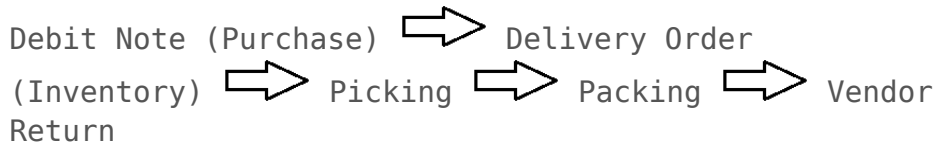


# Vendor Returns

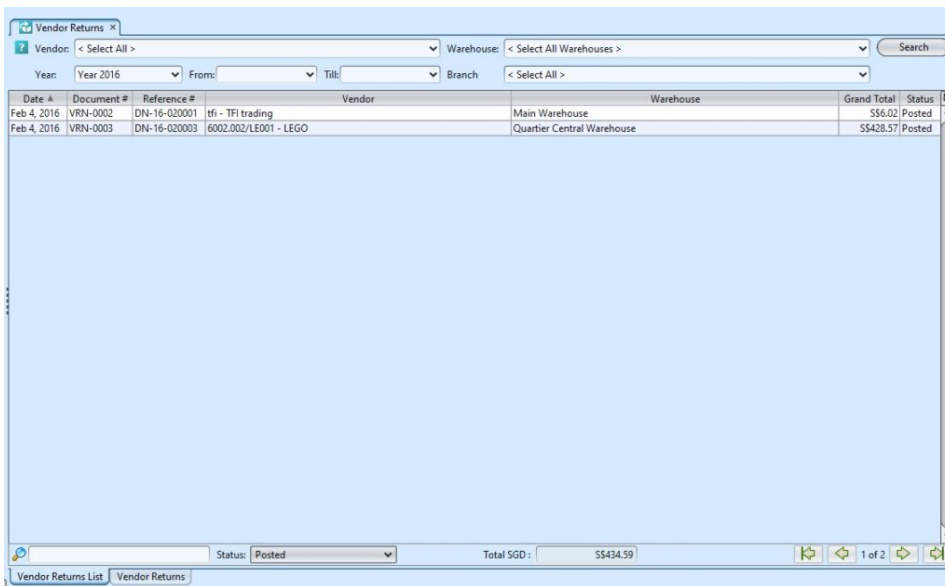
Vendor Returns view allows user to manage returning purchases to vendors. This could be partial or full return of the purchase order items. Vendor returns document would be generated from packing process as part of processing debit note.



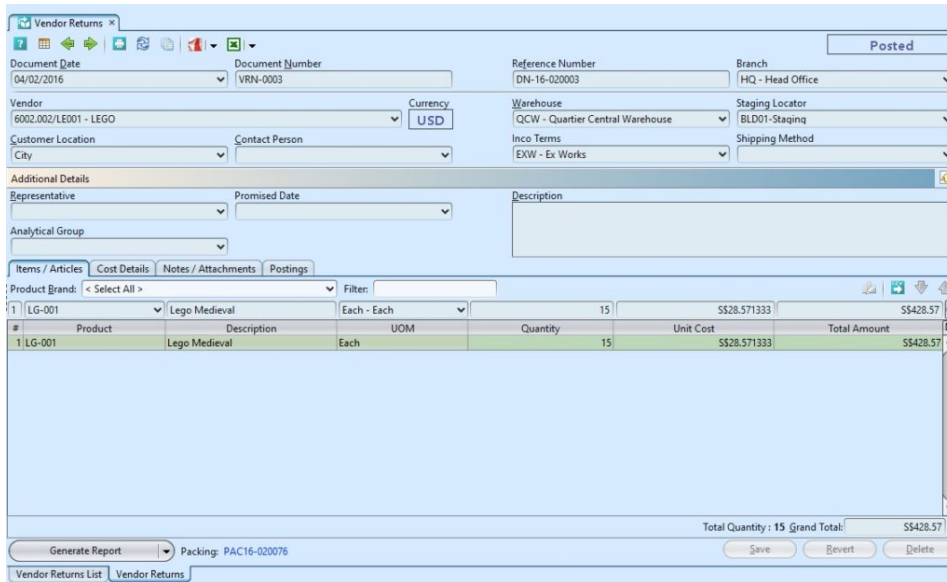
Below are available actions for the user from “**Vendor Returns**” view:

 Generate vendor returns

 View and search vendor returns details



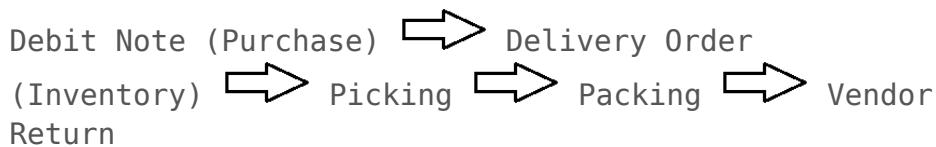
Date	Document #	Reference #	Vendor	Warehouse	Grand Total	Status
Feb 4, 2016	VRN-0002	DN-16-020001	tfl - TFI trading	Main Warehouse	\$56.02	Posted
Feb 4, 2016	VRN-0003	DN-16-020003	6002.002/LE001 - LEGO	Quartier Central Warehouse	\$5428.57	Posted



