

## AccountMate Return to Vendor Authorization Module

AccountMate's Return to Vendor Authorization (RTV) module offers you an accurate and comprehensive system to manage purchase returns to vendors. With this system, you can create RTV Orders, as well as record important tasks such as shipments of purchase returns and the receipt of substitute or replacement items. While performing these functions, the Accounts Payable balances are updated, the on-hand inventory quantity is automatically updated and a Serial # or Lot # is assigned to items received as substitute or replacement items, if applicable. AccountMate also computes the gain or loss resulting from replacements or substitute items. And you are provided multiple return actions from which to choose.

### Return to Vendor Module

#### Ship Vendor Return

The system allows you to record the shipment of purchase returns. This action also automatically reduces the inventory balance of the items shipped and, depending upon the Return Code used, sets up an open order quantity for the replacement of the items returned.

#### Receive Vendor Return

You can record the receipt of substitute or replacement items resulting from a Return to Vendor transaction. This record may or may not affect the Accounts Payable balance, but it does increase the Inventory On-Hand quantity.

Information	Line Items	Payment / Order To / Ship To	Vendor NotePad
Company: Aero Furniture Factory, Inc.		Class: WHOLESALE	ATD Purchases: 84,342.16
Address: 6200 Lincoln Avenue		Industry: FURN. MFG.	YTD Purchase: 3,355.12
Building A		Pay Cd: 2%10NET30	Open Debit: 0.00
City: Santa Rosa			Credit Limit: 100,000.00
State: CA	Zip: 25286		Balance: 3,355.12
Phone: 707-456-3130	800-867-6006		PO BackOrd.: 646,498.33
			Credit Avail.: 0.00

Vendor Return Transaction - Information Tab

#### Complete Vendor Return

The system provides you with a facility to complete the Return to Vendor order and confirm the return of an item to the vendor.

#### Copy Option

Instead of encoding line items and other information when creating the Return to Vendor transaction, you can copy the line items - as well as the item descriptions, unit costs and remarks - from a Purchase Order or a Return Merchandise Authorization order. This saves you time and reduces keystroke errors.

#### RTV # Can Be Entered Manually or Automatically

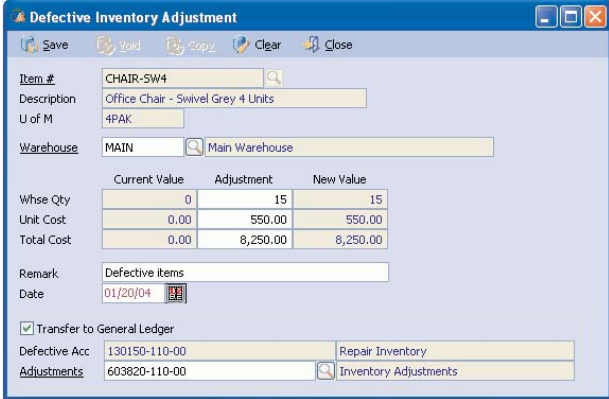
You have the option to provide an RTV number to each RTV order manually - or have the system generate them automatically using a starting RTV number that you defined through the Return Authorization Module Setup function.

### Automatic Update of Inventory On-hand Quantity

The system automatically updates the on-hand quantity, based on the defined return code and the RTV function being performed, so there's no need to manually update the inventory item records.

### Defective Inventory Adjustments

You have the ability to reclassify the defective units and adjust the inventory cost. The GL entries generated from the adjustment will be posted to whatever GL Account ID you define when recording the adjustment.



The screenshot shows a software window titled "Defective Inventory Adjustment". It contains several input fields and a table. The "Item #" field is "CHAIR-SW4", "Description" is "Office Chair - Swivel Grey 4 Units", "U of M" is "4PAK", and "Warehouse" is "MAIN". A table shows "Whse Qty" (0), "Unit Cost" (0.00), and "Total Cost" (0.00) for the current state, and "Whse Qty" (15), "Unit Cost" (550.00), and "Total Cost" (8,250.00) after an adjustment. The "Date" is "01/20/04".

Whse Qty	Current Value	Adjustment	New Value
0	0	15	15
0.00	0.00	550.00	550.00
0.00	0.00	8,250.00	8,250.00

*Defective Inventory Adjustment*

### Multiple Return Codes

You can set up different return codes and assign a return action to each, choosing from the ones provided in the system. The return codes are a means of defining whether the item is returned for credit, replacement or substitution; and whether the returned item is to be restocked, discarded or repaired.

### Cancel RTV Transactions

You are able to cancel received, shipped and completed Return to Vendor transactions. Canceling RTV transactions will automatically reverse the effects of the original transactions that were cancelled.

### Special Defective Inventory Transfer

The system allows you to transfer defective inventory from one warehouse to another in order to properly segregate defective items from good inventory.

### Gain or Loss from Inventory Replacement

The variance between the cost of substitute or replacement items and the RTV cost is calculated and recognized as a gain or loss by the system.

### Assign Serial # or Lot # to Substitute or Replacement Items

You can properly identify an inventory item, received as a substitute or replacement for the item returned, and track its every movement by assigning a Serial Number or Lot Number, whichever is applicable.

### Allow Browse of RTV Tables

RTV tables are available for browsing. Previously, only the "Supervisor" could access these tables. Now, users with the requisite access rights can view and browse the RTV tables.

### Generate Return to Vendor Reports

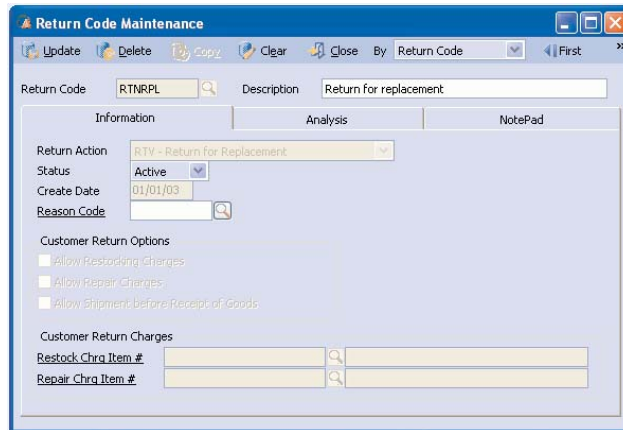
The following RTV reports are supplied to facilitate monitoring of your RTV transactions:

- RTV Order listings
- RTV Summary Reports
- Line Item Reports

- Backorder Reports
- Shipped, Received, Completed, and Cancelled RTV Reports
- Defective Inventory Reports
- Gain or Loss Reports

### Integration with General Ledger, Purchase Order and Inventory Control Modules

Integration with the General Ledger module (through the Return Merchandise Authorization module) allows you to easily post entries for return transactions in the General Ledger



Return Code Maintenance

temporarily or permanently through the Transfer Data to GL or Period-End Closing functions, respectively.

When integrated with the Purchase Order module, you get comprehensive vendor information through the shared vendor files and PO transaction files. It also provides you the ability to copy RTV line item details from existing purchase orders.

When integrated with the Inventory Control module, you have a comprehensive inventory information system that allows you to enjoy features such as multiple bins and warehouses, assignment of different costing methods and units of measurement to an inventory item, availability of defined substitutes for returned items, and usage of serialized items in vendor returns, among others.

*Note: The Return to Vendor Authorization module is not a stand-alone module. You can use the Return to Vendor module only if you have the Return Merchandise Authorization module installed and activated in your system.*



**AccountMate** - Software That Fits

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