## Vendor Returns

Vendor Returns view allows user to manage returning purchases to vendors. This could be partial or full return of the purchase order items. Vendor returns document would be generated from packing process as part of processing debit note.

Debit Note (Purchase) (Inventory) Picking Packing Vendor Return

Below are available actions for the user from "Vendor Returns" view:

Generate vendor returns

C ● View and search vendor returns details

Vendo	r Returns ×												
Vendo	r: < Select All	>				~	Warehouse:	< Select All War	ehouses >		~ (	Search	$\supset$
Year:	Year 2016	✓ F	rom:	~	• Till:	~	Branch	< Select All >			~		
Date 🔺	Document #	Reference #			Vendor				Warehouse		Grand Te	otal Status	15
Feb 4, 2016	VRN-0002	DN-16-02000	1 tfi - TFI tr	ading				Main Warehou	se		SS	6.02 Posted	1
Feb 4, 2016	VRN-0003	DN-16-02000	3 6002.002/	LE001 - LEGO				Quartier Centra	al Warehouse		\$\$42	8.57 Posted	r
8			Status:	Posted		*	Tota	I SGD :	S\$434.59	K	7 🗘 1 of		2
Vendor Ret	turns List Ve	ndor Returns											

Vend	ior Returns ×								
2 .	4 4 🖬 🖸 🕄	🐚 📶 🕶 🔟 🕶						Pos	ted
Document	t Date	Document Number			Reference Number		Branch		
04/02/201	16	VRN-0003		]	DN-16-020003		HQ - Head Office		~
Vendor			Currency		Warehouse		Staging Locator		
6002.002/	LEOO1 - LEGO		V USD	1	QCW - Quartier Central W	arehouse 🗸	BLD01-Staging		~
Customer	Location	Contact Person		_	Inco Terms		Shipping Method		
City		~) [	~	]	EXW - Ex Works	~			~
Additional	l Details								
Representa	ative	Promised Date			Description				
[		▼	~	]					
Analytical	Group								
	- 60	~							
Items / A	rticles Cost Details	Notes / Attachments Postings							
Product Br	rand: < Select All >		Filter:					4	9 🚸 🙆
1 LG-00	1	✓ Lego Medieval	Each - Each	~	15	S\$2	8.571333		S\$428.57
	Product	Description	UOM		Quantity	Unit Cost		Total Amount	0
1 LG-001		Lego Medieval	Each		15	553	28.571333		S\$428.57
						Total C	Quantity : 15 Grand	Total:	S\$428.57
G	enerate Report	Packing: PAC16-020076				(	Save ) (	Revert )	Delete
Vendor P	aturne List Vandor F	Returns							

### Generate Vendor Returns

1. Proceed to generate vendor returns through
"Inventory - (Transactions) Packing" by opening the
packing document and clicking "Create Vendor Returns"
button. This will replace the button with link to
"Show Vendor Returns" document

Full process leading to vendor returns is as follow:

