

POS Goods returned to the Supplier



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Goods returned to the Supplier

Sometimes goods get damaged or you will need to return them to the Supplier – to do this create a negative order then this can get transferred to creditors or wait for a credit note.

Step 1 - Create a Negative Purchase Order as follows:

Path: Stock/ Orders

Order No: 735 Open in Creditors 4 Code: AMBLER Status: Active/Submit fr

Date: 24/11/2014 2 Name: Ambler & Co Ltd

Description: Credit 2 Basketball Shorts returned as damaged Avondale Auckland 1746

Deliver To: Amber Contact:

Deliver By: Aust Post 3 Department Terms: 31 Phone:

Ordered By: Cr Limit: 0 Fax:

Order Amount Inc: 0.00 Ex Tax: 0.00 Last Purch: 24/11/2014

Code >>	Qty..	U...	Description	Inc GST/Unit	Ex GST/Unit	GST	Tot Inc GS...	Tot Ex ...	En...	Acc...	Su...
BB-SH-12	-5.00	each	Basketball Shorts Size 12	32.75	28.4792	4.27	-163.75	-142.40	BTC	3211	0

Returned as damaged item. via Aust Post 7

1 Clear/New Order 8 Save Line Item 9 Save Order Header Delete Order Exit View

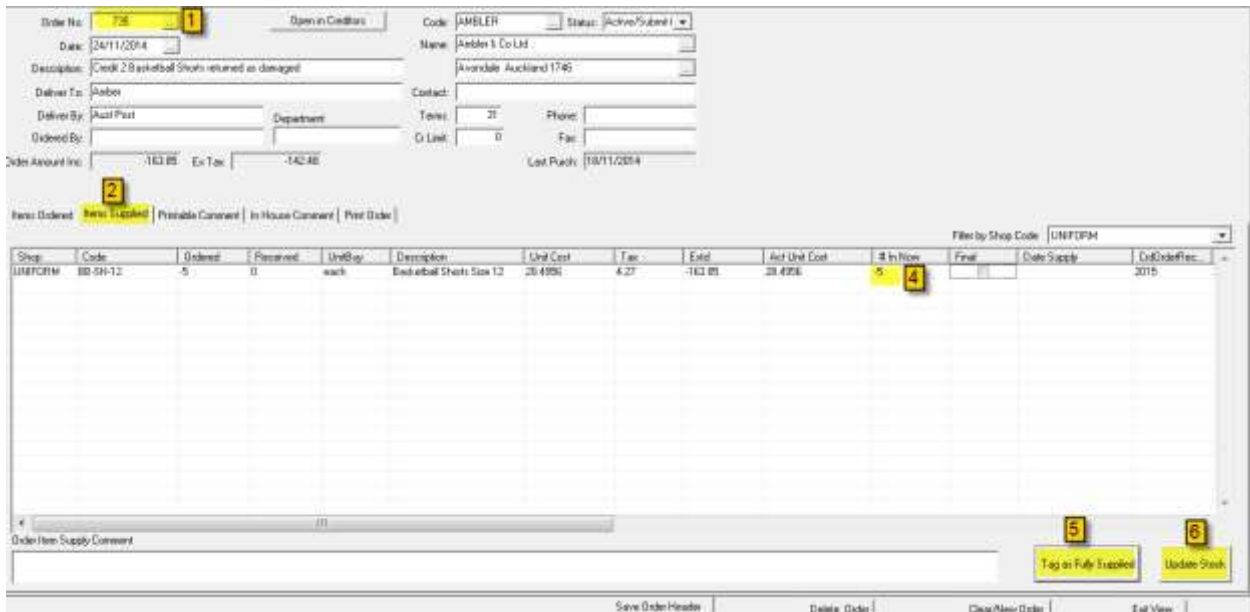
View: Order

1.	Clear /New Order (An order number will appear)
2.	Change the Date - if required
3.	Enter description - e.g. Credit 2 Basketball Shorts returned Deliver to if required Deliver By: if required
4.	Code: Select the Creditor
5.	Save this record YES
6.	Code: Select the Code of the goods to be returned Qty: type in the number to return e.g. -5
7.	You can type a message in this box if required
8.	Save Line Item
9.	Save Order Header

