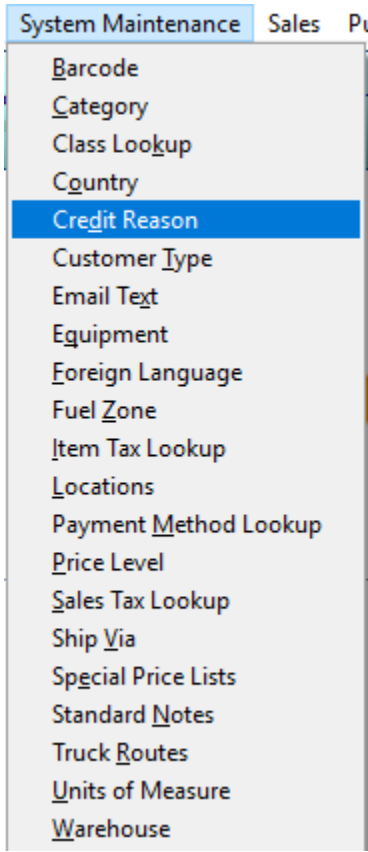


Creating Invoice Credits

Creating Credit Reasons



Credit reasons will be assigned to each item that is being returned. Assigning a reason will determine whether or not an item will return to inventory.

A screenshot of the 'Credit Reason Maintenance' dialog box. The dialog box has a title bar that reads 'Credit Reason Maintenance - 01-SR2SOFTWARE, INC.'. The main area contains the following fields and controls:

- Credit Reason ID:** A text box containing 'RT' and a small icon of a person.
- Description:** A text box containing 'RETURN'.
- Add Back To Inventory:** A checkbox that is checked.
- Print on Invoice/Credit Memo:** A checkbox that is checked.

At the bottom of the dialog box, there are four navigation buttons (left arrow, double left arrow, double right arrow, right arrow) and four action buttons: 'Write' (green), 'Delete' (yellow), 'Clear' (grey), and 'Cancel' (red).

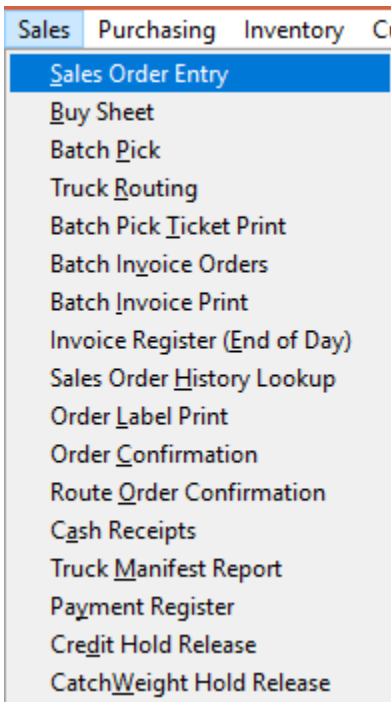
Credit Reason ID: Enter in up to a two alphanumeric code. Example: RT for Return or BD for Bad.

Description: Enter in a description for your credit reason. Enter in up to 40 characters.

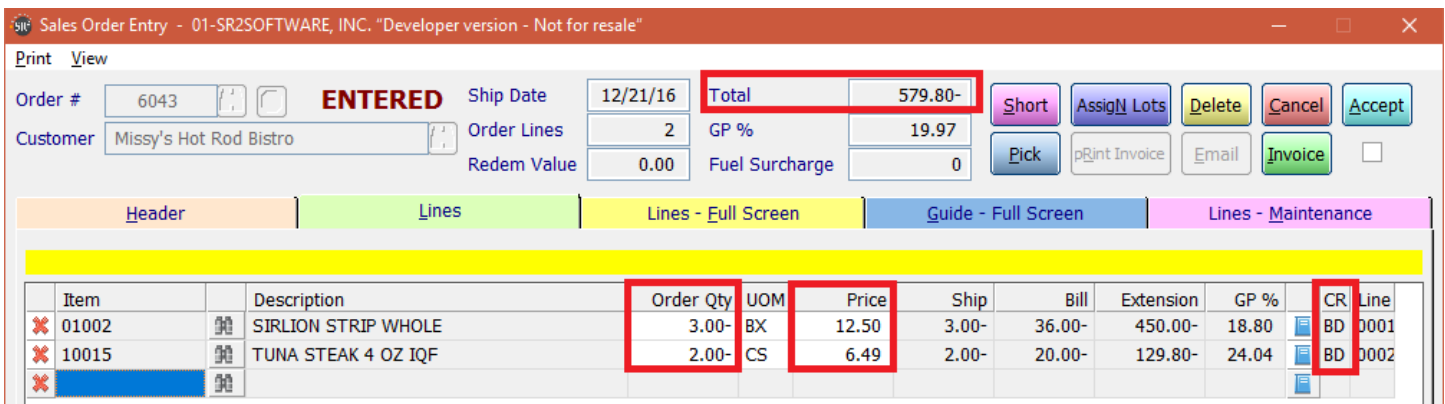
Add Back To Inventory: When checked the item will return to inventory when this reason is used.

