

## Using Inventory Posting Screen for Vendor Returns

The Inventory Posting Screen can be used to adjust (reduce) Quantity on Hand when items are returned to the vendor awaiting credit. After adjustments have been made, a report prints with a customized heading the user enters followed by the item numbers and their cost value.

1. Select Inventory from Main Menu and then Item Master.
2. With the Main Inventory screen displayed, press F12 and P for the "Post/inv scn" Action. The Inventory Posting Screen will display as shown below.

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                                INVENTORY POSTING SCREEN                                ITEM SEQ
Item No: _____ Vendor Code: ____
UPC Number: _____ Description: _____

Posting Quantity: _____ Total Quantity: _____
Posting Cost: _____ Total Extension: _____

Quantity on Hand: _____ Sales This Year: _____ Sales This Period: _____
Quantity on Order: _____ Quantity Backorder: _____ Quantity Reserved: _____
Quantity Special: _____ Quantity CBO: _____

(Put a + or - to add or subtract from any combination of the following fields.)
QOH:_ QOO:_ QBO:_ QRV:_ QSP:_ STY:_ STP:_ CBO:_ DLS:N (Y/N) DLP:N (Y/N)

EXTEND POSTING QTY BY WHAT PRICE E (A - J)

PRINT REPORT ? Y (Y OR N)
SELECT PRINTER 1 (PRINTER OR $ = FILE)
REPORT HEADING _____
TOF/SUBTOTAL BETWEEN VENDORS N (Tof, Sub, Both OR None)

F2=PRT/CLR TOTALS F7=CHG NEXT ITEM BY F8=TOGGLE SETUP
    
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3. Press F8=TOGGLE SETUP. The cursor drops to the quantity fields. Place a MINUS SIGN (-) in the QOH field as shown below and then press ENTER past all the remaining fields on that line to leave them blank.

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(Put a + or - to add or subtract from any combination of the following fields.)
QOH:- QOO:_ QBO:_ QRV:_ QSP:_ STY:_ STP:_ CBO:_ DLS:N (Y/N) DLP:N (Y/N)
    
```

4. Enter the price (cost) field that should be used on the report for extending the posting quantity. Since this document pertains to the use of the posting screen for Vendor Returns, it is suggested using the same cost field used for purchase orders. If you use "F" cost on purchase orders, then change the "E" to "F" as shown.

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EXTEND POSTING QTY BY WHAT PRICE F (A - J)
    
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If you're not sure which price/cost to use, check the Inventory Purchasing Vendor Master "Price Select" field.

5. Respond "Y" to Print Report as the report generated will be your record of what has been returned. Select a printer. A cloud printer is recommended so that the report is captured in a PDF and multiple copies can be printed as needed. Type an appropriate Report Heading as shown below and include a Return Goods Authorization number if one is available. Respond "B" to print a subtotal and perform a Top-of-Form between vendors.

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PRINT REPORT ? Y (Y OR N)
SELECT PRINTER 1 (PRINTER OR $ = FILE)
REPORT HEADING MURRAY FEISS RETURNS - RGA# 12345678 _____
TOF/SUBTOTAL BETWEEN VENDORS B (Tof, Sub, Both OR None)
    
```

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- Press F8=TOGGLE SETUP. This will exit from the "setup mode," and allow you to begin entering items being returned. The cursor moves to the "Item No." field.

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                                INVENTORY POSTING SCREEN                                ITEM SEQ

Item No: _____ Vendor Code: ____
UPC Number: _____ Description: _____

Posting Quantity: _____ Total Quantity: _____
Posting Cost: _____ Total Extension: _____

Quantity on Hand: _____ Sales This Year: _____ Sales This Period: _____
Quantity on Order: _____ Quantity Backorder: _____ Quantity Reserved: _____
Quantity Special: _____ Quantity CBO: _____

(Put a + or - to add or subtract from any combination of the following fields.)
QOH:- QOO: QBO: QRV: QSP: STY: STP: CBO: DLS:N (Y/N) DLP:N (Y/N)

EXTEND POSTING QTY BY WHAT PRICE F (A - J)

PRINT REPORT ? Y (Y OR N)
SELECT PRINTER 1 (PRINTER OR $ = FILE)
REPORT HEADING MURRAY FEISS - RGA# 12345678
TOF/SUBTOTAL BETWEEN VENDORS B (Tof, Sub, Both OR None)

F2=PRT/CLR TOTALS F7=CHG NEXT ITEM BY F8=TOGGLE SETUP
    
```

- Enter the first item number that is being returned to the vendor. After pressing ENTER, the program will display the vendor code, UPC number, Description, Posting Cost and some of the current quantities in the item master. The cursor moves to the Posting Quantity field. See the sample screen below.