Debit Note (Purchase) (Inventory) Picking Packing Vendor Return

	nber	y	Reference Number [PI-0556       Deliver To       Delivery Location       Bepresentative       Pescription       1     S\$4.00       Unit Price     Discourt       \$\$4.00     Discourt       \$\$4.00     Discourt	Post	ed Branch HQ - Heach V Contact Pe V Price Exclu S\$4.00	Partially 3 Office rson udes Tax 9 Purchase Tax Acco 10 Purchase Tax Acco 10 Purchase Tax Acco 10 Purchase Tax Acco 10 Purchase Tax Acco 11 Purchase Tax Acco 12 Purchase Tax Acco 13 Purchase Tax Acco 14 Purchase Tax Acco 15 Purchase Tax Acco 15 Purchase Tax Acco 16 Purchase Tax Acco 17 Purchase Tax Acco 17 Purchase Tax Acco 18 Purchase Tax 18 Purchase 18 Purch	Paid
ocument Date     Document Date       Skr05/2016     IDN-16-050001       endor     IDN-16-050001       endor Location     Contact Person       indonesia     IDN-16-050001       dditional Details     IDN-16-050001       garehouse     Delivery Via       EDI - Main Warehouse     IDN-16-050001       yment Term     Inco Terms       Yet 60 Days     Inco Terms       Syment Term     Inco Terms       With Inventory Move     With Inventory Move       News / Articles     Taxes       Postings     Payments       Notes / Attactomotory Move     With Inventory Move       Terms / Articles     Taxes       Postings     Payments       Notes / Attactomotory Move     With Inventory       Terms / Articles     Taxes       Postings     Payments       Notes / Attactomotory     With Inventory       Taxee     Destings       Delivery Order     Show Delivery Order       Deliver To     To       To     Document #       Deliver To     To       To     To       To     Contact Person       Deliver To     To       To     Contact Person       Taxee Details     Sume Extractoments       Deliv	nber	Y Quantity	Reference Number (PI-0056) Deliver To Deliver Jocation Representative Rescription 1 S\$4.00 Unit Price Discourt 1 S\$4.00 Discourt Reference # (PI-0056)	nt S\$4.00 nt Nett Price \$\$4.00 + Tax Create New	Branch HQ - Head Contact Pe Contact Pe File Erck	5 Office rsen udes Tes ) Purchase Tex Accor Tax Ra Purchase Tex Accor Seand Total Bevent P	v v v v v v v v v v v v v v v v v v v
05/2016     Image: Contract Person       dor     Tift adding       dor Location     Contact Person       Stinoal Details     Pelivery Via       P1 - Main Warehouse     Image: Contact Person       dot Days - Net 60 Days     EKW - Ex Worl       hybrid Group     Image: Contact Person       duct Brand:     EKW - Ex Worl       hybrid Group     Image: Contact Person       duct Brand:     Select All >       Isolati V     Contact Person       Store I Annow     Watch Momentor       Isolati V     Contact Person       Isolati V     Contact Person       Store I Annow     Watch Momentor       Isolati V     Contact Person       Isolati V     Contact Person       Store I To     Contact Person       Isolati V     Contact Person	S Currence S Curr	quantity	PE-0055 Delivery To Delivery Location	nt S\$4.00 nt Nett Price S\$4.00	Contact Pe Contact Pe Tax Tax Price Exclusion SS4.00  Total Amount SS4.00  Save	9 Office rsen udes Tas Purchase Tax Accord Purchase Tax Accord Grand Total Bevet	v v v v v v v v v v v v v v v v v v v
der - TF Itrading. - TF Itra	S S S S S S S S S S S S S S	v Quantity	Deliver To Deliver To Deliver Jocation	nt S\$4.00 nt Nett Price S\$4.00 + Tax Create New	Contact Pe	rsen udes Tax  Udes Tax  U U U U U U U U U U U U U U U U U U	Stated
TH It tading der Location Contact Person nonsia thorad Details chouse chouse thorad Details chouse to Days - Net 40 Days to Days - Net 40 Days to Days - Net 40 Days (EW - E Work With Inventory The Contact Parameter (Contact Paramete	<ul> <li>✓ SGD</li> <li>s</li> <li>mments</li> <li>Morements</li> <li>✓ Filter:</li> <li>20 X 25GRAMS</li> <li>Outer-20</li> </ul>	Cuantity	Delivery Location       Bepresentative       Description       1       S\$4.00       Unit Price       Discourt       \$\$4.00       Discourt	SS4.00 t SS4.00 + Tax Create New	Contact Pe Tas: Poice Exclo	rsen udes Tat D Purchase Tax Accor Tax Ra D Purchase Tax Accor Grand Totat Brand Totat	Costed
