

# 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) → Delivery Order  
(Inventory) → Picking → Packing → Vendor Return

Below are available actions for the user from “**Vendor Returns**” view:



Generate vendor returns



View and search vendor returns details

Vendor Returns						
Vendor: < Select All >		Warehouse: < Select All Warehouses >		Search		
Year: Year 2016	From:	To:	Branch: < Select All >			
Date	Document #	Reference #	Vendor	Warehouse	Grand Total	Status
Feb 4, 2016	VRN-0002	DN-16-020001	tft - TFI trading	Main Warehouse	\$56.02	Posted
Feb 4, 2016	VRN-0003	DN-16-020003	6002.002/LE001 - LEGO	Quartier Central Warehouse	\$5428.57	Posted

Vendor Returns

Document Date: 04/02/2016 Document Number: VRN-0003 Reference Number: DN-16-020003 Branch: HQ - Head Office

Vendor: 6002.002/LE001 - LEGO Currency: USD Warehouse: QCW - Quartier Central Warehouse Staging Locator: BLD01-Staging

Customer Location: City Contact Person: Inco Terms: EXW - Ex Works Shipping Method:

Additional Details

Representative: Promised Date: Description:

Analytical Group:

Items / Articles Cost Details Notes / Attachments Postings

Product Brand: < Select All > Filter:

#	Product	Description	UOM	Quantity	Unit Cost	Total Amount
1	LG-001	Lego Medieval	Each - Each	15	S\$28.571333	S\$428.57
1	LG-001	Lego Medieval	Each	15	S\$28.571333	S\$428.57

Total Quantity: 15 Grand Total: S\$428.57

Generate Report Packing: PAC16-020076 Save Revert Delete

Vendor Returns List Vendor 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) → Delivery Order  
(Inventory) → Picking → Packing → Vendor Return

**Debit Note**

Document Date: 06/05/2016 Document Number: DN-16-050001 Reference Number: PI-0056 Branch: HQ - Head Office

Vendor: tti - TFI trading Currency: SGD

Vendor Location: Indonesia

Additional Details:

Warehouse: TE01 - Main Warehouse Delivery Via: Inco Terms: EXW - Ex Works Representative: Tax: Price Excludes Tax

Payment Term: Net 60 Days - Net 60 Days Inventory Movements: With Inventory Movements

Items / Articles Taxes Postings Payments Notes / Attachments

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
3	Loa11	LOCKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Ou20 - O	1	\$54.00		\$54.00	\$54.00	Purchase Tax Account 7% IM
3	Loa11	LOCKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Outer-20	1	\$54.00		\$54.00	\$54.00	Purchase Tax Account 7% IM

Total Qty: 1, Amount: \$54.00 Discount: + Tax: Grand Total: \$54.00

Generate Report Show Delivery Order Create New Save Revert Delete

Debit Notes List Debit Note

**Delivery Order**

Date: 06/05/2016 Document #: DN-16-050001 Reference #: PI-0056 Branch: HQ - Head Office

Partner Details:

Deliver To: tti - TFI trading

Ship To Location: Indonesia Contact Person:

Promised Date: Inco Terms: EXW - Ex Works

Other Details:

Warehouse: TE01 - Main Warehouse Receive Via: Representative: Description: Priority:

Items / Articles Notes / Attachments

#	Product #	Description	UOM	Quantity
3	Loa11	LOCKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Outer-20	1

Generate Report Picking: PIC16-050212 Total Quantity: 1

Delivery Orders List Delivery Order

**Picking** x Delivery Order Vendor Returns

Document Date: 06/05/2016 Document Number: PIC16-050212 Reference Number: PI-0056 Branch: HQ - Head Office

Details: Warehouse: TE01 - Main Warehouse Staging Locator: W01-Staging Source Document: DN-16-050001 Representative:

Additional Info: Description:

Items / Articles Cost Details Notes / Attachments

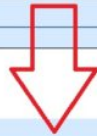
Product Brand: < Select All > Filter:

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date	Unit Cost	Total Cost
3	Loa11	LOCKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Outer-20	1	W01-L01	Loa-1511	1	UOM-0038	29/04/2016	\$54.000000	\$54.00
3	Loa11	LOCKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Outer-20	1	W01-L01	Loa-1511	1	UOM-0038	Apr 29, 2016	\$54.000000	\$54.00

Total Quantity: 1 Grand Total: \$54.00

Generate Report Show Packing Save Revert Delete

Picking List Picking



**Picking** x Picking Delivery Order Vendor Returns

Document Date: 28/07/2016 Document Number: PAC16-070109 Reference Number: PIC16-050212 Branch: HQ - Head Office

Details: Deliver To: tti - TFI trading Delivery Location: Indonesia Delivery Order: DN-16-050001 Representative:

Additional Info: Warehouse: TE01 - Main Warehouse Description:

Pallets, Cartons Notes / Attachments

Pallets: License # Pallet # Gross Weight Status Open

Cartons: License # Carton # Carton Type Gross Weight Status Open

Products: Prod... Product Name Batch # Quan... Wei...

