

Enter a Vendor Credit from a Part Return

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To generate a Vendor Credit from the return of a part, follow the instructions below.

1. Navigate to the Main Application Menu and select Accounts Payable/Vendors. Open the desired Vendor Explorer record.
2. From the Vendor Explorer highlight the Returns option from the Vendor tree.

The screenshot displays the ADI Vendor Explorer window. The left-hand navigation pane shows a tree view with 'Returns' highlighted. The main area is divided into two sections: a top section for vendor details and a bottom section for a table of returns.

Vendor Information:

- Vendor Code: ADI
- Vendor Type: Parts Supplier
- Branch: MI
- Category: J-LCom
- Terms: 2-20 N-60
- Open Bills: \$16,908.60
- Open Credits: \$7,524.33
- Net Due to Vendor: \$9,384.27
- Credit Limit: \$0.00

Returns Table:

Reference	Date	Type	Job/Svc #	PO/RMA #	Warehouse	Returned By	Cost
9873652	6/5/2012	OTH			Main-OH	Administrator	-8,477.77
987321	6/4/2012	OTH		1024	Main-MI	Administrator	-1,998.00

3. In the Active Pane, double-click the Return record for which a Credit is being entered.
4. The Parts Return form opens. At the upper right of the form, select the Create Vendor Credit checkbox, and then click the **Save** button located at the lower right of the Parts Return form.

Parts Return

Vendor: ADI Category: J-Res/SCom Create Vendor Credit

Vendor Return
 ADI
 231 West 42nd St
 New York, NY 10024

Reference #: 987321 Branch: MI Warehouse: Main-MI

Receive Date: 6/4/2012 Received By: Administrator

Job Number:

Direct Expense
 Return from Warehouse

Parts \$1,998.00 Expense \$0.00 Documents View Serial/Lot Numbers

Parts List									
Part Code	Description	Vendor	Pkg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
5828V	WIRELESS KEYPAD W/VOICE	5828V	1	10	98.93	989.30			98.93
6160	ALPHA ENGLISH KEYPAD	6160	1	10	100.87	1008.70			100.87

Memo: Returned Receipt: 987321 Received on: 3/29/2012

Part Total: 1,998.00
 Expense Total: 0.00

Print Stock Labels Return to Vendor Save Close

5. The Credit form opens; it is populated with the part information from the Return record. If the unit cost is different from the amount automatically filled in, you can modify the cost.

If there are expense items such as shipping charges that are also being credited, navigate to the Expense tab and enter the appropriate information.

The Total field at the bottom of the Credit form keeps track of all amounts entered on the parts or expense tab; if you change the part cost or expenses, you must change the Amount in the header of the Credit form. You cannot save the credit if the Amount in the header does not equal the Total field.

- If you need to attach a document to the Vendor Credit, click the **Apply** button; navigate to the Documents tab; and either scan in and attach a document or add an existing saved document. If you are not attaching documents, proceed to step number 7.
- Click the **Save** button when finished. The Vendor Credit is now posted to the Vendor account and is available for applying to Bills during the Pay Bills process.

Credit

Vendor: ADI Category: J-Res/SCom

Vendor Credit

Vendor: **ADI** Reference #: CM36225 Branch: MI Warehouse: Main-MI
 Address: **231 West 42nd St**
New York, NY 10024

Amount: \$1,998.00

Credit Date: 9/26/2012

Costing: _____

Parts \$1,998.00 Expense \$0.00 Documents

Parts are only loaded in from Inventory Receipts and Returns.

Parts List					
Part Code	Description	Vendor Part	QTY	Cost	Amount
5828V	WIRELESS KEYPAD V	5828V	10	98.93	989.30
6160	ALPHA ENGLISH KEYP	6160	10	100.87	1008.70

Memo: Returned Receipt: 987321 Received on: 3/29/2012

Balance Due Total \$1,998.00

Apply Save Close