Generate Report     Show Delivery Order       Belivery Order     Belivery Order       Belivery Order     Belivery Order       Belivery Order     Belivery Order       Belivery Order     Belivery Order       Delivery Order     Belivery       Delivery Order     Delivery       Delivery Order     Delivery       Delivery Order     Delivery       Delivery Order     Delivery	s meets Movements S Total City: 1, Amour Total City: 1, Amour	Cuantity	Pelivery Location	nt Nett Price S\$4.00 + Tax Create New	Contact Pe Tax Tax Price Exclo S54.00 Total Amount S54.00	udes Tex U U U U U U U U U U U U U U U U U U U	Costed
Second Details  Second Detail	s ments Movements Tenents Tenents Tenents Do X 25GRAMS Outer-20 Total City: 1, Amour	Cuantity	Representative Rescription  S54.00  Unit Price Discount  S54.00  Discount  Reference #  P1-0056	nt S\$4.00 nt Nett Price S\$4.00 + Tax Create New	Tax Price Exclusion SS4.00 Total Amount SS4.00	udes Tax Purchase Tax Accor Purchase Tax Accor Grand Totat Bevet P	SS4.0 SS
	s s s s s s s s s s s s s s s s s s s	Countity	Expresentative  Exerciption  SS4.00  Unit Price Discourt  SS4.00  Discourt  Reference #  P1-0056	+ Tax Create New	Tax Price Exclu	udes Tax Purchase Tax Acco Purchase Tax Acco Purchase Tax Accor Grand Totat Grand Totat Provent P	Carlos Ca
	s meents Movements  Movements  Output  Total Qtyn 1, Amour	quantity	Rescription  S54.00  Unit Price  Discount  S54.00  Discount  Reference #  P1-0056	S\$4.00 nt Nett Price S\$4.00 + Tax Create New	Tax Price Exclu- SS4.00	Purchase Tax Accor Purchase Tax Accor Purchase Tax Accor Purchase Tax Accor Brand Total Bevent	Costed
Center Atticken  Center term  Content term  Content  Center	s   Movements  Movements  Therefts  Total Qty: 1, Amour  Total Qty: 1, Amour	Quantity nt :	Pescription  S54.00  Unit Price Discount  S54.00  Discount  Reference #  P1-0056	nt Nett Price S\$4.00 + Tax Create New	S\$4.00 Total Amount S\$4.00	Purchase Tax Accor	Durit 7% IM unit 7% IM unit 7% IM SS4.0 Qelete osted
Contact Product # Contact Pro	s	Quantity	S\$4.00 Discount	+ Tax	S54.00 Total Amount S54.00 Save	) Purchase Tax Accor Purchase Tax Accor Purchase Tax Accor grand Totat grand Totat	Carl 1% M v te unit 7% IM unit 7% IM SS4.0 Celete
Aticle Group Inventory Move With Inventory Move Inventory Move With Inventory Inventory Move With Inventory With Inventory With Inventory With Inventory With Inventory Notes / Atticle Generate Report Show Delivery Order Product Debit Note Generate Report Show Delivery Order Decoment # Inventory Order N Show Delivery Order Decoment # Inventory Debit Note Costact Person Generate Report Contact Person Onesia Inventory Experies Inventory Decoment # Inventory Decoment # Inventory Experies Inventory Decoment # Inventory Experies Inventory Move Inventory Move I	ments Movements ↓ Imments ↓ 20 X 25GRAMS Ou20 - 0 ↓ 10 X 25GRAMS Outer-20 Total Qty: 1, Amour	Quantity	S\$4.00 Unit Price Discourt S\$4.00 Discourt S\$4.00 Discourt Reference # (P1-0056	+ Tax Create New	S\$4.00 Total Amount S\$4.00	Purchase Tax Accor Tax Ra Purchase Tax Accor Grand Totat Brand Totat Purchase Tax	Costed
With Inventor     Vender Returns     Delivery Order     Product     Delivery Order     Delive	r Movements	e Quantity	1 S\$4.00 Unit Price Discourt 1 S\$4.00 Discount 5\$4.00 Discount Reference # (P1-0056	nt Nett Price S\$4.00 + Tax Create New	SS4.00 Fotal Amount SS4.00 Save	Grand Total	Costed
Ins: / Articles Ins: / Articl	thments →	Quantity nt :	1         554.00           1         Unit Price           1         S54.00           554.00         Discount	nt S54.00 Nett Price S54.00 + Tax Create New	S\$4.00 Total Amount S\$4.00	Purchase Tax Accor	Costed
