



## How to Guide Empties Received Report

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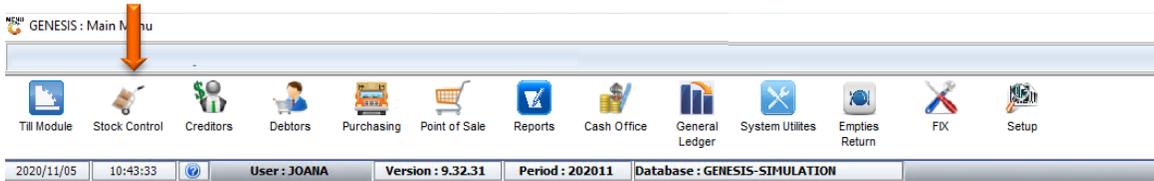
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## How to View Report on Empties Received

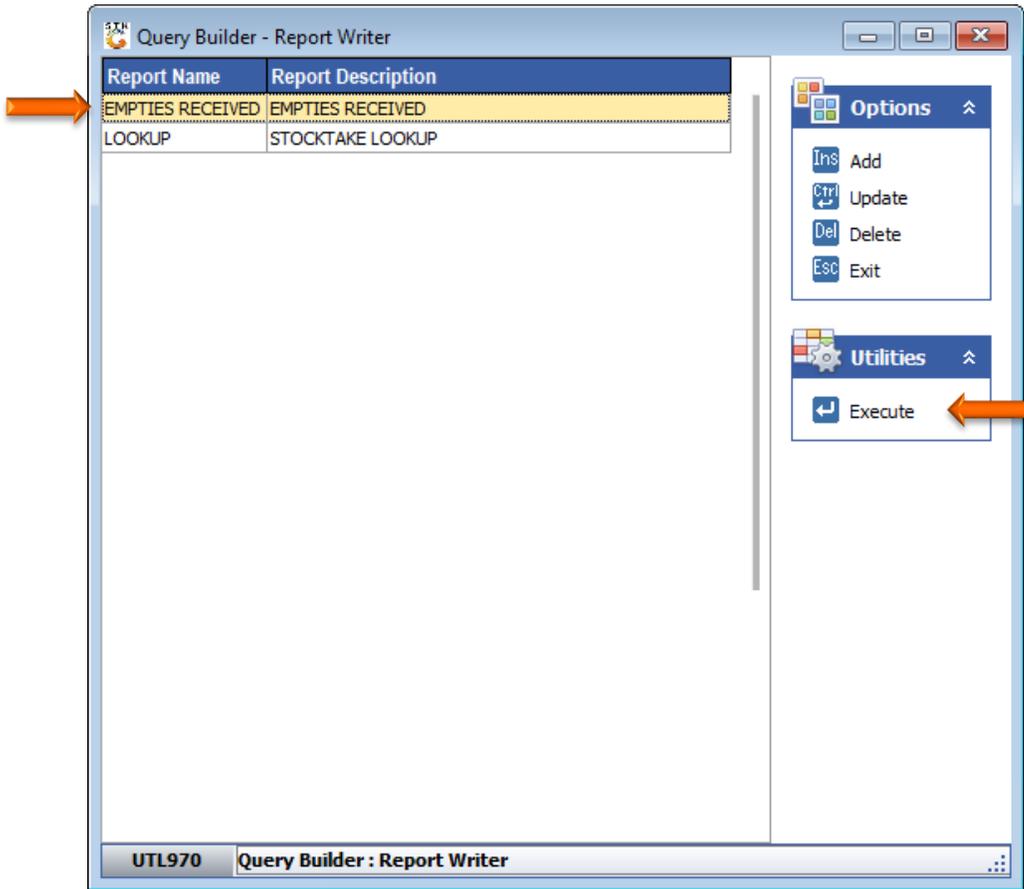
1. Log into Genesis Menu
2. Select **Stock Control** from the main menu



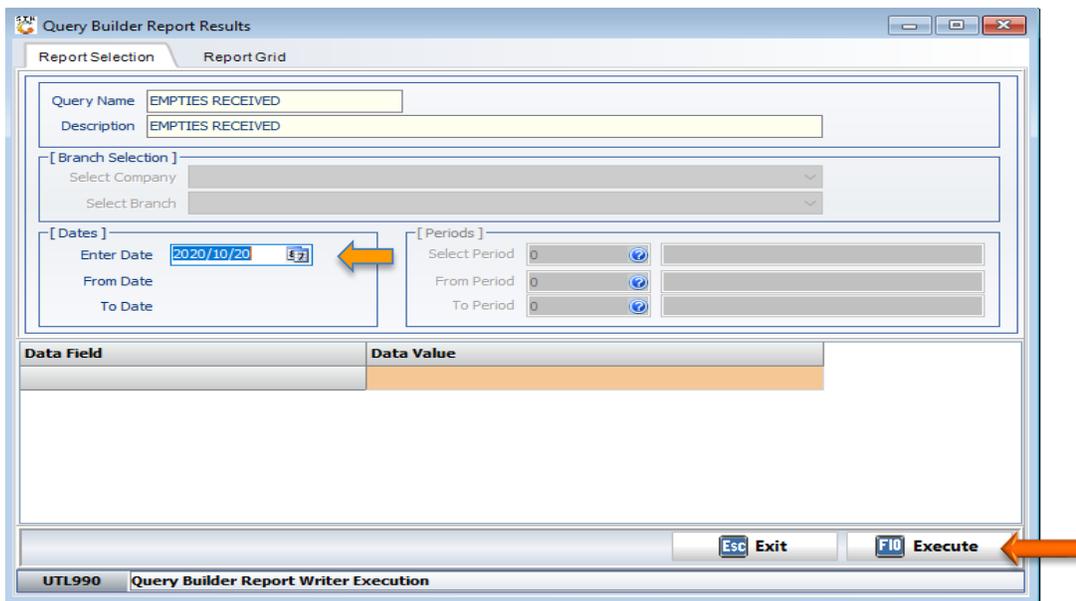
3. Click on Open **Query Builder Report Writing Tool**.



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



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

Report Selection Report Grid

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 😊