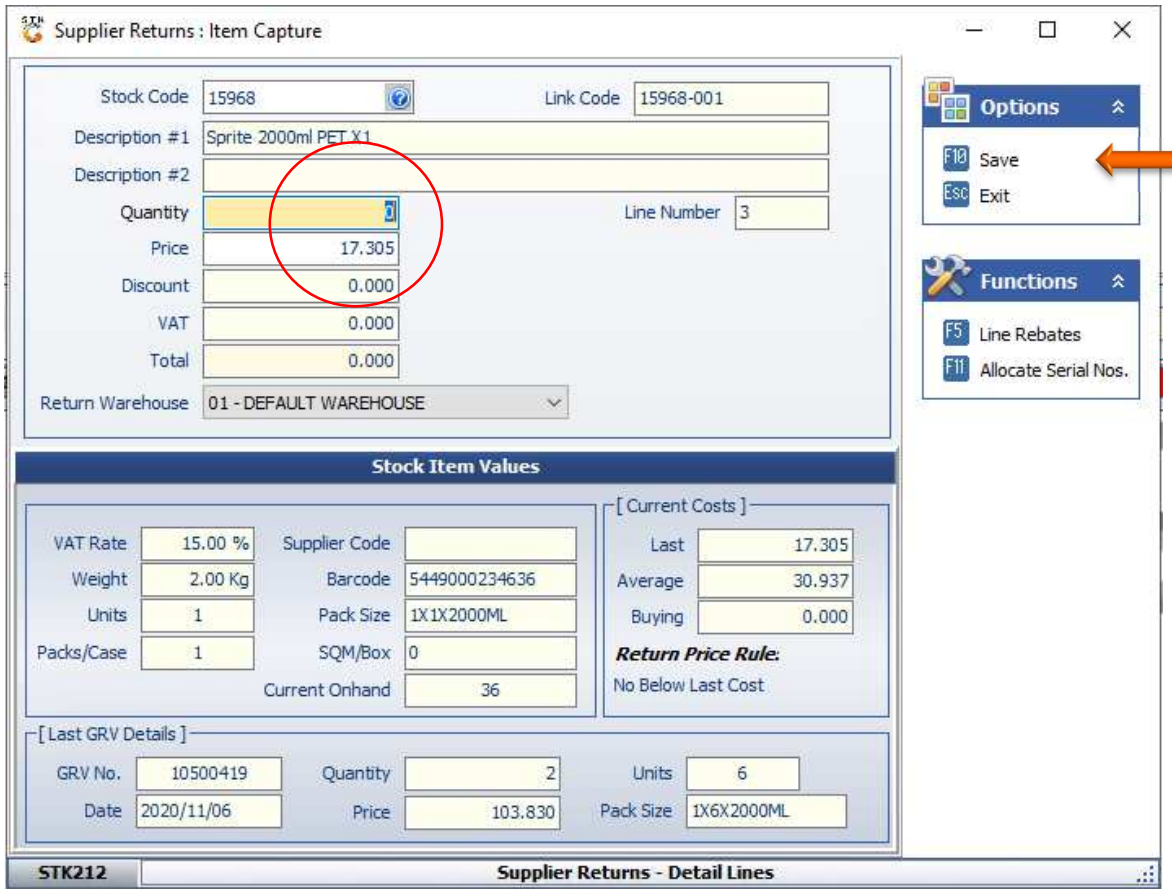


14. Enter the **Stock Code** you wish to return and press **Enter** on your key board **or** press the? button next to the Stock Code to select the code from the Stock Code List and press **Enter** on your keyboard.

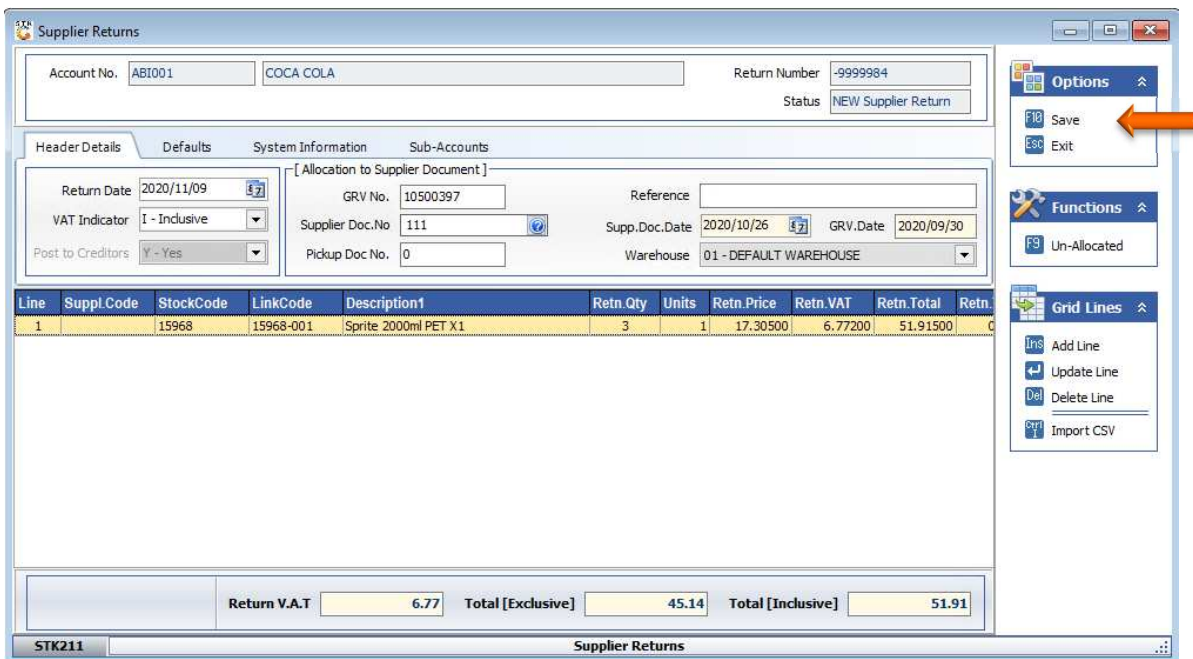
15. If the stock code selected is a linked item, the following screen will appear. Select the stock item to be returned from the grid and press **Enter** on your keyboard or click on **Select Item** from the Options Menu.