Juct Brandi ( Select All > [Contact Product ) Product   Loa11   LOACKER MINI DARK CHOCOLATE BITES 10 X Product   Decomption   Loa11   LOACKER MINI DARK CHOCOLATE BITES 10 X Decomption   Definery Order ×   Show Delivery Order bit Notes List   Debit Note   Definery Order ×   Show Delivery Order bit Notes List   Debit Note   Decomption   Decomption   D		Quantity nt :	S\$4.00 Discount S\$4.00 Discount S\$4.00 Discount	s54.00 nt Nett Price S\$4.00 + Tax Create New	SS4.00 Total Amount SS4.00	Purchase Tax Accor Tax Par Purchase Tax Accor Purchase Tax Accor Strand Totat Brand Totat Purchase Tax Accor	Dunt 75 IM v te unt 75 IM v SS4.0 Delete
Generate Report     Show Delivery Order       Belivery Order     Show Delivery Order       Beliver Do     Octact Person       Monesia     Show Delivery       Worder     Show Delivery       Worder     Show Delivery       Wets / Attachments     Show Delivery       Wets / Attachments     <	20 X 25GRAMS Ou20 - 0 V 10 X 25GRAMS Outer-20 Total Qty: 1, Amour	Quantity nt :	1         554.00           Unit Price         Discourt           1         S54.00           S54.00         Discourt	SS4.00 Nett Price SS4.00 + Tax Create New	S\$4.00	) Purchase Tax Accor Tax Ra Purchase Tax Accor Grand Totat Bevet	sunt 7% IM v te unt 7% IM sunt 7%
Preduct       Description         3 Loall       LOACKER MINI DARK CHOCOLATE BITES 10 X.         Generate Report       Show Delivery Order         bit Notes List       Debit Note         Delivery Order       Yendor Returns         Delivery Order       Yendor Returns         Delivery Order       Yendor Returns         Delivery Order       Yendor Returns         Decument #       Decument #         V05/2016       Decument #         PT tasting       Decument #         P to locialis       Vendor Returns         inee To       Contact Person donesia         mided Date       Ince Terms         VEW - Ex Werk       EXW - Ex Werk         Product #       Product #	Total Qty: 1, Amour	Quantity nt :	Unit Price Discount 1 Unit S\$4.00 Discount S\$4.00 Discount Reference # (P1-0056	nt Nett Price SS4.00 + Tax Create New	Total Amount S\$4.00	Tas Ra Purchase Tax Accor Grand Totak Bevet	te unt 75 IM SS4.0 Delete
Generate Report       Show Delivery Order         bit Notes List       Debit Note         Delivery Order ×       Yendor Returns         Decument #       Decument #         05:2016       Vendor Returns         rer Details       Vendor Returns         mixed Date       Ince Terns         mixed Date       Ince Terns         Weitgrandt       < Select All >         Product #       Decrement #	Total City: 1, Amour		1 \$\$4.00 \$\$4.00 Discount: Reference # (P1-0056	+ Tax Create New	554.00	Grand Totat	unt 7% IM SS4.0 Qelete
Generate Report  Generate Report  Show Delivery Order  Delivery Order  Delivery Order  Vendor Returns  Delivery Order  Vendor Returns  Delivery Order  Decument #	Total Qty: 1, Amous		S\$4.00 Discount	+ Tax	(Save	Grand Total	SS4.0 Qelete
Generate Report  Generate Report  How Delivery Order  Delivery Order  Vendor Returns  Delivery Order  Vendor Returns  Decument #  OS/2016  Decument #  Document #	Ź	}	Reference # P1-0056	Create New	<u>Save</u>	Bever	Qelete Posted
	Ź	2	Reference # (PI-0056			P	Posted
nner Details diver To 1- Tit trading 1- Ti					Branch HQ - Heat	d Office	
iver To TPI trading TP Location Gonesia wield Date inco Terms V EUW - Ex Work ms / Articles Notes / Attachments Luct Brandi < Select All > Product # Location			Other Details				
- TFI trading p To Location Contact Person of donesia v Inco Terms inco Terms v IEW - Ex Work mm3 / Article Notes / Attachments v Product # Product #			Warehouse		Receive Via	1	
p To Location Contact Person donesia V Inco Terms unised Date Notes / Attachments V EXW - Ex Work duct Brandt ( < Select All > Product #	~		TE01 - Main Warehous	se	*		
donesia v Inco Terms unsied Date Inco Terms V EXW - Ex Work ums / Articles Notes / Attachments duct Brandi < Select All > Product #			Representative		Description	n	13
Inco Terms	v				~		1
Product #     Product #		1	Priority				
ms / Articles   Notes / Attachments   duct grand: < Select All > Product #	· · ·	1	L.				C
duct Brand: < Select All > Product #							
Product #	V Filter						
LOLOVERA	De	escription			UK	OM	Quantity
Generate Report Picking : PIC16-050212 elivery Orders List Delivery Order		1			Tot	al Quantity:	

