

MEMBER BUSINESS
SOLUTIONS



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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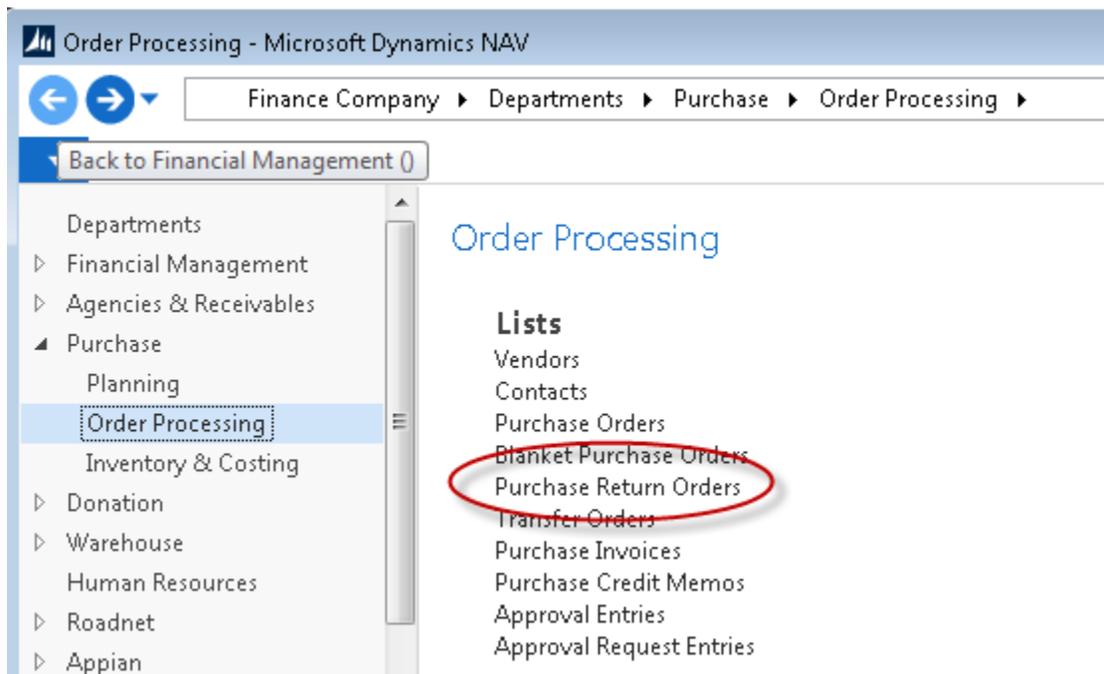
Purpose

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 Orders - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Purchase ▶ Order Processing ▶ Purchase Return Ord

HOME ACTIONS NAVIGATE

New Edit View Delete Post... Post and Print... Print... Statistics Show as List Show as Chart OneNote Notes

Manage Process View Show Attache

Departments

- ▶ Financial Management
- ▶ Agencies & Receivables
- ▲ Purchase
 - Planning
 - Order Processing
 - Inventory & Costing
- ▶ Donation

Purchase Return Orders ▾

No.	Buy-from Vendor No.	Buy-from Vendor Name	Posting Date
PRO-00007	V000002	American Equipment Leasin...	1/28/2014
PRO-00011	V000052	Superior Foods Co	6/2/2014

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.

PRO-00011 · Superior Foods Co

General

No.: Order Date: 6/2/2014

Buy-from Vendor No.: V000052 Document Date: 6/2/2014

Buy-from Vendor Name: Superior Foods Co Vendor Authorization No.:

Buy-from Address: Vendor Mailing Address Vendor Cr. Memo No.: VCM90832

Buy-from City: Grand Rapids Order Address Code:

Buy-from State: MI Responsible Person Code:

Buy-from ZIP Code: 49588-8359 Fund No.: UR

Buy-from Contact: Mailing Contact FBC Product Source: BKSK

Grant No.:

Reason Code: DC0 FBC Product Category:

No. of Archived Versions: 2 Assigned User ID:

Posting Date: 6/2/2014 Status: Released

Last Modified By: SWPROS/NPA

Details

Vendor No.: V000052

Name: Superior Foods Co.

Phone No.: 616-698-7700

E-Mail:

Fax No.: 616-698-6297

Contact:

Buy-from Vendor Hi...

Vendor No.: V000052

Orders: 4

Invoices: 0

Return Orders: 1

Credit Memos: 0

Pstd. Return Ship...: 5

Pstd. Receipts: 37

Pstd. Credit Mem...: 7

Notes

[Click here to create a new note.](#)

Lines

Functions Line Find Filter Clear Filter

Type	No.	Description	Return Reason Code	Location Code	Bin Code
Invoice No. PO-00096-1:					
Item	65061	Coop Peas Sweet		KAN	02-142-C

Invoicing: V000052

Shipping:

- 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.

Posted Purchase Document Lines - V000052 - Superior Foods Co.

HOME

View Refresh Clear Filter Go to Previous Next

Manage Page

V000052 · Superior Foods Co.

Options

Show Reversible Lines Only: Return Original Quantity:

Document Type Filter: Posted Invoices

Posted Receipts: (37)

Posted Invoices: (37)

Posted Return Shipments: (5)

Posted Cr. Memos: (7)

Lines

Document No.	Posting Date	Buy-f... Vend...	Type	No.	Description
	12/30/2013	V000052	Item	BPC0719A-2	White Milk-2
PO-00123-1	1/6/2014	V000052	Item	BP0744-2	Rice w/Chicken and Veg-2
	1/6/2014	V000052	Item	BP0753-2	Peaches-2
	1/6/2014	V000052	Item	BP0779-2	Apple Strip Fruit Snack-2
PO-00126-1	1/31/2014	V000052	Item	10026	Tea
	1/31/2014	V000052	Item	10026	Tea

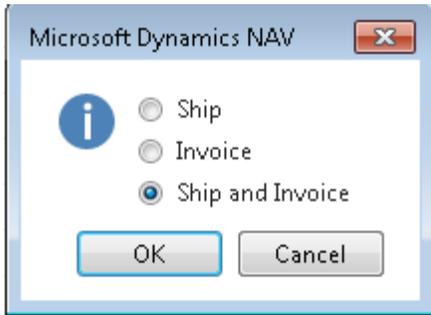
OK Cancel

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

PRO-00011 · Superior Foods Co

General	PRO-00011	V000052	6/2/2014	VCM90832	
Lines					
Functions Line Find Filter Clear Filter					
Type	No.	Description	Return Reason Code	Location Code	Bin Code
Invoice No. PO-00096-1:					
Item	65061	Coop Peas Sweet		KAN	02-142-C
Item	65061	Coop Peas Sweet		KAN	02-142-C

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