Step 2 - Entering in the Credit Invoice

You can now wait until you receive the Creditors credit note or make your own up credit invoice:

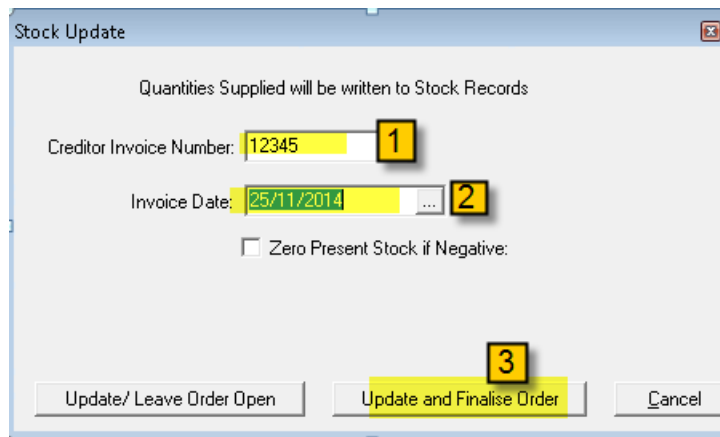
Path: Stock/ Orders



1.	Call the Order # back up (Stock/Orders)
2.	Under Items Supplied tab
3.	Under # In now
4.	Type in -5 (this will reduce your stock)
5.	Tag as Fully Supplied
6.	Update Stock