Print on Invoice/Credit Memo: When checked the credit reason will print on the credit memo.

Creating the Credit



Go into the Sales Order screen and choose the specific customer that needs to be credited. Enter in the item. At Order Qty, enter in a **NEGATIVE** quantity amount. Choose the Unit of Measure and hit the ENTER key through the rest of the screen. Notice that the line price is a **POSITIVE AMOUNT** but the Extension price and Total price at the TOP of the screen are **NEGATIVE** amounts.



When the user chooses the **Invoice** button, the system may prompt the user to choose a Lot number. Notice that the Quantity Required at the top right of the screen is **NEGATIVE** number.

The user needs to use the same Lot number as used in the original order. If the user **clicks on the Green Checkmark**, the system will automatically enter in a **NEGATIVE** amount under the **Assigned** column for the Lot.

To apply a credit reason code click on the book detail and choose the correct reason. The reason will then appear in the CR column.

Lot #	Ext Lot #	Warehouse	Received	Expires	Available	Assigned		
PO00002298	AA-001	PFS-CA	10/04/11	12/31/12	15.00	0.00	✓	
PO00002299	AA-002	SR2	10/04/11	11/25/12	25.00	2.00-	✓	
PO00002303		SR2	10/24/11	/ /	5.00	0.00	✓	
PO00002315	AB-97630	SR2	10/04/11	10/07/11	8.00	0.00	✓	
PO00002322	2322-1	SR2	10/20/11	10/31/11	3.00	0.00	✓	
PO00002325	1005	SR2	02/14/12	02/21/12	1.00	0.00	✓	
PO00002326		SR2	11/03/11	/ /	6.00	0.00	✓	
PO00002334	TU-83092	SR2	11/09/11	01/19/12	29.00	0.00	✓	
PO00002340		SR2	12/05/11	/ /	20.00	0.00	✓	
PO00002342	TUNA010412	SR2	12/19/11	/ /	1.00	0.00	✓	
PO00002344	10015-010412	SR2	01/04/12	03/04/12	1.00	0.00	✓	
PO00002383		SR2	01/26/12	/ /	1.00	0.00	✓	
PO00002386	02262012F	SR2	01/26/12	08/06/12	2.00	0.00	✓	
PO00002389	1020	SR2	02/01/12	02/15/12	2.00	0.00	✓	

Quantity Required: 2.00- CS

Quantity Balance: 0.00

Buttons: Open Lots, All Lots, Not Received - Not Due In Yet, Not Received - Overdue, Cancel, Save

When the user has completed all the entries, choose the **Save** button at the bottom of the screen to save the entries.

The system may also prompt the user for Catch Weight Entry. The Expected Qty will be a **NEGATIVE** number. The Total Weight needs to be entered in as a **NEGATIVE** number.

Item ID: 20800 SMITH BONELESS RIBEYE

Total Weight: 224.60- Expected Qty: 3.00- Expected Weight: 75.00

Weight: 0.00

74.50-	75.10-	75.00-
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When the user has completed all the entries, choose the **Accept** Button at the bottom of the screen to save the entries.

The credits will transfer to QuickBooks during the End of Day process.