

Add a Return to Vendor

This document will explain:

- How to add a Return to Vendor (RTV). Used to raise a credit with a supplier, and to remove stock quantity and value from the inventory and accounting records. Commonly used in conjunction with a supplier RA (Return Authorisation).

Skill Steps:

1. Select the Purchases tab from the top of the Jim2 window.
2. Select the Return to Vendor icon in the Ribbon.
3. Click Add button at the bottom of the Return to Vendor screen.
4. Enter the Purchase Order number into the PO# field.
5. Enter the vendor Card Code into the Vendor# field.
6. Click in the Stock Code field or use Function Key F4, and enter the stock code being returned.
7. Ensure the correct Location has been selected.
8. Press Enter on your keyboard to navigate along the stock grid.
9. Enter the correct quantity to be returned.
10. Return to the top of the screen and add Credit Note# and RA# as applicable.
11. Edit status as applicable. Note: FINISH will clear inventory of stock and create credit with vendor.
12. Click Save.
13. Print 'Return to Vendor' Report from Report Menu on ribbon, if applicable.

The screenshot shows the Jim2 software interface with the 'Purchases' tab selected. The 'Return to Vendor' ribbon is active, and the 'Report' dropdown menu is open, showing 'Return To Vendor' selected. The main screen displays the following information:

| Return# | PO# | Credit Note# | Notes | Company | Branch | Vend# | From# | RA# | Status | Date In | Last Modif. | Mode | Currency | Rate |
|---------|-----|--------------|-------|-----------|--------|----------|----------|-----|--------|------------|-------------|--------|----------|--------|
| 2 | 23 | | | COMPANY.1 | | TECHDIST | TECHDIST | | Booked | 14/02/2019 | 14/02/2019 | Picked | AUD | 1.0000 |

| | Date | Initials | Status | Comment |
|---|------------|----------|--------|---------|
| 1 | 14/02/2019 | SYS | FINISH | |
| 2 | 14/02/2019 | SYS | Booked | |

| | PO# | Stock Code | Description | Unit | Qty | Qty Pick | Price Ex. | Price Inc. | Tax | Total |
|---|-----|---------------|--------------------|------|-----|----------|-----------|------------|-----|-------|
| 1 | 23 | 00BF703241000 | CR802A Platen assy | UNIT | 1 | 0 | 15.00 | 16.50 | G | 16.50 |

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