

# Stock Return Notes

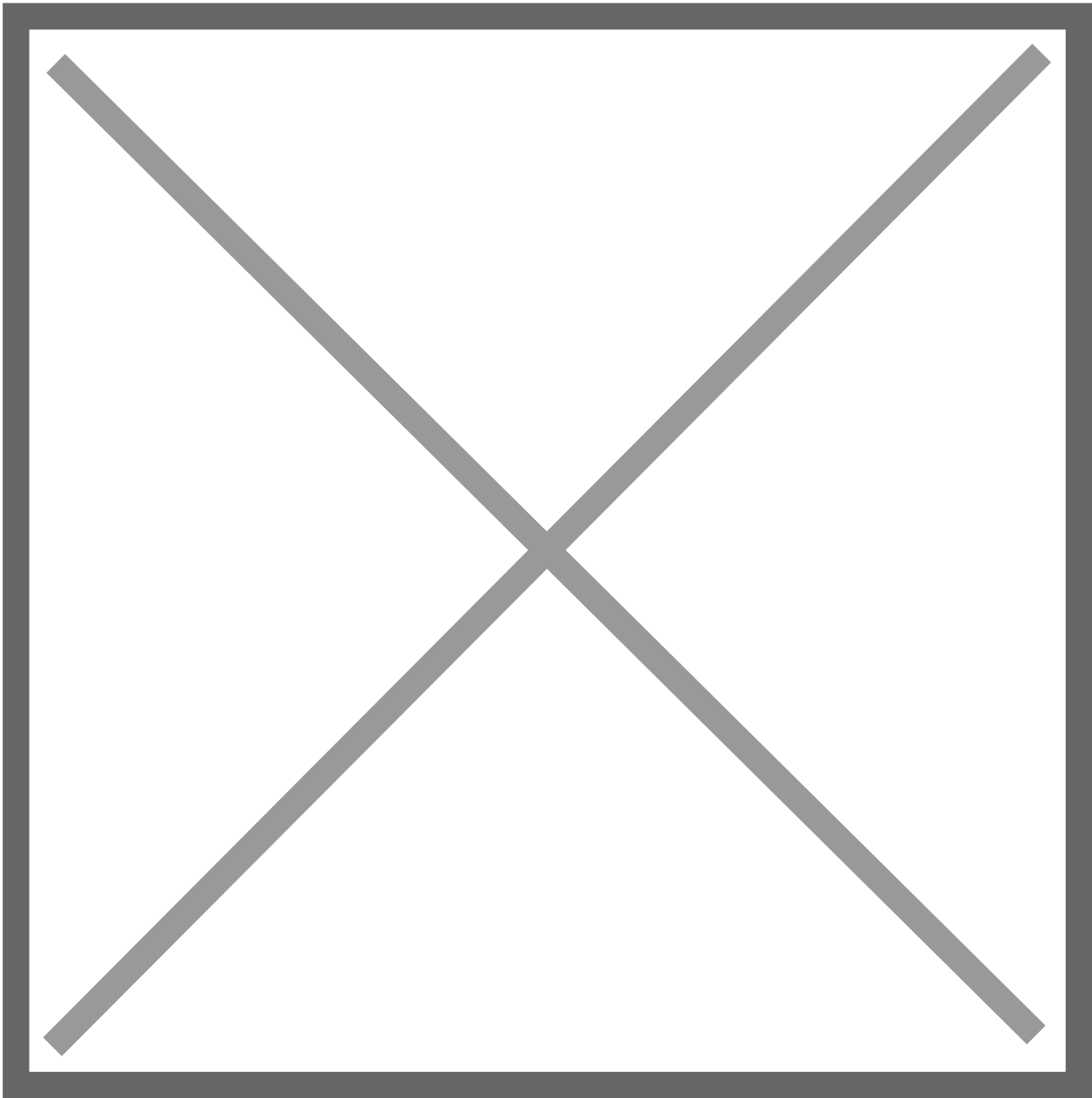
## Menu

- [Stock Return Note Search](#)
- [Add Stock Return Note](#)

# Stock Return Note Search

Creditors >Activity >Stock Return Note

This record is used to confirm all goods that have been received and being returned



|                         |                                                   |
|-------------------------|---------------------------------------------------|
| Advanced Search Tab     |                                                   |
| Supplier invoice Number | search by selecting the supplier invoice number   |
| Date                    | search by selecting the date From and the date To |

