

Purchase Order Processing – Credit /Return

These Working Notes show how to return an item (or items) via the POP Module

Firstly **select** the Purchase Order the goods were received on:

Click on the **items** tab and find and highlight the relevant item line(s)
(Ctrl +click to select multiple items)

These will probably have already been **booked in** or are subject to a **Purchase Invoice** in which case the PO may be **'locked'**:
You will need a Supervisor to unlock the record for editing.

1. Now Rt. Click and select **Return Item** from the pop up menu:

Purchase Orders : SEC Dem Company

Selected Purchase Order: PO Number 000117

Item Values: Ordered Net 1296.60, Delivered Net 1296.60, Outstanding Net 0.00, Status Complete, Invoiced Net 1296.60, Uninvoiced Net 0.00

Pop Type: MATERIAL, Costing Number: J006376, Cost Group: , Job Code: 0000, Sales Order: , Cost Centre: , Variation:

Details | Items | Invoices | Documents | Calls

Expand items tree Expand Description Advice Note

Quantity	Date	Catalogue Number	Description / Advice Note	Measure	Trade	Disc
250	12/05/2015	6242YH	CABL 6242YH 2.5MM LIGHT GREY (1/1.78) TWIN & EARTH	M		4.80
250	12/05/2015	AAAA	AAAA			
25	12/05/2015	K2747 WHI	MK K2747 WHI 13A 2G DP SWITCHSOCKET	EACH		9.20
25	12/05/2015	AA	AA			

Context menu options: Select All Ordered, Select All Delivered, Delivered To Site, Clear sorting, Return Item (highlighted), Export To Excel

2. Enter the quantity to be returned:

Enter Required Quantity

Quantity: 10

Buttons: Cancel, Enter

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3. A new, negative quantity line (or lines) will appear, highlight them:

The screenshot shows a software interface for purchase order processing. At the top, there are fields for 'Selected Purchase Order' (PO Number: 000117) and 'Item Values' (Ordered Net: 1257.96, Delivered Net: 1296.60, Outstanding Net: 38.64, Status: Part Delivered, Invoiced Net: 1296.60, Uninvoiced Net: 0.00). Below this is a table with columns: Quantity, Date, Catalogue Number, Description / Advice Note, Measure, Trade, Discount, Unit Net, and Total Net. The table contains five rows. The fifth row, representing a return, is highlighted in yellow and has a red circle with the number '3' next to it. The 'Quantity' for this row is -10, and the 'Total Net' is -38.64. On the left side of the interface, there is a 'Reports' menu with a red box and the number '4' around the 'Select report' option.

Quantity	Date	Catalogue Number	Description / Advice Note	Measure	Trade	Discount	Unit Net	Total Net
250	12/05/2015	6242YH	CABL 6242YH 2.5MM LIGHT GREY (1/1.78) TWIN & EARTH	M	4.80	0.00	4.80	1200.00
250	12/05/2015	AAAA	AAAA					1200.00
25	12/05/2015	K2747 WHI	MK L K2747 WHI 13A 2G DP SWITCHSOCKET	EACH	9.20	58.00	3.84	96.60
25	12/05/2015	AAAA	AAAA					96.60
-10	12/05/2015	K2747 WHI	MK L K2747 WHI 13A 2G DP SWITCHSOCKET	EACH	9.20	58.00	3.84	-38.64

4. Click on the **Select Report** menu option (shown above).

5. Select the report called **POP Credit (Return)**:

The screenshot shows a 'Report Generator' window. It has fields for 'User Name' (IAN) and 'Category' (Pop). Below these is a list of reports under the heading 'Selected Report'. The report 'POP Credit (Return)' is highlighted in blue, and a red arrow points to it from the right. Other reports in the list include Osborne POP Detailed, PI Daybook, Pop Authorize, Pop Basic, Pop Delivered To Site, Pop Delivery Note, Pop Detailed, Pop Goods Received, POP Hire, Pop Late Delivery Items, Pop Pick List, POP Pick List, Pop Search Header, and Pop Search Items. At the bottom of the window are buttons for 'Print', 'Preview', 'eMail', and 'Design'.

NB: Older versions of Cypher may not have this report, please call the Support Line on 01905 641011 to get a copy.

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6. Click on Preview or Print:

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Purchase Credit / Return **SEC Dem Company**

The Lodge
Morty Hill
Worcester
WR2 6RF

Phone: 01925 61006
Fax: 01925 61008
Email: lan@secsci.co.uk
VAT Number: 3242600

ORDER NUMBER: 000117 / J006376 **Date Returned:** 12/05/2015

Order To: [Redacted] **Deliver To:** [Redacted]

RETURN DETAILS / NOTES

Quantity	Description	Unit Trade	Discount %	Total
-10	MK L K2747 WHI 13A 2G DP SWITCHSOCKET	£9.20	58.00	-£38.64

*** All Credit Notes must quote our Order Number ***

Total Credit: -£38.64

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7: Booking in the Purchase Credit (**IMPORTANT SEQUENCE**)

When the Purchase Credit from the Supplier arrives it can be booked in as if a normal PI BUT click the **Credit Note** box BEFORE clicking on **Add** and transferring from **Delivered Items** to **Invoice Items**:

The screenshot shows the 'Purchase Invoice' window. At the top, the 'PI Number' is 'PI/12345' and the 'Credit Note' checkbox is checked (1). The 'Supplier' is 'NEWEYS' and the 'Costing' is 'J006376'. The 'Net Value' is '4.00' (4). The 'Description' is '000117 / J006376 /'. The 'Invoice Items' section shows a table with one item: '-10 MK L K2747 WHI 13A 2G DP SWITCHSOCKET' with a 'Total Net' of '-38.64'. The 'Delivered Items' tab is selected (3). The 'Add' button is highlighted (2). The 'Save and Post' button is highlighted (5). The 'Dispute Reason' field is empty (3).

Quantity	Description	Advice Note	Costing	Unit Net	Total Net
-10	MK L K2747 WHI 13A 2G DP SWITCHSOCKET	PI/12345	J006376	3.86	-38.64

1. Enter Purchase Credit Invoice Number & Click on the **Credit** box.
2. Click on Add to move Delivered Items to Invoice Items
3. (No. 3 on example).
4. Ensure totals match in the Value box 4.
5. Click Save & Post to post to both Costing & Sage

Clicking Save (only) will post the Credit to the Costing only, allowing posting to Sage later.

You can also complete other fields here such as Cost Group and Cost Centre if these features are being utilised in your Company.