

How to Guide Empties Received Report

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How to View 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.

👸 Stock Control	Module						
🕍 Transactions	🍣 Master Files	👫 Enquiries	🔹 🎸 Utilities 🛛 🔯	Exit			
3		≜ 2↓ A ⊞				0 🚯 🔁	
Company	SIMUL	BLUE BOT	TLE LIQUOR SIMUL	ATION	Branch	SIMUL	

4. Select **EMPTIES RECEIVED** from the grid and press **Enter** on your keyboard or click on **Execute** under the Utilities menu

👸 Query Buil	der - Report Writer		
Report Name	Report Description		
EMPTIES RECEI	VED EMPTIES RECEIVED		Options *
LOOKUP	STOCKTAKE LOOKUP		Ins Add
			Undate
			Evit
			📲 Utilities 🛛 🛠
			-
UTL970	Query Builder : Report W	riter	.:

5. Capture the date required and press **F10** or select **Execute**

Query Builder Report Results Report Selection Report Grid		
Query Name EMPTIES RECEIVED Description EMPTIES RECEIVED		
[Branch Selection] Select Company Select Branch	~	
[Dates] Enter Date 2020/10/20 57 From Date To Date	[Periods] Select Period From Period To Period	
ata Field	Data Value	
		Everute (
	Exit	Execute

6. You can now dump the report in excel by clicking on the Excel button from where you can print the report.

😳 Query Builder Report Res	ults		
Report Selection Re	port Grid		
21 № 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

And that concludes the User Guide 🤒