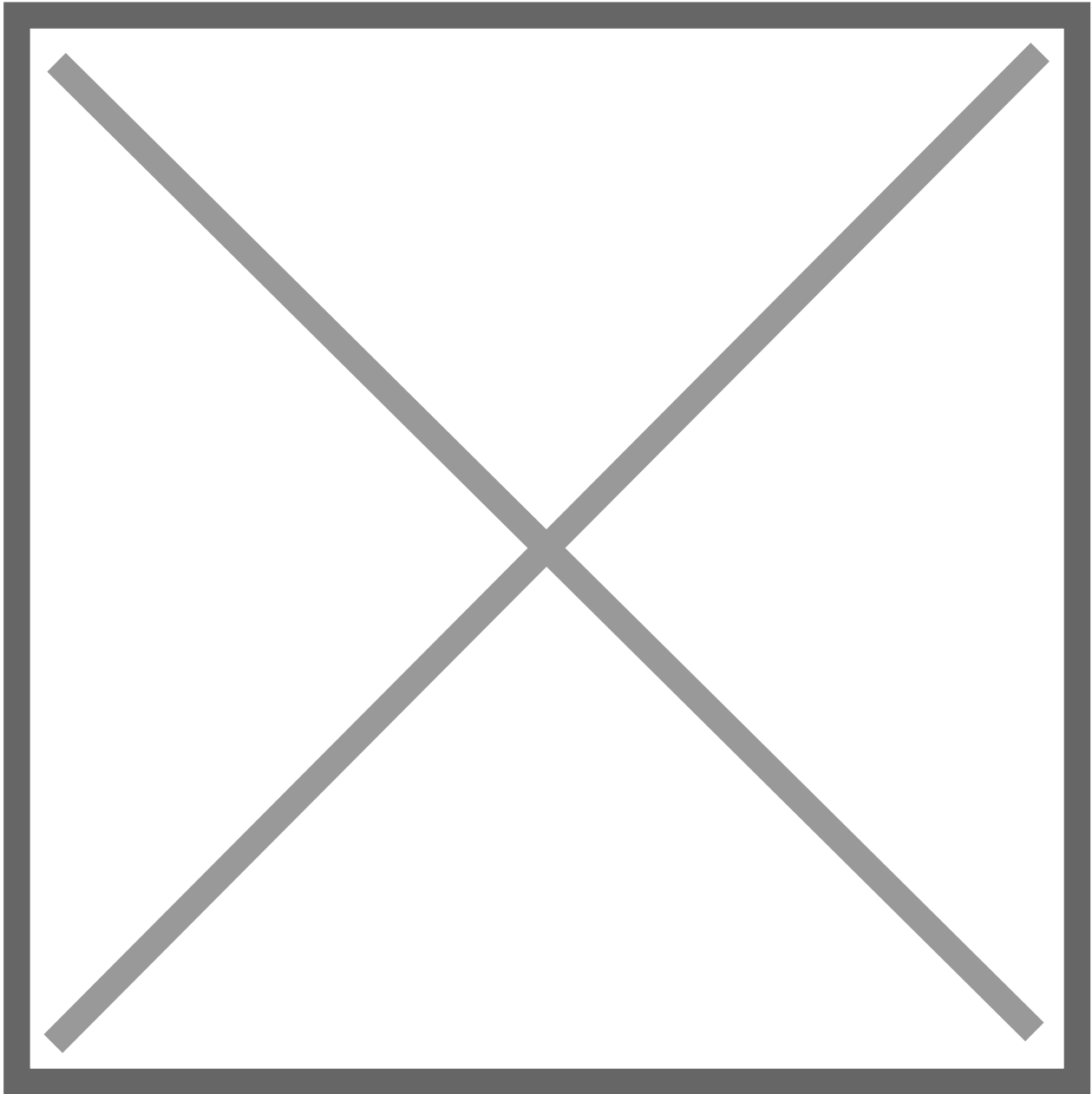
|                     |                                                                          |
|---------------------|--------------------------------------------------------------------------|
| Custom Fields Tab   | searches according to the category selection                             |
| <b>Standard Tab</b> |                                                                          |
| Add button          | to create a new Stock Return                                             |
| Edit button         | allows the user to view or make some changes on an existing Stock Return |
| Delete button       | to delete the Stock Return                                               |
| Process button      | to process the selected Stock Return                                     |
| Import              | Import GRV                                                               |
| Print button        | to print the Stock Return                                                |

