

Add a Return from Customer

This document will explain:

- How to add a Return from Customer (RFC) transaction. Used to raise a credit for the customer, and to add the returned stock quantity and value to the inventory and accounting records. Use the Notes field for any customer notes, and the Comments field for internal notes.

Skill Steps:

- Select the Jobs tab from the Ribbon.
- Select the Return from Customer icon in the Ribbon.
- Click the Add button at bottom left of the work area.
- Enter the Inv#. Jim2 will populate the Cust#.
- Move to the Stock Code field and enter the stock code for stock being returned. Repeat as necessary for additional lines.
- Check the Price fields and amend if necessary. Use Enter on your keyboard to navigate along the stock grid.
- Move to the Type field and select a (RFC) Type .
- Move to the Status field and amend to FINISH (if applicable). When the Return from Customer (RFC) is amended to FINISH status, the stock has been returned to Stock on Hand and a credit has been added to the Cust# debtor record.

Editing Return from Customer 3 Advance Knowledge

Return# Cust# Status Reason

Strict Return Date In Date Out

Inv# Notes

Branch SubBranch GL Dept

			Date	Initials	Status	Comment
1			06/03/2018	SYS	FINISH	
2			06/03/2018	SYS	Booked	

	Invoice #	Job #	Pack #	Stock Code	Description	Unit	Qty	Price Ex.	Price Inc.	Disc %	Tax	Hide	Total
▶ 1	37	217		SYS.P3.866	P2 Accelerator, P3-866, 128MB, 20 GB Serial#: 112345678	UNIT	1	1980.00	2178.00	0	G	<input type="checkbox"/>	2178.00

For further information please go to Jim2 online Help file at <http://jim2help.happen.biz/index.html> and search CardFile.