

Entering Return Goods Opening Balances

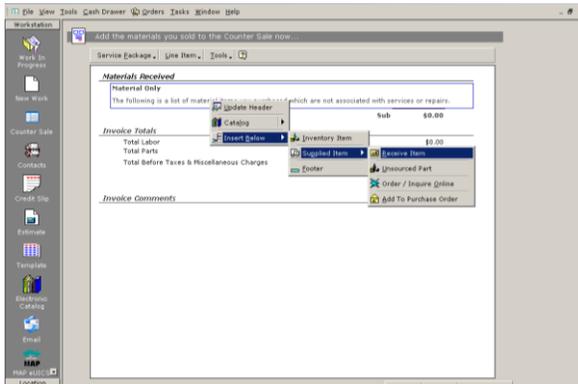
Discussion

All Return items awaiting credit (including those items already returned to supplier where a Credit has not been received) must be entered into the Return Goods Awaiting Pickup for the appropriate Supplier prior to your Go Live date. When the Supplier Credit Slip(s) are received, the credit(s) will be processed through the system.

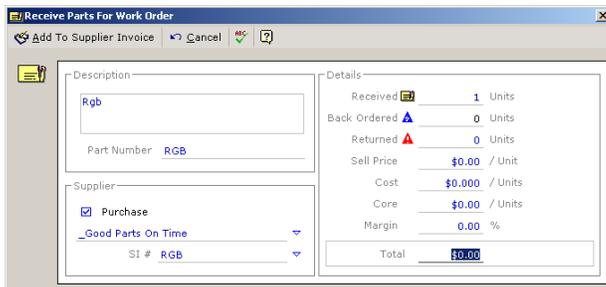
- a. For these entries you will need Part Number(s), Description(s), Cost(s), Quantity and Supplier(s).
 - b. The Return Goods Awaiting Pickup manager will only display suppliers where returns are in the Returns Goods Awaiting Pickup Bin (RGB).
 - c. Follow the steps below to open the RGB for a supplier.
1. From the Work In Progress screen, look to see if there is a Unposted Counter Sale for “Return Parts.” Open the Counter Sale for Return Parts and skip to Step 2.

If there is not an Unposted Counter Sale for “Return Parts”, start a New Counter Sale. Lookup or Add a New Business Contact “Return Parts.”

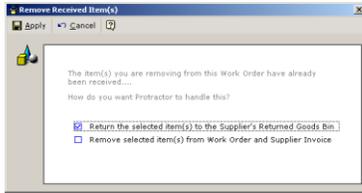
2. At the Materials Only line, Rt. Click, select Insert Below > Supplied Item > Receive Item as shown below.



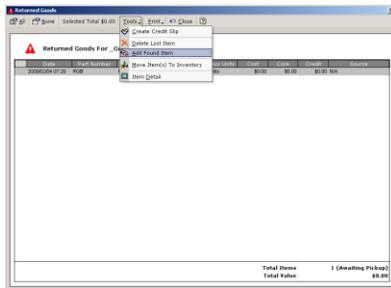
3. Complete the “Receive Parts For Work Order” fields as shown below.
 - a. Use RGB (Return Goods Bin) for all entries as shown below.
 - b. Be sure to select the Supplier that you will be entering Return Goods for.
 - c. At the Cost, enter \$0.00 as there will be no values on this entry.



4. Select “Add To Supplier Invoice” @ Top Left of screen.
5. Rt. Click on the Material Item and select “Remove Material” from the Rt. Click menu..
6. When prompted for the Remove Received Item, Check the “Return the selected item(s) to the Supplier’s Return Goods Bin” box as shown below.



7. Repeat this process for each Supplier that requires Return Good Item entries.
8. Close the Counter Sale and Save the Changes by either;
 - a. Posting the Counter Sale with no values or,
 - b. Save as Unposted Counter Sale for future use.
- ❖ Following this process will open a Returns Good Awaiting Pickup bin for each Supplier from above entries. There will be no effect on the General Ledger as all entries have a \$0.00 value.
9. From the Purchases Manager (Location > Purchases), open the Returned Goods Awaiting Pickup module.
10. Open the Return Goods For "The Supplier". Rt. Click, select Update.
11. From the Tools menu, select Add Found Item.



12. Complete the Add Found Item To Returned Goods Bin fields, select Apply.



13. Repeat this process for each Return Item for the Supplier.
 - a. Items with multiple Quantities should be entered as credits will be issued. (i.e. if you have more than 1 of the same part number, enter the quantities as they will be shown on your Supplier Credit Invoice.)
 - b. Enter each item Quantity and Total using Pre Tax (no tax) amounts.
 - c. After completing all Return Item entries for the Supplier, highlight the RGB original entry item. From the Tools menu, select Delete Lost item to remove it.
- ❖ These values will be entered into the 4415 – RGB Growth (Found Items) GL Account and will report Revenue on the Income Statement if not completed prior to the Go Live Date.
- ❖ Your Return Items are now properly entered into the Supplier Return Bin awaiting the Supplier Credit Invoice.