

# How to Guide Supplier Returns

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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

🐮 Stock ontro	l Module							
Transactions	Master Files	A Enquiries	🍫 Utilities	🔀 Exit				
			₩ 4 >	N	36	•	0 0 🖸	
Company	SIMUL		1.2			Branch	SIMUL	

#### 4. Select Supplier Returns.

<b>8</b> S	Stock Control Module								
¥	Transactions 🧳 I	Master Files	A Enquiries	🔹 Utilities 🛛 🔯	Exit				
٢	Stock Receipts (GRVs)		# <b></b>	N 4 F N		000			
٢	Supplier Returns			n v n					
50×	Adjustments	SIMUL		BLUE BOTTLE I	IQUOR SIMULATION		Branch	SIMUL	
150	Transfers	•							
R									

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

Supplie	r Returns				- <b>X</b>
Status	Account Nc SupplierName	Return No.	Return Date Reference	Total Exclusive Total Inclusive	
		In contraction			Options 🛠
					Ins New Return
					Update
					Del Delete
					Esc Exit
					🏋 Functions 🔹
					F5 Authorise
					FIII Indicators
		<no data="" display="" to=""></no>			Print Print
					F3 Supplier View
					🧟 Search 🛛 🛠
					F2 Account No.
					Return No.
					Return Date
					Display Filter
					O - Open Only V
STK21	OA	Supplier Return	s (Debit Notes)	Dpe	n Returns : 0

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

Account No.	Creditor Name	Telephone	Fax No.	Contact Person			
4006	AA BADENHORST FAMILY WINES	021 782 6436				Options	
4008	ACCOLADE WINES	021 882 8177					f
AFR001	AFRICA CASH & CARRY (PTY)LTD	011837722	0118376600	DEFAULT		Select Cred	it
ALT001	ALTERNATIVE BEVERAGE	0861 744 447		Bottle logic	Esc	Exit	
4005	ALVIS DRIFT	086 1744 447		Wine Call Centre			_
4009	AMAJI BEVERAGE COMPANY	082 414 1505				$\sim$	
4007	AMANO CIGARS	0800 244 277				Search	
APP001	APPELATION						1
4003	ARABELLA WINES	023 615 2256		Lizaan Conradie	<b>F</b> 2	Account No.	
AVO001	AVONDALE TERRA EST VITA	0823833697		Johan Basson	F3	Creditor Na	m
8014	BABYLONSTOREN PTY LTD	021 863 1804	0866068244	elsabe lategan			
B005	BACKSBERG	021 875 5141	021 875 5144		R	Restore Grid	1
BTD001	BATTLEFIELD DISTILLERS (PTY) LTD						2
BAV001	BAVARIA	011 842 3000		DEFAULT			
BSU001	BEAM SUNTORY SA	021 801 6181		geobani bobo			
B011	BELGSA TRADING	071 606 5038		Natalie			
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 Waltloo (Pty) Ltd	012 803 7062	012 803 2277				
BSCMP	Big Save Mabopane (Pty) Ltd	012 701 1661					
BSCWL	Big Save Waltloo (Pty) Ltd	012 803 6212	012 803 2277				
BIZ001	BIZOE WINES	0218433307	0866538186	Rikus			
B009	BLAAUWKLIPPEN VINEYARDS	0861 744 447	021 870 1139	Jeneale			
R006		0870 125 018			i		_

7. 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** 

👸 Supplier Returns		
Account No.	005 BACKSBERG Return Number -99999997 Status NEW Suppler	Return Options *
Header Details	Defaults System Information Sub-Accounts	Est Exit
Return Date VAT Indicator Post to Creditors Line Suppl.Cod	2020/09/22         Image: Control of the second	Total Refr
	<no data="" display="" to=""></no>	
STK211	Return V.A.T     0.00     Total [Exclusive]     0.00     Total [Inclusive]       Supplier Returns	0.00

8. 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.

Account N	o. ABI001	Creditor Na	ame COCA C	OLA				
Doc.Date	Doc.No	GRV No.	GRV Date	Reference	Amount	Doc.Balance		-
2020/11/06	10500419	10500419	2020/11/06	JOE TEST OTL	5 856.38	5 856.38	A Options	8
2020/10/26	10500397	10500397	2020/09/30	111	600.50	600.50	J Select	
2019/12/30	10500348	10500348	2019/12/30	83178900483	6 900.06	6 900.06		
2019/11/14	10500252	10500252	2019/11/12	83178900215	8 994.95	0.00	Esci Exit	

