

Moving Returns Back to a Work Order Directly

From a work order, edit any material line. There is now a new blue Returned Items source button below the part description and manufacturer boxes.

Press this button to open a search window for a list of your 'Items To Be Returned.' This is the same list of returns as seen from 'Purchases' in your main ribbon.

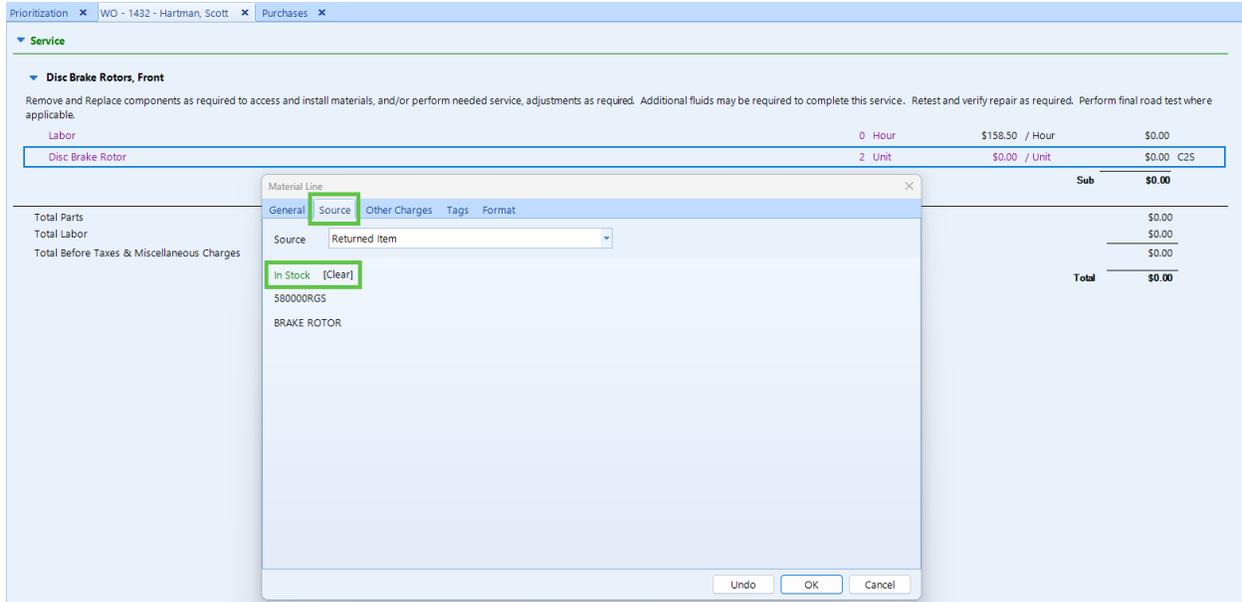
This window has various tools to help you narrow down your search results. It will also pull over any information entered into your material line's part number, description, manufacturer, and quantity box.

The screenshot displays the Protractor Net Shop Manager interface. The main window shows a work order for 'Disc Brake Rotors, Front' with a material line for 'Disc Brake Rotor'. A red box highlights the material line, and a red arrow points to the 'Returned Items' button in the 'Material Line' section. A 'Returned Item Search' window is open, showing a table with one entry for a returned item.

Date	Type	Source	Supplier	Part Number	Description	Manufacturer	Quant	Unit	Cost	Core	Total	FET
12/20/23	Part	Purchase	O'Reilly Auto Parts	58000RGS	BRAKE ROTOR	O'REILLY/BRAKEBEST/S ELECT	2	Unit	92.9900	0.0000	\$185.98	\$0.00

Important things to know:

1. The quantity field will be locked from editing after hitting 'draw' on a material from returns.
2. If you wish to change the quantity, edit the material line, then click the 'source' tab. From here, press 'Clear Source' next to the green In Stock display.



3. If you wish to change to a different quantity, you must enter the desired quantity into the material line quantity box before sourcing a return. You can do this by returning to the 'General' tab after clearing the source as well.
4. Once you source a material from returns and press OK and save the work order, the quantity from returns will be reduced by the number you added to the work order. Nothing will be committed until the work order is saved. At this point, the ledger will also create an entry moving the material from 'Returned Items' to 'Parts Received for Work In Progress' (using default system ledger mapping).
5. Performing any of the following actions will reverse the ledger entry and revert the material quantity in 'Items to be Returned' back to its original quantity:
 - a. Deleting the work order
 - b. Deleting the material line and pressing save
 - c. Moving the service package to deferred work with the returned item still sourced, then posting the work order to an invoice