1/1 Picking: PIC16-050212 1/1 Total Quantity: 1, Pallets: 1, Cartons: 1, Gross Weight: 0.00

Generate Report Create Vendor Returns Save Revert

Picking List Picking

**Packing -> Vendor Returns**

Create Vendor Returns from packing

i Generates the Vendor Returns from Packing document with the same set of products.

Document Number: <-AUTO-GENERATED-> Document Date: 28/07/2016

Reference Number: DN-16-050001 Document Status: Drafted

Warehouse: TE01 - Main Warehouse

☒ Open the new Vendor Returns Document

OK Cancel

**Vendor Returns**

Document Date: 28/07/2016 | Document Number: VRN-0004 | Reference Number: DN-16-050001 | Branch: HQ - Head Office

Vendor: TFI - TFI trading | Currency: SGD | Warehouse: TE01 - Main Warehouse | Staging Locator: W01-Staging

Customer Location: Indonesia | Contact Person: | Inco Terms: EXW - Ex Works | Shipping Method: |

**Additional Details**

Representative: | Promised Date: | Description: |

Analytical Group: |

**Items / Articles** | Cost Details | Notes / Attachments | Postings

Product Brand: < Select All > | Filter: |

#	Product	Description	UOM	Quantity	Unit Cost	Total Amount
3	Loa11	LOACKER MINI DARK CHOCOLATE ...	Outer-20	1	\$S4.000000	\$S4.00

Total Quantity: 1 | Grand Total: \$S4.00

Confirm Vendor Returns | Packing: PAC16-070109 | Save | Revert | Delete

Vendor Returns List | Vendor Returns

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: |

#	Product	Description	UOM	Quantity	Unit Cost	Total Amount
3	Loa11	LOACKER MINI DARK CHOCOLATE ...	Outer-20	1	\$S4.000000	\$S4.00

Total Quantity: 1 | Grand Total: \$S4.00

Confirm Vendor Returns | Packing: PAC16-070109 | Save | Revert | Delete

Vendor Returns List | Vendor Returns

**Confirm Document?**

Do you really wish to Confirm the selected Vendor Returns(s)?

Yes No

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

Product Brand: < Select All > | Filter: |

#	Product	Description	UOM	Quantity	Unit Cost	Total Amount
3	Loa11	LOACKER MINI DARK CHOCOLATE ...	Outer-20	1	\$S4.000000	\$S4.00

Total Quantity: 1 | Grand Total: \$S4.00

Post To Accounts | Packing: PAC16-070109 | Save | Revert | Delete

Vendor Returns List | Vendor Returns

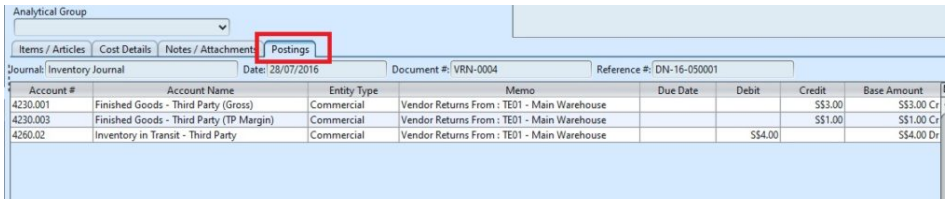
**Post Document?**

Do you really wish to Post the selected Vendor Returns(s)?

