Purchase Return Order Overview

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Purpose of this document

This document explores how a Purchase Return Order is used to process the return of goods to a Vendor, either partially or in their entirety.

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Purpose

Purchase Return Orders can be used to offset the transactional footprint of a posted purchase order within Ceres. Whereas a Purchase Order notifies a Vendor of the requested receipt of purchased inventory, the Purchase Return Order notifies the Vendor of the intent to return purchased inventory to the Vendor. A Purchase Return Order is used to process the return of goods to a Vendor, either partially or in their entirety. The Posting Process will create both a Posted Purchase Credit Memo and a Posted Return Shipment.

Ceres object release 4.00.00 is required for some of the functionality described in this document.

Creating Purchase Return Orders

1. Purchase Return Orders can be accessed from Departments → Purchase → Order Processing → Purchase Return Orders.
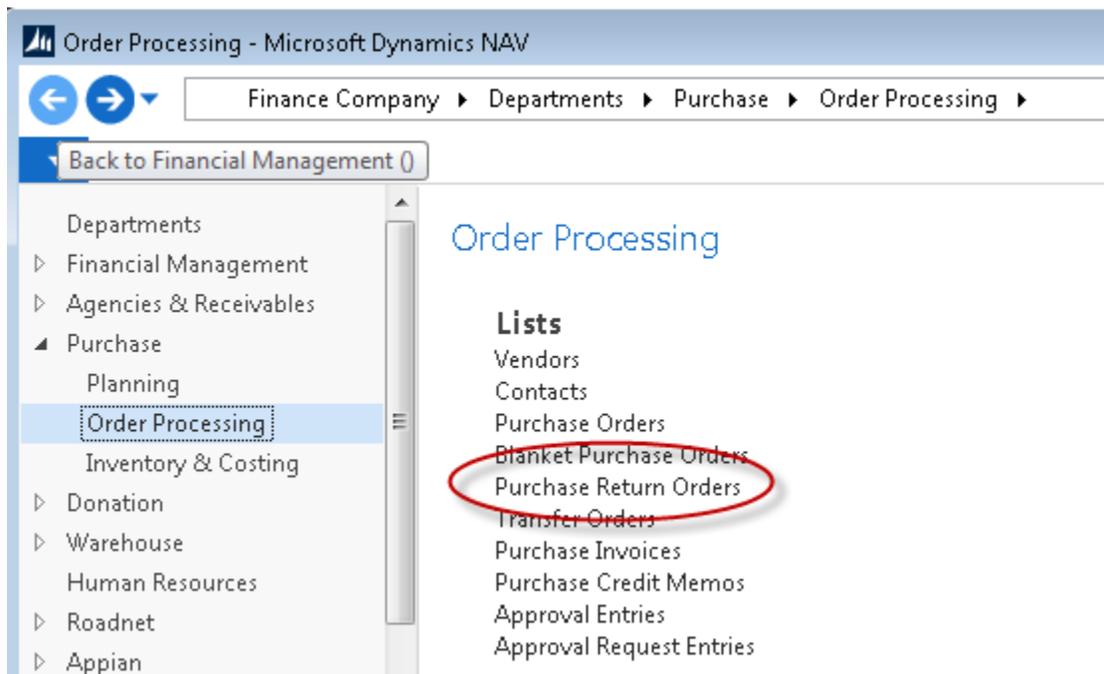
2. Click New in the Action Pane to create a new Purchase Return Order.

Purchase Return Order Header

1. If Manual Numbers are used, enter the Purchase Return Order number or tab through the No. field if you have assigned a document number series for Purchase Return Orders.

2. Enter the Vendor No. or use the lookup button ▼ to select the Vendor No. from the Vendor List. After tabbing off of this field, a number of fields will automatically be filled in (Buy-from Vendor Name, Buy-from Address, Buy-from City, Buy-from State, Buy-from ZIP, etc.).

3. Fill in the other fields on the Header, as needed

Purchase Return Order Lines

1. You can complete the lines manually by specifying:
   a. The appropriate Type from the drop down list (normally Item).
   b. Entering the Items you wish to return.
   c. Entering the Location that the Item will be returned from. Note that if Branches are configured, be sure to show the Branch Code column and select the appropriate Branch Code.
   d. Entering the quantity to be returned in the Quantity field.
   e. Entering or select the Pallet No. you wish to return.
      i. If you are not palletizing items, then your Pallet No. field will be blank.
         1. In this case, you may wish to select the Lot No. you are returning.
      ii. Once the Pallet No. (or Lot No.) is selected, the Bin, Lot and other information from the original Pallet will auto-fill on the line.
   f. Fill in the other fields on the Line, as needed.

2. Alternatively you can utilize the Get Posted Document Lines to Reverse (shown highlighted above). To have Ceres create the line(s) automatically, select one or more document lines from the available list and click the OK button.

3. Ceres will have created the applicable lines similarly to the ones shown below. You may edit the lines and add new ones if desired.

4. Once you have confirmed that all the data has been entered correctly paying special attention to the No., Location, and Quantity, you can select the Post or Post & Print option.

    a. The Posting process gives the user the option of posting the Return Shipment or Invoice separately or together as follows:
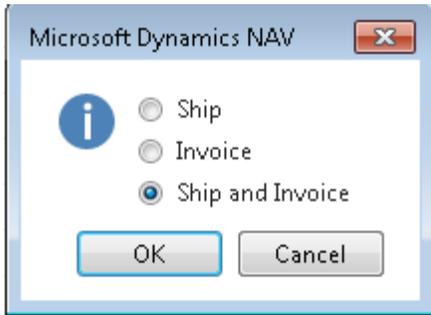
Note: The user may want to post the shipment separately and wait for the acknowledgement from the Vendor before posting the Purchase Credit Memo (Invoice). Either way the product is removed from available inventory after the posting process has been run.

Related Topics:

1. Purchase Order Overview
2. Purchase Credit Memo Overview