



## AccountMate Software That Fits

AccountMate's Return to Vendor Authorization (RTV) module offers a comprehensive system with which to manage vendor purchase returns.

With this system, you can create RTV Orders, as well as record important tasks such as return shipments of purchased items 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, if applicable, a Serial Number or Lot Number may be assigned to the items received as substitute or replacement items.

AccountMate also computes the gain or loss resulting from replacements or substitute items.

This module provides multiple Return Actions from which you can create unlimited Return Codes to cover all possible vendor return scenarios.

## AccountMate 7 for SQL or Express Return to Vendor Authorization Module

### Set Up Unlimited Return Codes

You can create multiple return codes using predefined return actions. Each return code defines the action you want the vendor to take on the returned item such as whether they are to be repaired, replaced, substituted or credited against your account.

### Set Vendor Warranty Period

Define a different warranty period for each vendor from whom you purchase an inventory item. Use this as a guide to determine whether your Return to Vendor Authorization (RTV) order falls within the vendor's prescribed warranty period.

### Manual or Automatic RTV Number

The option exists to assign an RTV number to each purchase return transaction either manually or by having the system automatically generate it. This flexibility is most useful for those companies that prefer to use their vendors' Return Merchandise Authorization (RMA) numbers as part of their RTV numbers to easily cross-reference their vendors' return documents with their own.

Item #	Description	RMA #	Return Code	Unit Cost	RTV Qty	Disc %
10	AEROCHAIR-A1		RTRNSUB	100.00	1	20.00
20	AEROCHAIR-E1		RTRNPR	200.00	4	20.00

Item #	AEROCHAIR-E1	Warehouse	MAIN	Currency	USD
Description	Aero E1 Executive Tile Chair	On-order	89	Subtotal	900.00
Specification		On-hand	460	Discount	180.00
Class / Prod Ln	CHAIR AERO	Defective Qty	4	Freight	10.00
U of M / Weight	EACH 0.00	Booked	22	Sales Tax	0.00
Unit Cost	27.84	Available	438	Total	730.00

RTV Transaction—Line Items Tab

### Track Progress of Purchase Returns

The system allows you to record the shipment of purchase returns and tracking of the receipt of repaired, replacement or substitute items. This allows for more effective monitoring of the status of each purchase return. Each function automatically updates the inventory quantities and balances of the items returned and those of their substitute items, if applicable.

### Match Returns against a Purchase Order

As an additional control over your purchase return process, set the system to require that a purchase order be associated with each RTV line item. This allows you to compare the purchase return quantity against the unreturned Purchase Order line item receipt quantity to guard against returns in excess of

purchases. By activating the Use Vendor Part Number for Purchase Order Entry feature, the system will automatically show the vendor warranty period that can be validated against the purchase date and return date. This helps to ensure that purchase returns are processed within the warranty period.

## Purchase Order and RMA Order Copy Options

Instead of entering line items and other information when creating the RTV order, the flexibility exists to copy the line items as well as the item descriptions, unit costs and remarks from the associated Purchase Order or Return Merchandise Authorization order. This saves time and minimizes data entry errors.

## Option to Require a Claimperson for Each RTV Transaction

You can require the designation of a Claimperson (a contact person in your company in charge of processing RTV orders). This is most suited for companies that have an RTV processing system separate from their regular purchasing system.

## Option to Post Debit Invoice on Completed RTV Orders

You have the ability to post a debit invoice immediately after saving a completed RTV order for purchase returns with assigned return codes that have a Credit action (i.e. Return for Credit). This saves data entry time and reduces keystroke errors since most of the information required to record an Accounts Payable invoice is automatically taken from the completed RTV transaction record.

## Gain or Loss from Inventory Substitution or Replacement

The variance between the actual cost of substitute or replacement items and the RTV order cost is calculated and recorded appropriately as either a gain or a loss. This allows for the segregation of RTV cost variances from regular cost variances to help more effectively manage your purchase returns.

## Defective Inventory Adjustment

On-stock items that become defective may be flagged for return through the Defective Inventory Adjustment function. Using the same function, you can post a cost adjustment to capitalize any expenses incurred in relation to the defective inventory.

## Defective Inventory Transfer

Items intended for the vendor to repair may be transferred from one warehouse to another in order to properly segregate defective items from regular inventory. You can designate a specific warehouse where defective items awaiting repair and use that warehouse in defective inventory transfers. This allows for tracking of the costs and quantities of defective inventory separate from regular inventory. You can use this warehouse to process purchase returns without affecting normal sales and purchasing operations.

## Integration with General Ledger, Accounts Payable, Purchase Order, Inventory Control and Return Merchandise Authorization Modules

- Integration with the General Ledger module allows for easy posting of journal entries for return transactions to the General Ledger temporarily or permanently through the Transfer Data to General Ledger or Period-End Closing functions, respectively.
- With the Accounts Payable module, debit invoices can be created immediately upon completion of an RTV order. The Return to Vendor Authorization module shares the vendor file with the Accounts Payable module, providing comprehensive vendor information accessible from the RTV module.
- With the Purchase Order module, you can copy the RTV line items from an existing purchase order and cross reference the return quantity against the unreturned Purchase Order line item receipt quantity. Access the purchase order record to determine the purchase date to use with the vendor warranty information to validate whether the purchase return is within the warranty period.
- With the Return Merchandise Authorization module, you have a complete return processing system that tracks a return from the moment a customer's RMA order is received to the set up and completion of a purchase, to the shipment of the repaired, replacement or substitute item to the customer. It also allows for copying of RMA line items to reduce data entry time and human errors.

## Other Features

- Process RTV orders for non-stock items
- RTV reports help track the progress of RTV orders through each stage of the process

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