🖬 🖷 🌳 📮 🗟 🕲 🚮 -	×   •			_		Posted
locument Date	Document Number		Reference Number		Branch	
06/05/2016 •	PIC16-050212		PI-0056		HQ - Head Office	
Details			Additional Info			
Warehouse	Staging Locator		Description			
TE01 - Main Warehouse	W01-Staging	~				
iource Document DN-16-050001	Representative	~				
Items / Articles   Cost Details   Notes / Attac	chments					
roduct Brand: < Select All >	✓ Filter	<b>a</b>				U 🗄 🛛
Loal1 V LOACKER MINI DARK CHOCO	LATE BITES 10 X 20 X 25GRAMS	Duter-20 V	1 N01-L01 V .oa-1511 V	1 UOM-0038	29/04/2016 🗸	S\$4.000000 S\$4.00
Product Desc	ription	UOM Order	ed Qty Locator Batch #	Picked Qty Lot Numb	er Expiry Date	Unit Cost Total Cost
Generate Report - Show	Packing			Total	Quantity : 1 Grand Ta Save	otal S54.00 Eeven Delete
Picking List Picking		7	7			
Picking List Picking Picking  Picking	Order ) 💮 Vendor Returns		7			Posted
Picking List Picking	Order	<	7 Reference Number		] Branch	Posted
Picking List Picking Picking  Picking	Order Vendor Returns		Reference Number [PIC16-050212		Sranch HQ - Head Office	Posted
Picking List Picking P	Order Vendor Returns Document Number PAC16-070109		7 Reference Number (PIC16-050212 Additional Info		] Branch HQ - Head Office	Posted
Picking List Picking Packing × Picking Packing × Picking The second seco	Order Vendor Returns ■) → Document Number PAC16-070109	4	Reference Number PIC16-030212 Additional Info Warrhouse		Franch HQ - Head Office Description	Posted
Picking List Picking Picking Bist Picking Bi	Order Vendor Returns		Reference Number (PIC16-00212) Additional Info Warehouse (TE01 - Main Warehouse		Branch HQ - Head Office Description	Posted
Picking List Picking Picking R Delivery	Order Vendor Returns		Reference Number PIC16-050212 Additional Info Warehouse TEO1 - Main Warehouse Representative		Branch HQ - Head Office Description	Posted
Picking List Picking Picking Content Picking C	Order Vendor Returns Document Number PAC16-070109 Delivery Order DN-16-050001		Reference Number PIC16-050212 Additional Info Warehouse TE01 - Main Warehouse Representative		Sranch HQ - Head Office Description	Posted
Picking List Picking Picking  Picking	Order Vendor Returns Document Number PAC16-070109 Delivery Order DN-16-050001		Reference Number PIC16-050212 Additional Info Warehouse TE01 - Main Warehouse Representative		Sranch [ HQ - Head Office Description	Posted
Picking List Picking P	Order Vendor Returns		Reference Number PIC16-050212 Additional Info Warehouse TED1 - Main Warehouse Representative Pre	ب ب ب	Branch HQ - Head Office Rescription	Posted
Picking List Picking  Picking I	Order Vendor Returns	Certon # Carton Typ Crt-0130 Carton A	Additional Info PiC16-05012 Additional Info Warehouse TE01 - Main Warehouse Representative Const Weight Status (D) 1 Open (C) 1	acts : L & Prode 1 LOACKER MIN DA	Sranch HQ - Head Office Description et Name BK CHOCOLATE BIT.	Posted
Picking List Picking P	Order Vendor Returns  Conder Vendor Returns  Decument Number  PAC16-070109  Phint All Labels Cartons :  Status  Den  License # 4	Carton # Carton Typ Crt-0130 Carton A	Reference Number PICNe-050212 Additional Info Warehouse TED1 - Main Warehouse Representative Gross Weight Status 1 Open Produce I Construction 1 Open Produce I Construction 1 Open Produce I Construction 1 Open Produce I Construction I Cons	acts : L A Produ	Branch HQ - Head Office Rescription et Name RK CHOCOLATE BIT.	Posted
Picking List Picking P	Order Vendor Returns Document Number PAC16-070109 Delivery Order DN-16-050001 Print All Labels Cartons: Uicense # 4 Uicense # 4 Ui	Carton # Carton Typ Crt-0130 Carton A	Additional Info Warehouse TE01 - Main Warehouse Representative Gross Weight Status 1 Open 1 Open 1 John 1 / 1	v) v acts: L ≜ Prod. L OACKER MIN DA	Stanch HQ - Head Office Description	Posted