```

                                INVENTORY POSTING SCREEN                                ITEM SEQ

Item No: 9614ASTB Vendor Code: MUR
UPC Number: _____ Description: 30" TABLE TORCHIERE CHAMP SCAV

Posting Quantity: _____ Total Quantity: _____
Posting Cost: 54.500 Total Extension: _____

Quantity on Hand: 1 Sales This Year: 0 Sales This Period: 0
Quantity on Order: 0 Quantity Backorder: 0 Quantity Reserved: 0
Quantity Special: 0 Quantity CBO: 0

(Put a + or - to add or subtract from any combination of the following fields.)
QOH:- QOO: QBO: QRV: QSP: STY: STP: CBO: DLS:N (Y/N) DLP:N (Y/N)

EXTEND POSTING QTY BY WHAT PRICE F (A - J)

PRINT REPORT ? Y (Y OR N)
SELECT PRINTER 1 (PRINTER OR $ = FILE)
REPORT HEADING MURRAY FEISS RETURNS - RGA# 12345678
TOF/SUBTOTAL BETWEEN VENDORS B (Tof, Sub, Both OR None)

F2=PRT/CLR TOTALS F7=CHG NEXT ITEM BY F8=TOGGLE SETUP
    
```

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- Enter the quantity returned in the "Posting Quantity" field as a positive number. Since a MINUS SIGN was specified in the QOH field during SETUP, the quantity entered will SUBTRACT from the QOH field.

Posting Quantity: 1\_\_\_\_\_

After ENTER is pressed, an "Inventory posted" message will display at the bottom of your screen. The Quantity on Hand is reduced immediately. The Quantity on Hand displayed on the posting screen reflects the reduction.

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INVENTORY POSTING SCREEN                                ITEM SEQ

Item No: 9614ASTB                                     Vendor Code: MUR
UPC Number:                                           Description: 30" TABLE TORCHIERE CHAMP SCAV

Posting Quantity:      1 Total Quantity:              1
Posting Cost:         54.500 Total Extension:         54.50

Quantity on Hand:      0 Sales This Year:            0 Sales This Period:      0
Quantity on Order:     0 Quantity Backorder:         0 Quantity Reserved:      0
Quantity Special:      0 Quantity CBO:                0

(Put a + or - to add or subtract from any combination of the following fields.)
QOH:- QOO:  QBO:  QRV:  QSP:  STY:  STP:  CBO:  DLS:N (Y/N)  DLP:N (Y/N)

EXTEND POSTING QTY BY WHAT PRICE F (A - J)

PRINT REPORT ? Y (Y OR N)
SELECT PRINTER 1 (PRINTER OR $ = FILE)
REPORT HEADING MURRAY FEISS RETURNS - RGA# 12345678
TOF/SUBTOTAL BETWEEN VENDORS B (Tof, Sub, Both OR None)

F2=PRT/CLR TOTALS F7=CHG NEXT ITEM BY F8=TOGGLE SETUP
Inventory posted
    
```

The program updates the "Total Quantity" and "Total Extension" fields. As additional items are entered, a "running" or cumulative total is kept for both "Total Quantity" and "Total Extension."

- The cursor returns to the Item No field. Enter the next item number to be returned along with the Posting Quantity. In the example shown below, a quantity of 2 was entered. The cumulative figures in the "Total Quantity" and "Total Extension" fields were updated.

```

INVENTORY POSTING SCREEN                                ITEM SEQ

Item No: 10112WBK                                     Vendor Code: MUR
UPC Number:                                           Description: WEATHERED BLACK 24.75X18

Posting Quantity:      2 Total Quantity:              3
Posting Cost:         89.500 Total Extension:         233.50

Quantity on Hand:      6 Sales This Year:            6 Sales This Period:      6
Quantity on Order:     0 Quantity Backorder:         0 Quantity Reserved:      0
Quantity Special:      0 Quantity CBO:                0

(Put a + or - to add or subtract from any combination of the following fields.)
QOH:- QOO:  QBO:  QRV:  QSP:  STY:  STP:  CBO:  DLS:N (Y/N)  DLP:N (Y/N)

EXTEND POSTING QTY BY WHAT PRICE F (A - J)

PRINT REPORT ? Y (Y OR N)
SELECT PRINTER 1 (PRINTER OR $ = FILE)
REPORT HEADING MURRAY FEISS RETURNS - RGA# 12345678
TOF/SUBTOTAL BETWEEN VENDORS B (Tof, Sub, Both OR None)

F2=PRT/CLR TOTALS F7=CHG NEXT ITEM BY F8=TOGGLE SETUP
Inventory posted
    
```

## Using Inventory Posting Screen for Vendor Returns

10. After each item number is entered with the Posting Quantity, the cursor returns to the Item No field. It is "ok" to use the F9 function key to clear the screen when in the "Item No" field OR simply type over the previous item number.
11. Continue entering items to be returned. When finished, press F12 and E to Exit.
12. Press F12 and E again to Exit from the Main Inventory screen. (Note: The report is not generated until you press F12 and E to Exit from the Main Inventory screen.)

A sample report using Murray Feiss item numbers is shown below. File the report so that items can be checked off when credit is received. A copy of this report can serve as a "packing list" to be included with the items returned to the vendor.

MM/DD/YYYY	-Ltg Showroom #1-	Page	1	
MURRAY FEISS RETURNS - RGA# 12345678				
V/C	ITEM NUMBER	POST QTY	COST	EXTENSION
MUR	9614ASTB	1	54.500	54.500
MUR	10112WBK	2	89.500	179.000
MUR	10139ORB	1	84.500	84.500
MUR	10153DRFW/CO	1	59.500	59.500
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SUB TOTALS		5		377.500