## 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**

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

Vendor: tfti - TFI trading | Currency: SGD

Vendor Location: Indonesia

Warehouse: TE01 - Main Warehouse | Delivery Via: | Representative: | Tax: Price Excludes Tax

Payment Term: Net 60 Days - Net 60 Days | Inco Terms: EXW - Ex Works

Analytical Group: | Inventory Movements: With Inventory Movements

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
3	Loa11	LOACKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Outer-20	1	\$54.00		\$54.00	\$54.00	\$4.00 Purchase Tax Account 7% IM

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

Buttons: Generate Report, Show Delivery Order, Create New, Save, Revert, Delete

**Delivery Order**

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

Partner Details: Deliver To: tfti - TFI trading | Ship To Location: Indonesia | Promised Date: | Inco Terms: EXW - Ex Works

Other Details: Warehouse: TE01 - Main Warehouse | Receive Via: | Representative: | Description: | Priority: |

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

Buttons: Generate Report, Picking: PIC16-050212, 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

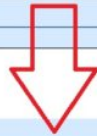
Warehouse: TE01 - Main Warehouse Staging Locator: W01-Staging Source Document: DN-16-050001 Representative:

Additional Info: Description

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date	Unit Cost	Total Cost
3	Loa11	LOACKER 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	LOACKER 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 x Picking Delivery Order Vendor Returns

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

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

Additional Info: Warehouse: TE01 - Main Warehouse Description:

License #	Pallet #	Gross Weight	Status	License #	Carton #	Carton Type	Gross Weight	Status	Prod...	Product Name	Batch #	Quan...	Wei...
			Open	CR-0130		Carton A		1 / Open	Loa11	LOACKER MINI DARK CHOCOLATE BIT...	Loa-1...	1	

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

Generate Report Create Vendor Returns Save Revert

Packing -> Vendor Returns

Create Vendor Returns from packing

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

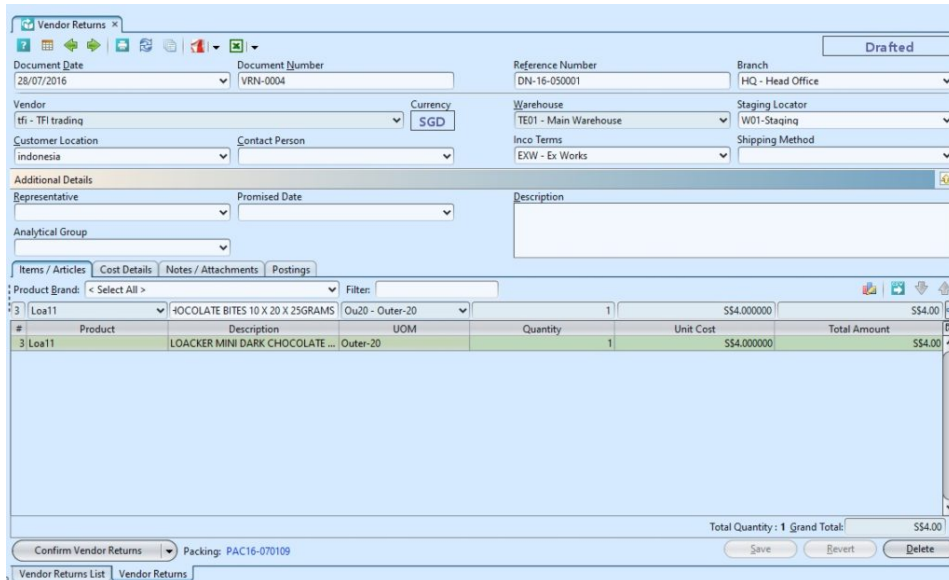
Document Number: <-AUTO-GENERATED-> Document Date: 28/07/2016

