

How to do a Return to Vendor

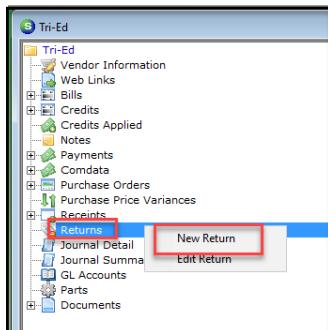
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The Return to Vendor option is used when parts are being sent back to a Vendor and a credit is expected for the parts return.

Vendor

Go to the Vendor Account to whom the Parts are being returned.

Right-click on Returns. Select New Return.



When the Parts Return Form Opens, select the Type of Return: Direct Expense or Return from Warehouse.

The Direct Expense option would be used if the return is related to a Job or a Ticket and want to credit the job costing for the amount of the return.

The Return from Warehouse option would be used for parts removed from inventory to be returned to the Vendor. This is typically used for your regular stock items.

Select a Category.

Enter a Reference Number such as the Vendor Return Authorization Number. (RMA ###)

The Branch will automatically fill in once the Warehouse is selected.

Select the Warehouse where the Parts are being removed from.

Receive Date is the date the Parts are being Returned.

Costing: If the parts being returned to the Vendor are from a Job or Ticket and a return to stock transaction has not yet been performed to return the parts to the warehouse, enter the Job or Ticket number; otherwise, do not make an entry into this field.

Enter the Part Code for each part being returned and the Quantity.

The Cost will automatically fill in but if the amount needs to be changed you can edit this field.

Enter a Memo if needed.

Save.

Parts Return

Vendor
Tri-Ed
P.O. Box 402433
Atlanta, GA 30384

Category
Admin G & A

☐ Direct Expense
☒ Return from Warehouse

Reference #
RMA 123456

Branch
Alabama

Warehouse
Alabama

Receive Date
8/27/2024

Received By
Elizabeth Arrington - Lake

Job Number
3000

Job Phase Code
Phase 01

Parts 54.30 | Expense 0.00 | Documents | View Serial/Lot Numbers

Part Code	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Stand Cost
250CO	SAFEAIR CO DETECTOR	ES-250CO	1	1	54.3000	54.30	54.3000

Memo
This Part is being Returned due to damage.

Part Total 54.30
Expense Total 0.00

Print Stock Labels

Apply Save Close

Once the Part Return Form has been completed you can print a copy to include it with the Part Return.