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

Supplier Returns						
Account No. ABI001	COCA COLA			Return Number	-9999987	Options *
				Status	NEW Supplier Return	FID Save
Header Details Defaults	System Information	Sub-Accounts				Exit
Return Date 2020/11/09	GRV No.	10500419	Reference			Functions *
VAT Indicator I - Inclusive		JOE TEST OTL	Supp,Doc.Date	2020/11/06	GRV.Date 2020/11/06	E9 Un-Allocated
Post to Creditors Y - Yes	Pickup Doc No.	D	Warehouse	01 - DEFAULT WAREH	HOUSE 🔻	UT-Allocated
e Suppl.Code StockCode	LinkCode Description	onf	Retn.Qty Units	Retn.Price Retn	.VAT Retn.Total Re	etn. 😽 Grid Lines 🛪
					ti të	Ins Add Line
						Add Line
						Image: Add Line       Image: Update Line       Image: Delete Line
		<no data="" display="" to=""></no>				Add Line
	1	<no data="" display="" to=""></no>				Image: Add Line       Image: Update Line       Image: Delete Line
		<no data="" display="" to=""></no>				Image: Add Line       Image: Update Line       Image: Delete Line
		<no data="" display="" to=""></no>				Image: Add Line       Image: Update Line       Image: Delete Line
	eturn V.A.T	<no data="" display="" to=""> 0.00 Total [Exclusive]</no>	0.0	0 Total [Inclusiv		Image: Add Line       Image: Update Line       Image: Delete Line

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

			- • •
Account No. B005	BACKSBERG	Return Number -9999997 Status NEW Supplier Return	Options 🛠
eader Details         Defaults           Return Date         2020/09/22           VAT Indicator         E - Exclusive           ost to Creditors         Y - Yes           e         SuppLCode         StockCo	Pickup Doc No.		Save       Exit       Functions       Image: Same State
	<no data="" display="" to=""></no>		

#### 11. Capture a **Reference** if applicable

🞖 Supplier Returns		
Account No. ABI001	1 COCA COLA Return Number -9999980 Status NEW Supplier Return	Options *
Return Date 2020)	Vefaults         System Information         Sub-Accounts           /11/15         Image: System Information         Suppler Document ]           /11/15         Image: System Information         Image: System Information           (Allocation to Suppler Document ]         Image: System Information         Image: System Information           (Suppler Doc.No         Image: System Information         Image: System Information         Image: System Information           (Suppler Doc.No         Image: System Information         Image: System Information         Image: System Information           (Suppler Doc.No         Image: System Information         Image: System Information         Image: System Information           (Suppler Doc.No         Image: System Information         Image: System Information         Image: System Information           (Suppler Doc.No         Image: System Information         Image: System Information         Image: System Information           (Suppler Doc.No         Image: System Information         Image: System Information         Image: System Information           (Suppler Doc.No         Image: System Information         Image: System Information         Image: System Information           (Suppler Doc.No         Image: System Information         Image: System Information         Image: System Information           (Suppler Doc.No         Image: System Informatio	
Line Suppl.Code St	tockCode LinkCode Description1 Retn.Qty Units Retn.Price Retn.VAT Retn.Total	Retn.
STK211	Return V.A.T     0.00     Total [Exclusive]     0       Supplier Returns	.00.

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

upplier Returns				
Account No. ABI001	COCA COLA	Return Number Status	-9999987 NEW Supplier Return	Options
eader Details Defaults S	ystem Information Sub-Accounts			Exit
Return Date     2020/11/09     12       VAT Indicator     I - Inclusive     •       sist to Creditors     Y - Yes     •	Supplier Doc.No JOE TEST OTL	Reference Supp.Doc.Date 2020/11/06	GRV.Date 2020/11/06 IOUSE	Functions *
Suppl.Code StockCode L	inkCode Description1 ⊲No data to display>	Retn.Qty Units Retn.Price Retn.	VAT Retn.Total Retn	Grid Lines Add Line
Retu	rn V.A.T 0.00 Total [Exclusive]	0.00 Total [Inclusive	e] 0.00	
К211	Su	ipplier Returns		

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

Supplier Returns	·					
Account No. ABI001	COCA COLA			Return Number	-9999987	Options 🛠
				Status	NEW Supplier Return	FIO Save
eader Details Defaults	System Information Sub-/	Accounts				Esit
Return Date 2020/11/09	GRV No. 10500		Reference			Functions *
VAT Indicator I - Inclusive	Supplier Doc.No JOE T	EST OTL	Supp.Doc.Date 2	020/11/06 👩	GRV.Date 2020/11/06	<b>X</b> Functions *
st to Creditors Y - Yes	Pickup Doc No. 0			1 - DEFAULT WAREH		Un-Allocated
Suppl.Code StockCode	inkCode Description1	R	tetn.Qty Units	Retn.Price Retn	VAT Retn.Total Ret	Add Line
Suppl Code StockCode	inkCode Description1	Ri ≪No data to display>	tetn.Qty Units	Retn.Price Retn	VAT Retn.Total Ret	
	inkCode Description1	<no data="" display="" to=""></no>	tetn.Qty Units	Retn.Price Retn		Mile Line

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.

