Debit Note – Vendor Return Process

This video will show users the process to create from Debit Note to Ventor Return.

Navigate to Purchase, Purchase Invoice, Generate Documents.
Update and verify line items in the table below, i.e. Product, UOM, Qty, Unit Price, and Tax Rate.
Click Confirm and Post.

STEP-BY-STEP:
1. Go to Purchase menu
2. Select Purchase Invoice
3. Select a posted Purchase Invoice document to open it.
4. Click on the arrow next to Generate Documents button, and select Create Debit Note.
Click OK button in the creation dialog window.
It will generate a Debit Note document based on the Purchase Invoice document.
5. Update and verify line items in the table below, i.e. Product, UOM, Qty, Unit Price, and Tax Rate.
Click + button or press ENTER to save the line entry.
6. Click Confirm Debit Note when done editing
7. Click Post To Accounts button to post the entries.
8. Click on the Show Delivery Order link to view the Delivery Order to return the stock to vendor.
9. Click on Create Picking button.
Click OK button in the creation dialog window.
10. Click Start Picking after verifying the picking lines.
11. Click Post Picking button to post the inventory leaving the warehouse.
12. Click on the arrow next to Generate Report button to show option to Undo the Picking document posting.
13. Click on the Show Packing link to view the Packing document.
14. Click Confirm Packing when done editing.
15. Click Complete Packing to complete the packing process.
16. Click on the arrow next to Generate Report button to show option to Undo the Packing document.
17. Click on Create Vendor Returns button.
Click OK button in the creation dialog window.

18. Click Confirm Vendor Returns when done editing
19. Click Post To Accounts button to post the entries and stock out.
20. Click on the arrow next to Generate Report button to show option to Undo the Vendor Returns document posting.