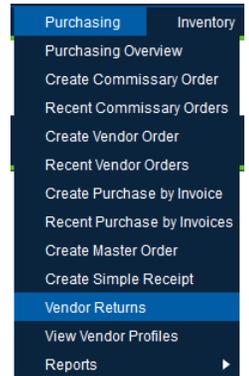


VENDOR RETURNS

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

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:

Credit Number:

Return Date:

Credit Amount:

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:

- 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.

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	0.00	1.00	155.0000	155.00	0.00		155.00	Beer Cooler
P1658	KEG DEPOSIT 330	EA	1.0000	EA	1.00	23.00		30.0000	0.00	0.00		0.00	Beer Cooler
P1658	KEG DEPOSIT 330	EA	1.0000	EA	1.00	0.00		30.0000	0.00	0.00		0.00	Bar
Return Subtotal									155.00	0		155.00	

- d. Once filled out completely, select **Reconcile**.

4. For returns that have no invoice, you will select 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.