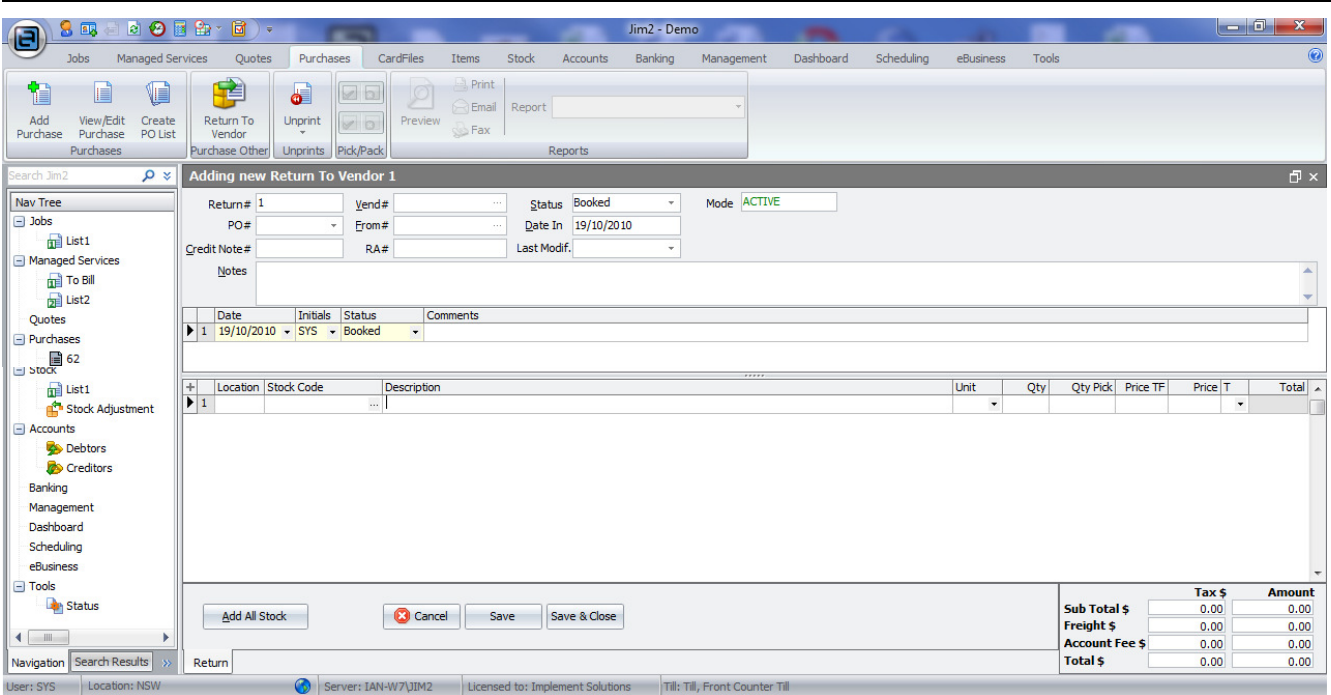


Skill: **Add a Return to Vendor.** Who: **Authorised users, all sites.**

Describe: Able to add a Return to Vendor (RTV).

Context: 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. Click Return to Vendor 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 CardCode into the Vendor# field.
6. Click in the Stock Code field (F4) and enter the stock code being returned.
7. Ensure the correct Location has been selected.
8. Press <<Enter>> 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.