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

Warehouse: TE01 - Main Warehouse

Open the new Vendor Returns Document

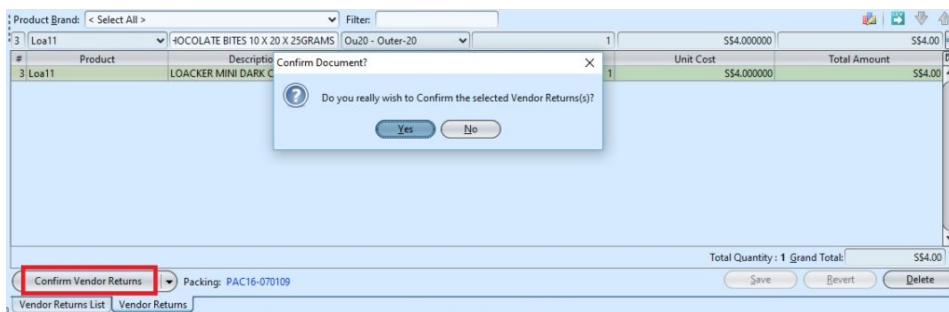
OK Cancel



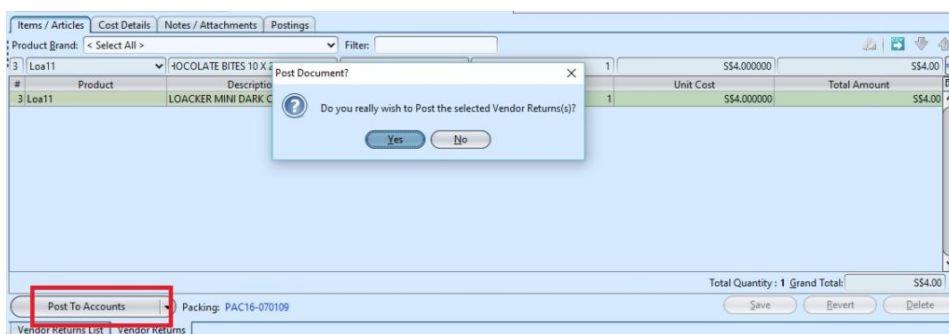
2. User may attach notes and any other documentation attachment to the transaction records using the **“Notes / Attachment”** tab.

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.



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



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

Report Options

Print/export/preview the generated report.

Select a Report Format

A4 Format

Letter Format

Print Export Preview Cancel

Total Quantity: 1 Grand Total: \$54.00

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

Undo Document Posting?

Do you really wish to Undo Accounts Posting for the selected Vendor Returns(s) ?

Yes No

Total Quantity: 1 Grand Total: \$54.00

Generate Report

Undo Vendor Returns Posting

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.

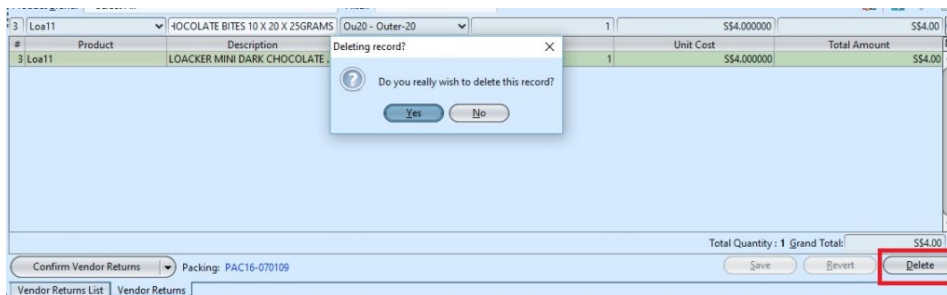
## Delete Vendor Return:

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

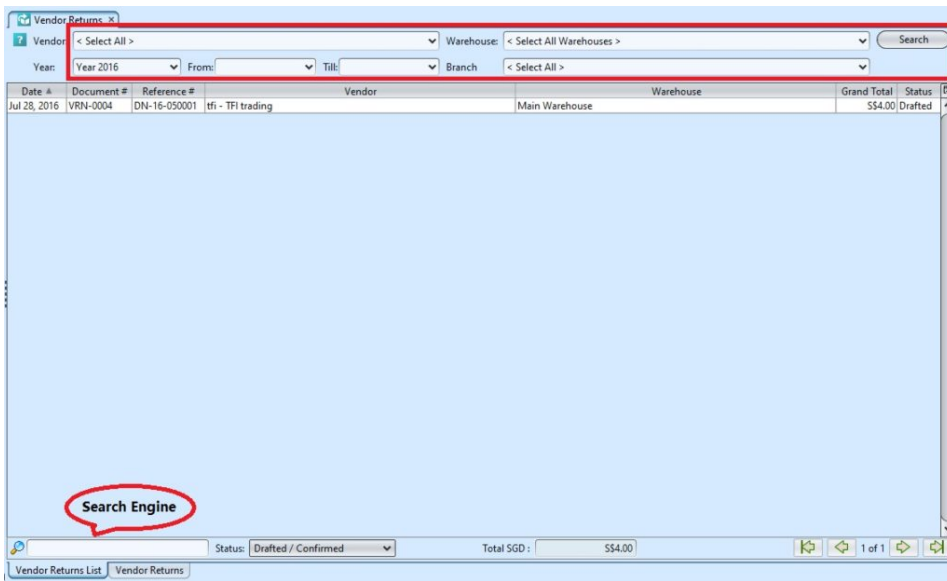


## View and Search for Vendor Return Details:

1. Click on **“Vendor Return List”** tab at the bottom of screen

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

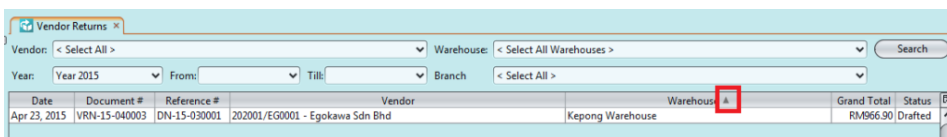
type in which vendor to search for in the **“Vendor”** text field box or select from drop-down list



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



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



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

