## **VENDOR RETURNS**

Vendor returns should be processed anytime there is an item that you return and/or need a credit for.

Purchasing

Purchasing Overview

Create Vendor Order Recent Vendor Orders

Create Master Order

Create Commissary Order

Recent Commissary Orders

Create Purchase by Invoice

Recent Purchase by Invoices

le Receipt

Profiles

Inventor

- 1. Start by going under the *Purchasing* tab and selecting *Vendor Returns*.
- 2. From here, you will have this pop up window and you will fill in the following information:
  - a. Vendor: Select the correct vendor from the drop down list
  - b. Credit Number: This number you will create CR(date)(your initials)
    - i. Example: Regina Jerome on 11/05/2020 = CR1105RCJ
  - c. Return Date: Choose today's date
  - d. Credit Amount: Amount of item credit to be processed

Vendor Return		Vendor Retu
		View Vendor
Vendor:	ATLANTIC BEVERAGE DISTRIBUTORS	Reports
Credit Number:	CR1105RCJ	
Return Date:	11/05/2020	
Credit Amount:	155.00	
	Look Up Invoice Use Last Price Cancel	

- 3. If you have a specific invoice for an item you are returning:
  - a. For returns with a specific invoice, you will select:
  - b. And then you will select the Invoice Number and Date from the window that appears:

Select Invoice		
Invoice Number and Date:		]
	693211 09/18/2020	

Look Up Invoice

c. The invoice will come up, and you will fill in the quantity of the returned items on the grid. Use positive numbers for the quantity returned.

Vendor Re	eturn for Invoice Number	: 100371 D	ate: 09/10/20	20						₹¢	Reconcile	Attach Files	Close
Product Number	Product Name	Inventory Unit	Conv.	Vendor Unit	Total Received Quantity	Available Quantity	Return Quantity	Unit Price (\$)	Extended Value (\$)	Tax Value (\$)	Tax Code	Gross Extended Value (\$)	Storage Location
P2485	JACK ABBEY COPPER KEG	KEG	1.0000	KEG	1.00	0.0	1.00	155.0000	155.00	0.00		155.00	Beer Cooler
P1658	KEG DEPOSIT \$30	EA	1.0000	EA	1.00	23.00		30.0000	0.00	0.00		0.00	Beer Cooler
P1658	KEG DEPOSIT \$30	EA	1.0000	EA	1.00	0.00	0.00	30.0000	0.00	0.00		0.00	Bar
								Return Subtota	155.00	0		155.00	

- d. Once filled out completely, select Reconcile.
- 4. For returns that have no invoice, you will select Use Last Price and this will give you a complete list of all items that you purchase through that vendor. You will fill in the returned quantity, make sure the totals match up to what you entered the credit amount, and then choose *Reconcile*.

\*\*NOTE: If you receive a credit from a vendor that you paid through a PBI, you will open a new PBI with the credit and enter it as a negative number.