

IES Purchasing: Goods Return Processing

# IES Purchasing: Goods Return Processing

#### Purpose

The purpose of this Document is to explain how to process Goods Return Events (RET) on Purchase Orders.

## **Summary of Order Types**

CP = Central Purchasing ASO = Automated Stock Orders DDP = Delegated Direct Purchasing MOD = Manufacture On Demand

### Introduction

Goods Return processing does not occur on all Purchase Orders, and is only processed when

- a) some Items are returned to Supplier
- b) a correction is necessary because of prior Goods Received Processing that was done incorrectly (RET event processing is the alter ego of GRV Processing, and the only way to correct mistakes with Goods Received Processing)

### Source Document

Source Documents are primary input to Purchase Order processing. The source document for RET processing is locally invented, and may optionally be supplemented by the Event Status Print for RET processing (see the User Manual for Purchasing Event Status Prints).

### Where to Process

RET Processing is part of what is referred to as Purchase Order Events, and the Purchase Order Events are all processed from the visual Event Screens, where the entire status of a Purchase Order is visible on a single screen.





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From the main Purchasing options, choose "Order Event Processing" and then choose the appropriate option for the Order type, i.e. Standard CP/ASO or Indent CP/ASO (pre-paid Orders), or DDP. MOD Orders must be processed from the MOD Sheets in Manufacture.

1 Order Detail	2 Events	
PO N		
1	Purchase Order Ever	its

The system will open the appropriate screen according to the option selected, and at "PO Number" you must either type the Order Number to process, or use the lookup to select the correct Order.

>>> On Order	Code	Descr	Unit	Price	Quantity
1531088	c/4	DUST-OFF PLUS C	ea	19.99	2.0
			-		
				-	
	1				

	>>> Received	Code	Descr	Unit	Price	Quantity
1	3002094	c/3	CANON A85 DIGIT	ea	21.99	2.00
		-				

Any Purchase Order Events may be processed on this screen, but this document is about Goods Return processing specifically, and as such we will only discuss the RET events. The RET event may be processed on any or all Order Items currently showing in the "Received" section. To activate a RET event, you can either dbl-click on an item in this section, or choose the "Invoicing / Goods Return" function. The system responds as follows: -

Sele	ect jus	t 1			RECEIVED	
1 I	[tem Ful	l Invoice			-	
2 I	tem Par	t Invoice				-
3 I	tem Ful	l Return			Invoicing / Goods	Return
4 I	tem Par	t Return				
5 A	luto Inv	oice All				
Selec	ot ALL	Show Full Line	Cancel	OK	-	





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Options 3 and 4 are both RET events. A Goods Return may be processed on the total Quantity previously Received, or on a reduced Quantity.

### We start with option 3: Item Full Return

3002094 c/3 CANON A85 DIGITAL	se	elect 1 Ite	m, please					
	1	3002094	c/3	CANON	A85	DIGITAL		*****
4700110 C/2 KUDAK KMA 464 P (5-8 40 A52	2	4700110	c/2	KODAK	KMA	464 P (S-8	40	ASA)
		elect ALL	Show Full Line	Cancel	1	ок	1	

The next step is to select the Item to process a Goods Return on. Bearing in mind that 'Item Full Return' means that the exact Quantity that is shown as Received for the selected Item will be processed as RET and will be returned to the 'On Order section', i.e. as prior to Receiving.

Action Prior Action Prior Action Prior Action Prior Action Price Constitution Const	ull Item 6 23/05/ 3 [Jun 20 2704 002094 /3 NON A85 D	Goods Ret 72006 005]	UTR		then you will have to capture a Batch Number. If not, then only the "Return Ref field has to be satisfied. This is a locally invented number. After this, you may
Action En ans Date Period 61 Batch r Number 01 rder Item 31 em Code 03 unit ea Price	dl Item 6 23/05/ 3 [Jun 20 2704 002094 /3 ANON A85 D	600ds Ret /2006 005]			Number. If not, the only the "Return Ref field has to be satisfied. This is a locally invented number. After this, you may
Ans Date Period 64 Batch r Number 01 rder item 31 em Code 03 escription 03 Unit ea Price	23/05/ 3 [Jun 20 2704 002094 /3 NNON A85 D	/2006 005] DIGITAL			only the "Return Ref field has to be satisfied. This is a locally invented number. After this, you may
Period 61 Batch 7 r Number 01 rder item 31 em Code 02 escription 03 Unit ea Price 04	3 [Jun 20 2704 J02094 /3 ANON A85 D	005] DIGITAL			field has to be satisfied. This is a locally invented number. After this, you may
Batch r Number 01 rder item 31 eem Code 0 escription 01 Unit ea Price	2704 102094 /3 ANON A85 E 1	)IGITAL			satisfied. This is a locally invented number. After this, you may
r Number 01 rider item 31 em Code 03 escription 03 Unit 64 Price	2704 002094 73 ANON A85 D	DIGITAL			locally invented number. After this, you may
rder ttem 31 em Code C. escription Ci Unit er Price	002094 73 HNON A85 E 1	DIGITAL		]	After this, you may
em Code C. escription Ci Unit ex Price	73 ANON A85 E A	IGITAL			After this, you may
Unit Price	ANON A85 D	IGITAL		22	, accir chio, you may
Unit e	1				choose PROCESS to
Price				- <u>1</u> 2	complete the RET
Questitu		21.	99		step for this Order
1.31 1201 1111 0	2.0	10			Item.
	21.99	) Loc	al	<u>,</u>	be amended from what the system defaults, but this is
Store M	in Store			20	necessary. (See the
urn Ref # 🖸	2704/1			2	User Manual for
	Quit		Process		"Period Control on PO's."
	Store Ma urn Ref # CI	21.99 Store Main Store arn Ref # CP704/1 Quit	Store Main Store arn Ref # CP704/1 Quit	Store Main Store arn Ref # CP704/1 Quit Process	Store Main Store arn Ref # CP704/1 Quit Process





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	>>> On Order	Code	Descr	Unit	Price		Quantity	Actua
1	1531088	c/4	DUST-OFF PLUS C	ea		19.99	2.00	
2	3002094	c/3	CANON A85 DIGIT	ea		21.99	2.00	
					Obse from at "C	erve how t n "Received On Order"	he Item disappe d" and re-appea	ears Irs
d j	l por l'aval por l'era	6.1						
e lex	Pre Add Ins Ed	Code	Descr	Unit	Price		Quantity	Actua

The system has now automatically generated the underlying financial Transactions to reflect the event in the Purchasing and related Financial systems.

The next option we look at is option **4: Item Part Return** 

Part RET is used to credit only SOME of the quantity that is shown as Received. In this case, you will be allowed and forced to reduce the Quantity. Otherwise, the event is similar to 'Item Full Return'.

### Corrections

If a mistake is made with a RET processing event, then the way to correct it is to process a Goods Received event, which will return the Order Item to 'Received' in it's previous state. Thereafter the Order Item may be processed correctly. (See the User Manual for Goods Received Processing.)

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