Creating Vendor Credits

Creating the Credit

Purchasing Inventory Customer								
<u>P</u> urchase Order Entry								
Purchase Order <u>H</u> istory Lookup								
Purchase Order Confirmation								
<u>V</u> endor Lookup								

Go into the Purchase Order screen and choose the specific vendor that needs to be credited. Enter in the item. At Order Qty, enter in a **NEGATIVE** quantity amount. Choose the Unit of Measure and enter the Price of the item you paid 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.

Purchase Order Entry - 01-SR2SOFTWARE, INC.											100		
<u>V</u> iew													
Order	Order # 5285 Fri to			Req. Date	Req. Date 03/12/14			98.60-	Email PO	Print PO Can	Cancel	Accept	
Vendo				åd.		Redem	n Value	0.00			_		
							PO Lin	es	1	Receiver	<u>R</u> eceive	<u>D</u> elete	<u>U</u> pdate
	<u>H</u> eader					Lines							
Iten	n: 10015	Onha	and:	447.25 Available:	445.25 Last Price	e: 4.93							
	Item			Description		Order	UOM	Price	e Rec	v Recv Bill	Extension	Line	e Lot ID
X	10015		9 1	TUNA STEAK 4 OZ IQF		2.00	- 29	4.93	2.00	- 20.00-	98.59-	000	1
X			91									٠	

When the user chooses the **Receive** button, the system will prompt the user for SU quantity and BU quantity. The Total Weight needs to be entered in as a **NEGATIVE** number. The system may prompt the user to choose a Lot number.

Catch Weight Entry	- 01-SR2SOFTWARE	, INC.		-	×
Item ID 10015	TUNA S	Expected Weight	20.00-		
Order Qty SU 2.00-	Received Qty SU 2.00-	Received Qty BU 20.00-	-Lot Control Informa External Lot # Pack Date Expire Date Fresh Frozen Country Of Origin	ation 77 00/00/00 ()) 00/00/00 ()) 0 US () ()	Accept

When the user has completed all the entries, choose the **Accept** Button at the side of the screen to save the entries.

Click the **Update** button to transfer the credit to QuickBooks.