😋 Packing -> Vendor Returns	×										
Create Vendor Returns from pac	ig										
Generates the Vendor Returns from Packing document with the same set of products.											
Document Number	Document Date										
<-AUTO-GENERATED->	28/07/2016 🗸										
Reference Number	Document Status										
DN-16-050001	Drafted										
Warehouse											
TE01 - Main Warehouse	~										
🗹 Open the new Vendor Return	locument										
	<u>O</u> K <u>C</u> ancel										

Vendor Returns ×							
12 🖩 🔶 🏟 🕄 😂	🕘 📶 🕶 🗷 👻					Drafted	
Document Date	Document Number		Reference Number		Branch		
28/07/2016	✓ VRN-0004		DN-16-050001		HQ - Head Office		~
Vendor		Currency	Warehouse		Staging Locator		
tfi - TFI trading		✓ SGD	TE01 - Main Wareh	ouse 🗸	W01-Staging		*
Customer Location	Contact Person		Inco Terms		Shipping Method		
indonesia	♥ [	Ŷ	EXW - Ex Works	*			~
Additional Details							ŵ
Representative	Promised Date		Description				
	✓] [	¥					
Analytical Group							
	~						
Items / Articles Cost Details	Notes / Attachments   Postings						
Product Brand: < Select All >	*	Filter					1
3 Loa11 🗸	HOCOLATE BITES 10 X 20 X 25GRAMS	Ou20 - Outer-20	•	1 5	\$4.000000	55	4.00
# Product	Description	UOM	Quantity	Unit Cost		Total Amount	(Ę
3 Loa11	LOACKER MINI DARK CHOCOLATE	Outer-20		1 S	\$4.000000	SS	\$4.00 ^
							•
				Tota	Quantity : 1 Grand To	otal: SS	\$4.00
Confirm Vendor Returns	Packing: PAC16-070109				<u>Save</u>	Revert Del	lete
Vandor Paturns List Vandor Pa	turne						

2. User may attach notes and any other documentation
attachment to the transaction records using the
"Notes / Attachment" tab.

