

Returning Fabric Inventory

May 07, 2007

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STUDIO I.T.

Create the Credit

1. Create a credit item. The credit item can either be added to the original order that the item was sold on, or to a new order. Enter the vendor as Inventory and select the Inventory ID and original Roll for the fabric that is being returned. Enter a negative quantity. The item total should be a negative amount.

Designer: CHRISTINE01 Christine Interiors Phone: 111-345-9777 Attention: desattn Order #: DESPO		Showroom: FLEMMING Gr The Flemming Grou Phone: 323-934-5499 Attention: shwattn Order #: SHWPO		Order: 10015801 Date: 3/9/2007 Reserve Exp: 3/25/2007 Date Req: dtreq Ship Date: 12/31/2007 Packing Slip: 3/14/2007 Tracking #:		Client: CHRISTINE01 CFA To: CHRISTINE01 Terms Client: Proforma F Terms Client: Proforma Ship Via Client: BestWay Terms Vendor: 50% Deposi F Terms Vendor: Open Accou Ship Via Vendor: BestWay		Salesperson: AC FOB: fobdet Mfg Order #: Order Date: Mfg Invoice #: Invoice Date: Invoice Due:																												
Ship To: DWI Dickard Widder Industries Address: 56-02 Maspeth Avenue City: Maspeth NY 11375 Attention: shiptoatn Phone: 123456789 Fax: 123456789				Sidemark: CHRISTINE01 / THIS SIDEMARK Notes: notes Instructions: spec inst																																
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2. Receive the returned quantity. Click Files | Inventory. Locate the Inventory ID and click Rolls. Click Rec beside the correct Roll/Dye Lot. Change "Roll: " to the correct Roll for the return. Enter a negative quantity. Click Receive Roll. Click Close to return to the Roll History.

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Receive Fabric

Receive Fabric

Inventory ID: 1001-01
 Description: Satin Wool / Brick # 1001-01
 Order #: 10000201

Roll: Receive Roll F9

Quantity:

Comment:

Location:

Prior Roll:

Roll	Ordered	Received	Date
▶ 10000201	1.25		1/1/2007
10000201-01		1.25	12/26/2006

3. Receive the returned quantity. Click Rec beside the correct Roll/Dye Lot. A new Roll number will automatically be entered. Enter the quantity for the new roll and click Receive Roll.

Receive Fabric

Receive Fabric

Inventory ID: 1001-01
 Description: Satin Wool / Brick # 1001-01
 Order #: 10000201

Roll: Receive Roll F9

Quantity:

Comment:

Location:

Prior Roll:

	Roll	Ordered	Received	Date
▶	10000201	1.25		1/1/2007
	10000201-01		1.25	12/26/2006
	10000201-01		-0.25	5/9/2007

4. See Client Refunds for instructions to refund the client the credit balance created in #1.