LinkCode	Description1	Units	Barcode	SuppCode
15968-006	Sprite 2000ml PET X6	6	5449000234698	5177
15968-001	Sprite 2000ml PET X1	1	5449000234636	

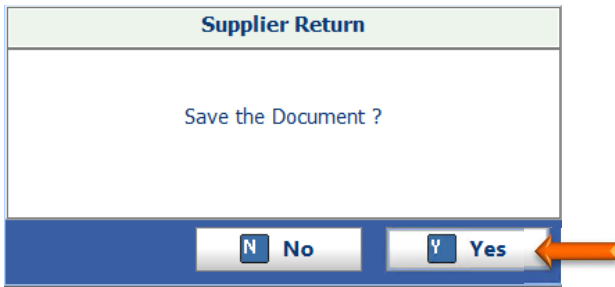
16. Capture the **Quantity** to be returned and press **Enter**. Press **F10** on your keyboard or click on Save **under** the Options Menu.



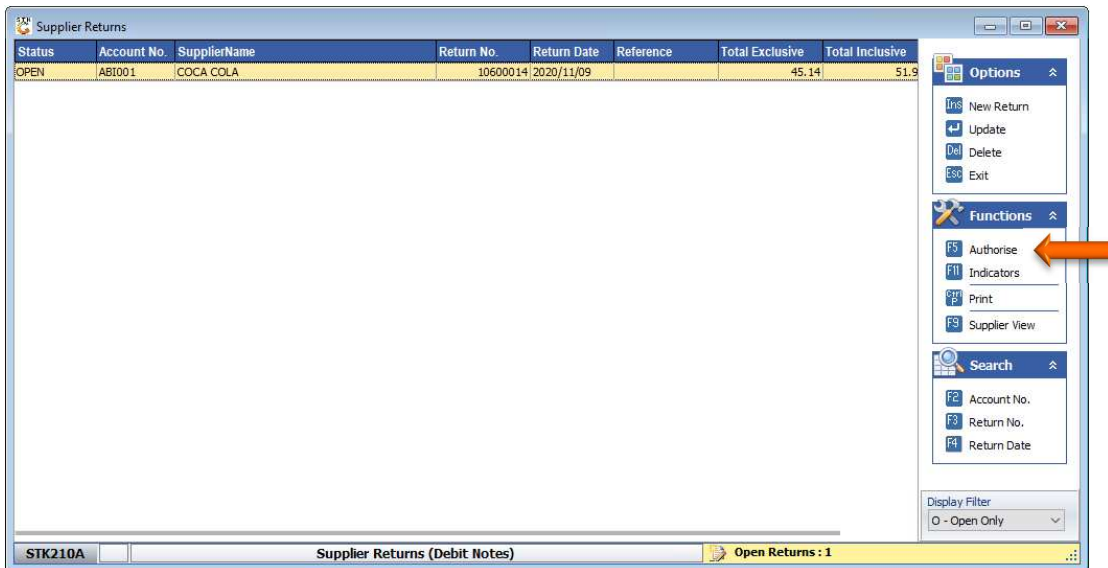
17. You can continue adding lines until all items to be returned are displayed on the grid. Once completed press **F10** on your keyboard or click on Save **under** the Options Menu.



18. Press **Y** on your key board or click on **Yes** button if you wish to continue with the return. To cancel the return, press **N** on your key board or click on **No** button.



19. The return must now be **Authorised**. A person with the necessary access must perform this function.
20. To authorise the transaction, select the return from the grid and press **F5** on your keyboard or click on **Authorise** under the function menu.



21. Press **Y** on your key board or click on **Yes** button if you wish to authorise the return. To cancel, press **N** on your key board or click on **No** button



22. Press **Enter** on your keyboard or click on the **Close** button.



And that concludes the User Guide 😊