



Create a Vendor Return

Quick Start Guide

Document Details

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System Requirements

- CES Version 10.00.00 or higher

Overview

The Vendor Return module lets users create and reconcile product returns in one efficient transaction. When a return is created and reconciled, the return quantity for each product in the transaction is removed from the inventory of the storage location indicated.



Be sure to grab the latest version of this document here:

<https://links.crunchtime.com/NCQS-CreateVendorReturn>

OR by scanning the QR code to the left.



Watch the tutorial on MainCourse:

<https://links.crunchtime.com/NCVO107k8r3>

Related User Group Permissions

Screen Name	Control Name	Description
NC-Vendor Returns	Look Up Invoice	Enables the “Vendor Returns” option on the Purchasing menu. When processing a Vendor Return, uses the price from a specific invoice from the selected vendor.
NC-Vendor Returns	Use Last Price	Enables the “Vendor Returns” option on the Purchasing menu. When processing a Vendor Return, uses the price from the most recent invoice from the selected vendor.
NC-Vendor Returns	Override Available Quantity Restriction	Allows users to enter a Return quantity that exceeds the current On Hand quantity.



Create a Vendor Return

Products Eligible for Return

A product can only be returned to a vendor if all of the following are true:

- The Product must be an active Location Product at the location.
- The Vendor must have supplied the Product at some time in the past (through a reconciled Vendor Order).

Creating a Return

Net-Chef > Purchasing: Vendor Returns

Vendor Return

1 Vendor: ATHENS BAKING COMPANY

2 Credit Number: 138956-CR

3 Return Date: 05/31/2022

4 Credit Amount: 66.00

5 Look Up Invoice Use Last Price Cancel

- 1 In the selection screen, select an existing *Vendor* using the drop down.
- 2 Enter a *Credit Number*.
- 3 Edit the *Return Date*.
- 4 Enter a *Credit Amount*.
- 5 Select either *Look Up Invoice* or *Use Last Price*. If *Look Up Invoice* is selected, choose the invoice from which you would like to add product(s) from the pop-up window.

Look Up Invoice

Returns using this option are for returning products against a specific invoice. Returns can be made only up to the original quantity purchased and will be calculated using the price from the original order, either Contract or Invoice, based on the Pricing Rules defined for that vendor in Enterprise Manager. The drop-down will only display invoices with an Actual Delivery date that falls within the past 90 days.

Select Invoice

Invoice Number and Date: 895423 -- 05/19/2022

Use Last Price

Return using this option if not returning products against a specific invoice. The return form will be displayed containing a list of all products previously ordered from this vendor. Pricing will be calculated using the Contract or Invoice Price on the last reconciled purchase order from the selected vendor.

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Create a Vendor Return

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Net-Chef > Purchasing: Vendor Returns

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Vendor Return for Invoice Number: 895423 Date: 05/19/2022 Reconcile Attach Files Close

Vendor: Athens Baking Company Credit Number: 138956-CR Return Date: 05/31/2022
 Vendor Currency: \$ - US Dollar Currency Conversion: 1 Group By:
[Vendor Feedback \(0\)](#)

All quantities and prices are in Vendor Units

Product Number	Product Name	Inventory Unit	Conv.	Vendor Unit	Total Received Quantity	Available Quantity	Return Quantity	Unit Price (\$)	Extended Value (\$)	Storage Location
265	Bread-Sourdough	Loaf	1.0000	Loaf	2.00	36.74	0.00	2.2200	0.00	Dry Storage
106	Bread-Texas Toast	Loaf	1.0000	Loaf	8.00	17.50	0.00	2.0300	0.00	Dry Storage
103	Bread-Wheat	Loaf	1.0000	Loaf	15.00	31.00	0.00	2.2200	0.00	Dry Storage
102	Bread-White	Loaf	1.0000	Loaf	12.00	31.00	0.00	2.1600	0.00	Dry Storage
088	Bun-8" Jumbo Hot Dog	1/2 Dozen	1.0000	1/2 Dozen	2.00	15.00	0.00	1.3300	0.00	Dry Storage
069	Bun-Wheat	Dozen	1.0000	Dozen	4.00	11.00	0.00	2.4500	0.00	Dry Storage
055	Bun-White	Dozen	1.0000	Dozen	50.00	145.50	30.00	2.2000	66.00	Dry Storage
Return Subtotal:									66.00	

GL Number	GL Name	GL Amount
5014-00	Bread	66.00

Tax:
 Freight/Shipping:
 Misc. 1:
 Misc. 2:
 Credit Amount: 66.00
 Credit Amount: 66.00
 Over/Short: 0.00

- 6 Enter the quantity of the products being returned in the *Return Quantity* column.
- 7 Enter any *Tax*, *Freight* or *Misc.* line item costs that may apply.
- 8 Ensure the *Credit Amounts* are equal, and the *Over/Short* value is zero (0.00).
- 9 Select *Vendor Feedback* to provide comments on the return.



Note: The *Vendor Feedback* link will be available only if Vendor Evaluation options have been defined in Enterprise Manager. Users can be required to enter Vendor Feedback by enabling the "Vendor Feedback is Necessary" corporate preference.

- 10 Select *Reconcile*.



Tip: Once the Vendor Return is reconciled, it will be displayed in the *Recent Vendor Orders* screen. Set the *Order Type* filter to 'VR' to view only recent Vendor Returns. The Vendor Return can be edited until the period is posted.