3. Click "Save" button at the bottom right side of screen to save

4. Click on "Confirm Vendor Returns" button at the bottom of screen to confirm it.

Product Brand:	< Select All >		~	Filter:						2	<b>2</b>	• 🏠
3 Loa11	~	HOCOLATE BITES 10 X 20	X 25GRAMS	Ou20	- Outer-20	~		1	S\$4.000000		S\$4	1.00
# P 3 Loa11	roduct	Descriptio LOACKER MINI DARK C	Confirm Docu	ment?			×	1	Unit Cost S\$4.000000	Total Amount	S\$-	4.00
			U Doy	iou real	ly wish to Co	∑ <u>N</u> o	ected Vendor Returns(s)?					
	_								Total Quantity : 1 G	and Total:	SS	4.00
Confirm Ver	ndor Returns	Packing: PAC16-0701	09						Save	Bevert (	Dele	te )
Vendor Returns	List Vendor Ret	turns										

5. Click on "**Post to Account**" button at the bottom of screen to post the document to account.

Items / Articles Cost Details	Notes / Attachments Postir	ngs				
Product Brand: < Select All >		✓ Filter:			Ra.	1
3 Loa11 🗸	HOCOLATE BITES 10 X 2 Post	Document?	×	1	S\$4.000000	S\$4.00
# Product	Descriptio			Unit Cost	Total Amou	nt ए
3 Loa11	LOACKER MINI DARK C	Do you really wish to Post the select	ed Vendor Returns(s)?	1	\$\$4.000000	S\$4.00 ^
		<u>Yes</u> <u>No</u>	)			
				To	tal Quantity : 1 Grand Total:	\$\$4.00
Post To Accounts	Packing: PAC16-070109				Save Revert	Delete
Vandou Schurge Lich L Vandou Sch	turne.					

6. After posting to account, it will generate the

journal entries for the document in "Postings" tab.

Analytical Group	Cost Details Notes / Attachment	ings						
Journal: Inventor	y Journal Date: 28/0	7/2016	Document #: VRN-0004	Reference	e #: DN-16-050001	1		
Account #	Account Name	Entity Type	Memo		Due Date	Debit	Credit	Base Amount
4230.001	Finished Goods - Third Party (Gross)	Commercial	Vendor Returns From : TE01 - Main Wa	irehouse			\$\$3.00	S\$3.00 Cr ·
4230.003	Finished Goods - Third Party (TP Margin)	Commercial	Vendor Returns From : TE01 - Main Wa	rehouse			S\$1.00	S\$1.00 Cr
4260.02	Inventory in Transit - Third Party	Commercial	Vendor Returns From : TE01 - Main Wa	rehouse		S\$4.00		\$\$4.00 Dr

7. Click on the "Generate Report" at the bottom of the screen to generate report

Analytical Group	~	00 Report Options	×					
Items / Articles	Cost Details Notes / Attachm Journal	Report Options i Print/export/preview the generated report.	_	Reference	e #: DN-16-0500	01		
Account #	Account Name				Due Date	Debit	Credit	Base Amount
4230.001	Finished Goods - Third Party (Gr	Select a Report Format	8.	rehouse			\$\$3.00	S\$3.00 Cr 🔨
4230.003	Finished Goods - Third Party (TP	Ad Format		rehouse			S\$1.00	S\$1.00 Cr
4260.02	Inventory in Transit - Third Party	Oliver		rehouse		S\$4.00		S\$4.00 Dr
								,
						Fotal Quantity :	1 Grand Total:	S\$4.00
Generat	e Report Packing: PA	C16-070109				Save	Bever	Qelete
Vendor Returns	List Vendor Returns							

#### Update Vendor Return Details

1. Click on "Vendor Return List" tab at the bottom of screen

2. Double click on vendor returns to be updated, it
will bring up the details on "Vendor Return" tab for
the selected document. If the vendor returns' status
is "Posted" or"Confirm", click arrow on "Generate
Report" button at the bottom left of screen and
reopen / undo approval of the document first