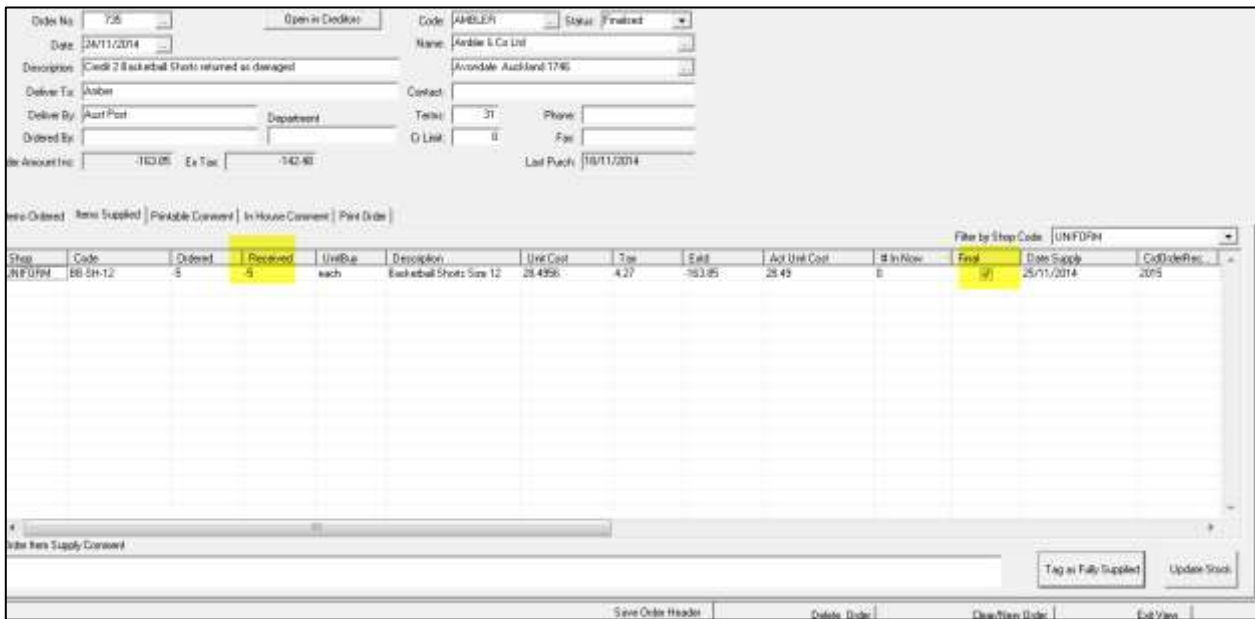
Step 3 - Enter Creditor Invoice Number

Pop up box will appear

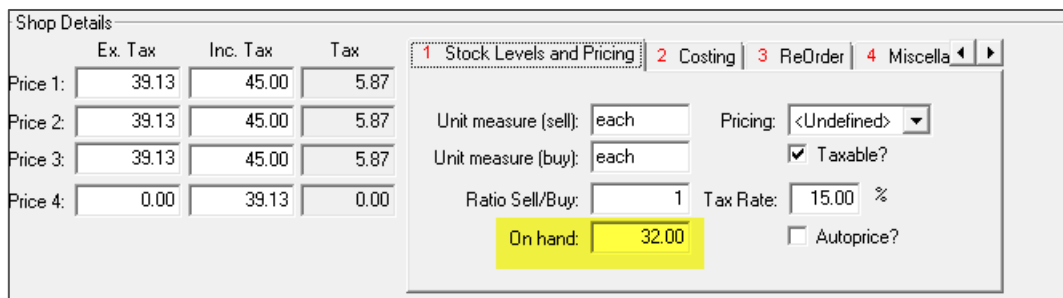


1.	Enter Creditors credit note number
2.	Date of Invoice
3.	Update and Finalise Order

e.g. Once done under Received this will show the -5 stock and a Tick will be in Final



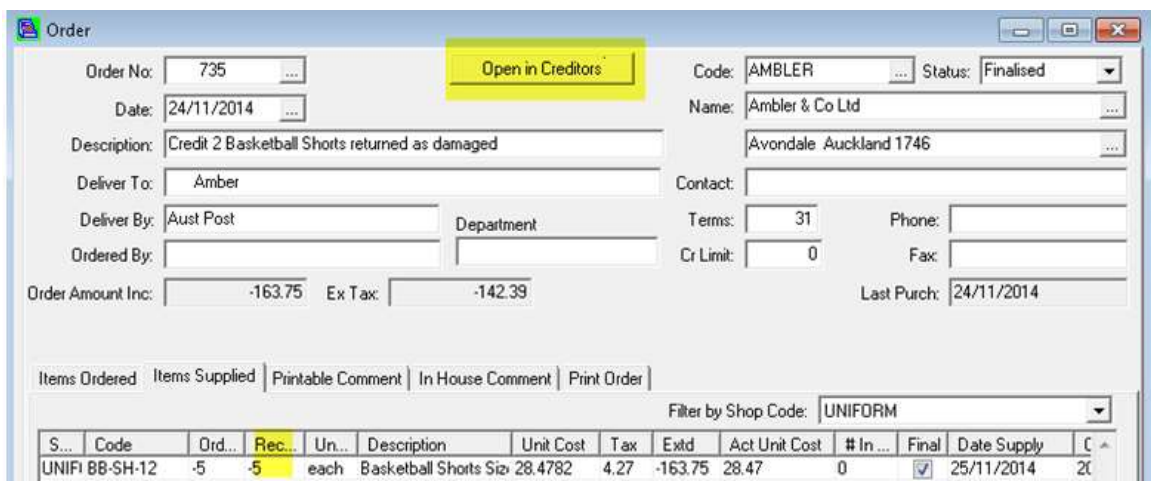
e.g. This will reduce the stock on hand



Step 4 - To create a Credit note in your Creditors

Path: Stock/ Orders

Press **OPEN IN CREDITORS** button



Step 5 - Creditors Invoice screen

Fill in the other details required then SAVE

Step 6 - Once completed

This will show in the Master File so on your next payment batch you can take up the credit

Refere...	Date >>	Description	Amount	Paid	Di...	Tax	D.	H.	Pay ...	Pay T...	Bal...
cr12345	25/11/2014	Credit for Blouses w...	-292.00	0.00	0.00	0.00				0.00	102
205188	14/05/2014	skirt	738.24	0.00	0.00	0.00				0.00	99
205187	14/05/2014	skirts	735.08	0.00	0.00	0.00				0.00	99
204775	05/05/2014	shirts	439.42	0.00	0.00	0.00				0.00	99
204736	05/05/2014	blouses	322.52	0.00	0.00	0.00				0.00	99