STK212		-20 (h		Returns - Detail I				_
Date		Price	0.00000	Pack Size				
GRV No.	0	Quantity	0.00000	Units	0			
[Last GRV Deta	ils]	- 199 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994						
	1	Current Onhand	0	*Rule				
acks/Case	0	SQM/Box		Return Price	Rule:			
Units	0	Pack Size		Buying	0.00000			
Weight	0.00 Kg	Barcode		Average	0.00000			
VAT Rate	0.00 %	Supplier Code		Last	0.00000			
					;]			
verum wareno		Stock	tem Values					
leturn Wareho		0.00000	~			Alloci	ate Serial	Nos
	otal	0.00000					Rebates	
Disco	VAT	0.00000					STREET.	^
	rice	0.00000				Sup.	ctions	\$
Quan		0.000		Line Number	2			
Description	#2					Esc Exit		
Description	#1					50 Save		
Stock Co	ode		Link	Code		Opt	ions	*
Stock C	ode I	6	Link	Code			and the	

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.

🐮 STOCK	MASTER : Select a LINKED Item					_		×	
Stock Coo	le 15968 Description	Sprite 2000ml PET					Options	*	
LinkCode	Description1	Units		Barcode	SuppCode	. 2	Select Item		
15968-006	Sprite 2000ml PET X6		6	5449000234698	5177	Esc	Exit		
15968-001	Sprite 2000ml PET X1		1	5449000234636					
GEN012	STOCK MASTER : Linked Item Select	ion							

2020/11/06	Price	103.830	Pack Size 1X6X2	DOOML		
10500419	Quantity	2	Units	5		
etails ]						
(	Current Onhand	36	No Below Last C	ost		
1	SQM/Box	0				
1	Pack Size	1X1X2000ML	Buying	0.000		
2.00 Kg	Barcode	5449000234636	Average	30.937		
15.00 %	Supplier Code		Last	17.305		
			Current Costs	]		
	Sto	ock Item Values				
house 01 - DE	FAULT WAREHOU	JSE 🗸				-
Total	0.000				F11 Alloc	ate Serial Nos.
VAT	0.000				F5 Line	Rebates
scount	0.000				<b>Fun</b>	ctions *
Price	17.305				<b>30</b> .	essegneeses and
iantity	Ø	*	Line Number	3		(
ion #2						
ion #1 Sprite 2	000ml PET X1					
Code 15968		Link Co	ode 15968-001		Opt	tions ×
	0n #1         Sprite 2           ion #2	on #1 Sprite 2000ml PET X1 ion #2 antity Price 17.305 scount 0.000 VAT 0.000 Total 0.000 house 01 - DEFAULT WAREHOU blows 01 - DEFAULT WAREHOU Stor 15.00 % Supplier Code 2.00 Kg Barcode 1 Pack Size 1 SQM/Box Current Onhand etails ]	Image: second	ion #1 Sprite 2000ml PET X1 ion #2 antity I Ine Number File Price 17.305 scount 0.000 VAT 0.000 VAT 0.000 VAT 0.000 house 01 - DEFAULT WAREHOUSE Stock Item Values ISLOD % Supplier Code St49000234636 1 Pack Size IX1X200ML Supplier Code Buying Return Price I No Below Last Constants Last Average Buying Return Price I No Below Last Constants tails ]	in #1       Sprite 2000ml PET X1         ion #2	in #1       Sprite 2000ml PETX1         ion #2       Iine Number         iantity       Iine Number         Price       17.305         scount       0.000         VAT       0.000         house       01 - DEFAULT WAREHOUSE         Stock Item Values       Icurrent Costs ]         I5.00 %       Supplier Code         I5.00 %       Supplier Code         Issert       Intext Intrast         ISSert       Intext Intrast </td

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.

Account No. A	BI001 CC	ICA COLA			Return Number Status	-9999984 NEW Supplier Return	FID Save
eader Details	Defaults Syste	em Information	Sub-Accounts				Exit
Return Date	2020/11/09 Ez	GRV No.	10500397	Reference	2020 (10 20		<b>%</b> Functions *
	Y - Yes		0	Supp.Doc.Date	pion monomente providine or	GRV.Date 2020/09/30	9 Un-Allocated
SuppLCode		Code Descript 8-001 Sprite 200	ion1 Domi PET X1	Retn.Qty Units		VAT Retn.Total Retr 5.77200 51.91500	C C C C C C C C C C C C C C C C C C C
Suppl.Code							n. Grid Lines Grid Lines Add Line ↓ Update Line ↓ Update Line ↓ Delete Line ↓ Import CSV
Suppl.Code							Constructions of the second se

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.

Account No.       Supplementance       Inclusive       Inclusive       Inclusive       Inclusive         EN       ABIO01       COCA COLA       10600014/2020/11/09       45.14       51.9       Image: Coca cola       Image: Coca coca cola       Image: Coca coca coca coca coca coca coca coca	atus	Account No.	SupplierName	Return No.	Return Date	Reference	Total Exclusive	Total Inclusive		
	PEN	ABI001	COCA COLA	1060001	4 2020/11/09		45.1	4 51.9	Options	*
									Iffin       New Return         Image: Update       Delete         Image: Exit       Exit         Image: Exit       Image: Exit <tr< td=""><td>* *</td></tr<>	* *
O - Open Only										
									0 - Open Only	~

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 🤗