3. Click "Save" button at the bottom right side of

screen to save

4. Click on "Confirm Vendor Returns" button at the bottom of screen to confirm it.

5. Click on "**Post to Account**" button at the bottom of screen to post the document to account.

#### Delete Vendor Return:

1. Click on "Vendor Return List" tab at the bottom of screen

2. Double click on vendor returns to be deleted, it
will bring up the details on "Vendor Return" tab for
the selected document. If the vendor returns' status
is "Posted" or"Confirm", click arrow on "Generate
Report" button at the bottom left of screen and
reopen / undo approval of the document first

3. Click on "Delete" button at the bottom right side of screen

4. Click on *"Yes"* button on the pop-up window to confirm vendor returns deletion

			_								
3 Loa11	~	HOCOLATE BITES 10 X 20 X 25GRAM	S Ou20	Outer-20	•		1	S\$4.000000		\$\$4.00	4
2	Product	Description	Deleting	record?		X	-	Unit Cost	Total Amour	nt	谭
3 Loa11		LOACKER MINI DARK CHOCOLATE .	-				1	S\$4.000000		S\$4.00	^
				Do you really wish	h to delete this reco	rd?					•
								Total Quantity : 1	Grand Total:	S\$4.00	
Confirm	Vendor Returns	Packing: PAC16-070109						Save	Bevert	Delete	2
Vendor Retu	rns List Vendor Ret	turns									-

# View and Search for Vendor Return Details:

1. Click on "Vendor Return List" tab at the bottom of screen

2. Enter search parameter to filter the result, i.e.

type in which vendor to search for in the "Vendor"
text field box or select from drop-down list

Vendor	Returns X							
Vendor	< Select All >	>		~	Warehouse:	< Select All Warehouses >		▼ Search
Year:	Year 2016	✓ From	n: 🔽 Till:	~	Branch	< Select All >		~
Date A	Document #	Reference #		Vendor			Warehouse	Grand Total Status
Jul 28, 2016	VRN-0004	DN-16-050001	tfi - TFI trading			Main Warehouse		SS4.00 Drafted
1								
	Saarch	Engine						
	Search	Lingine						
8			Status: Drafted / Confirmed	· ·	Total	SGD : S\$4.00	\$	↓ 1 of 1 ↔ ↔
Vendor Ret	urns List Ven	ndor Returns						

3. User can filter the list by using "*Status*" dropdown list to select: Drafted /confirmed, Drafted, Confirmed, Posted status.

		< Select All >				
		Drafted / Confirmed				
		Drafted				
		Confirmed				
		Posted				×.
	Status:	Drafted / Confirmed 💙	Total SGD :	S\$4.00	(¢)	↓ 1 of 1 ↓ ↓
Vendor Returns List Vendor Returns	_					

4. Result can be sorted alphabetically by clicking the fields' columns

	C Vendor Returns ×										
1	Vendor: < S	elect All >		~	Warehouse:	< Select All Wa	rehouses >		~ (	Search	
	Year: Yea	ar 2015	From:	V Till: V	Branch	< Select All >		_	~		
	Date	Document #	Reference #	Vendor			Warehous	. A	Grand Total	Status	R
	Apr 23, 2015	VRN-15-040003	DN-15-030001	202001/EG0001 - Egokawa Sdn Bhd			Kepong Warehouse		RM966.90	Drafted	^
											r

5. Double click on vendor returns to view full details of the document, it will bring up the details on "Vendor Returns" tab for the selected document

ſ	C Vendor Returns ×									
1	Vendor:	< Select All :	•		✓ Warehouse:	< Select All Warehouses >	▼ Search			
	Year:	Year 2016	✓ From:	▼ Till:	✔ Branch	< Select All >	~			
	Date	Document #	Reference #	Vender ¥		Warehouse	Grand Total Status			
Ju	1 28, 2016	VRN-0004	DN-16-050001 tfi - TFI trading			Main Warehouse	S\$4.00 Drafted			