Create Credit Note to Putaway Process

The video will show the process: from how to Create Credit Note to Putaway Process

Navigate to Sales, Credit Note, Create New.
Fill in document date, vendor, and delivery location.
Click Confirm and Post.

STEP-BY-STEP:
1. Go to Sales menu
2. Select Credit Note
3. Click Create New.
4. Fill in the header info, i.e. document date, customer, deliver to and location.
(mandatory fields in red color or marked with red x)
5. Click Save button
6. Add line items in the table below.
User can filter the products list by brand, by selecting a brand in the Product Brand drop down list.
Fill in the line info, i.e. Product, UOM, Qty, Unit Price, Tax Rate, and Reason for Return.
Click + button or press ENTER to save the line entry.
7. Click Confirm Credit Note when done editing
8. Click Post To Accounts button to post the entries.
9. Click Show Receipt Order link, it will open the related Receipt Order document in the Inventory module.
10. Click Create Customer Returns button, it will create and open Customer Return document for the Credit Note.
11. Verify / modify the line items data if necessary (i.e. Product, Qty, and Batch # and Expiry Date).
Click + button or press ENTER to save the line entry.
12. Click Confirm Customer Returns when done editing
13. Click Post To Accounts button to post the entries.
14. Click the Putaway link, it will open the related Putaway document in the Inventory module.
15. Verify / modify the line items data if necessary (i.e. Locator and Qty).
Click + button or press ENTER to save the line entry.
16. Click Confirm Putaway when done editing
17. Click Post To Inventory button to post the

entries.
The stock is now available in the selected warehouse.
18. Summary of the customer returns process: Credit Note → Receipt Order → Customer Returns → Putaway