Yes No

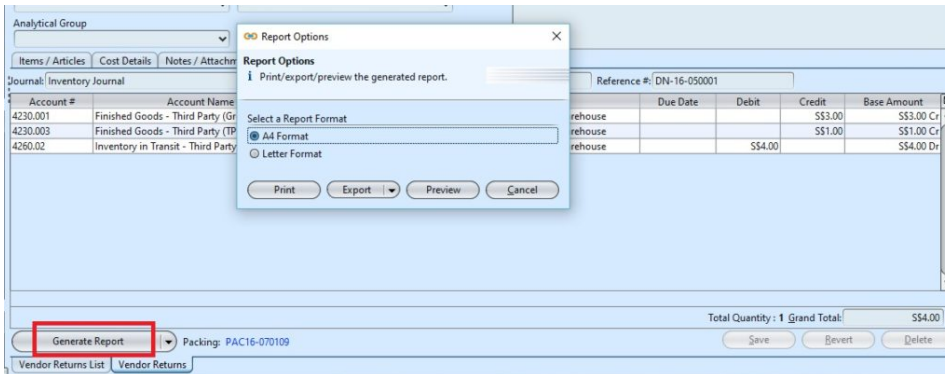
6. After posting to account, it will generate the

journal entries for the document in **“Postings”** tab.



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 Warehouse			\$53.00	\$53.00 Cr
4230.003	Finished Goods - Third Party (TP Margin)	Commercial	Vendor Returns From : TE01 - Main Warehouse			\$51.00	\$51.00 Cr
4260.02	Inventory in Transit - Third Party	Commercial	Vendor Returns From : TE01 - Main Warehouse		\$54.00		\$54.00 Dr

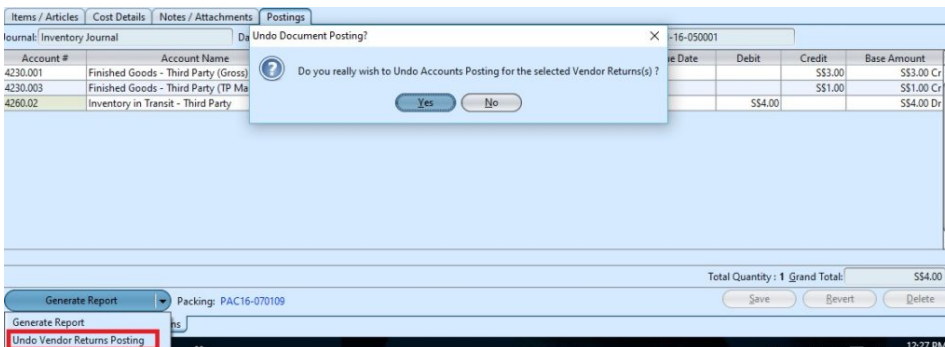
7. Click on the **“Generate Report”** at the bottom of the screen to generate report



## 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.

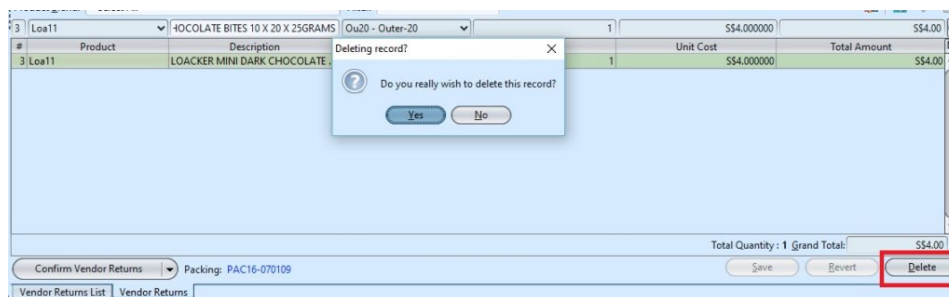
## Delete Vendor Return:

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



## 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

Date	Document #	Reference #	Vendor	Warehouse	Grand Total	Status
Jul 28, 2016	VRN-0004	DN-16-050001	tft - TFI trading	Main Warehouse	S\$4.00	Drafted

3. User can filter the list by using **“Status”** drop-down list to select: Drafted /confirmed, Drafted, Confirmed, Posted status.

Date	Document #	Reference #	Vendor	Warehouse	Grand Total	Status
Apr 23, 2015	VRN-15-040003	DN-15-030001	202001/EG0001 - Egokawa Sdn Bhd	Kepong Warehouse	RM966.90	Drafted

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

Date	Document #	Reference #	Vendor	Warehouse	Grand Total	Status
Apr 23, 2015	VRN-15-040003	DN-15-030001	202001/EG0001 - Egokawa Sdn Bhd	Kepong Warehouse	RM966.90	Drafted

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

Date	Document #	Reference #	Vendor	Warehouse	Grand Total	Status
Jul 28, 2016	VRN-0004	DN-16-050001	tft - TFI trading	Main Warehouse	S\$4.00	Drafted