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## Import GRV to Stock Return

Return goods back to the supplier or reverse GRV

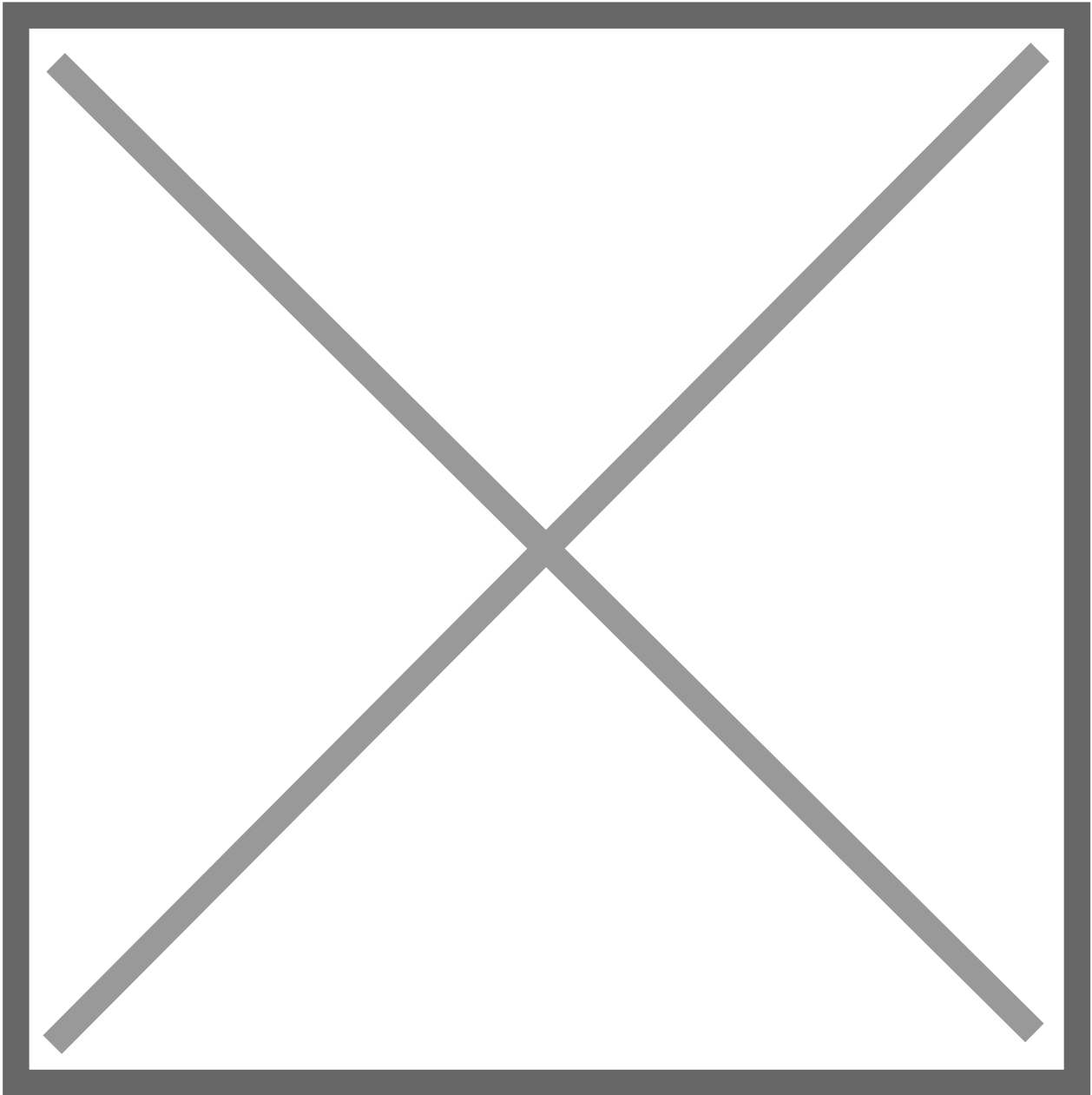
Click on Import Doc



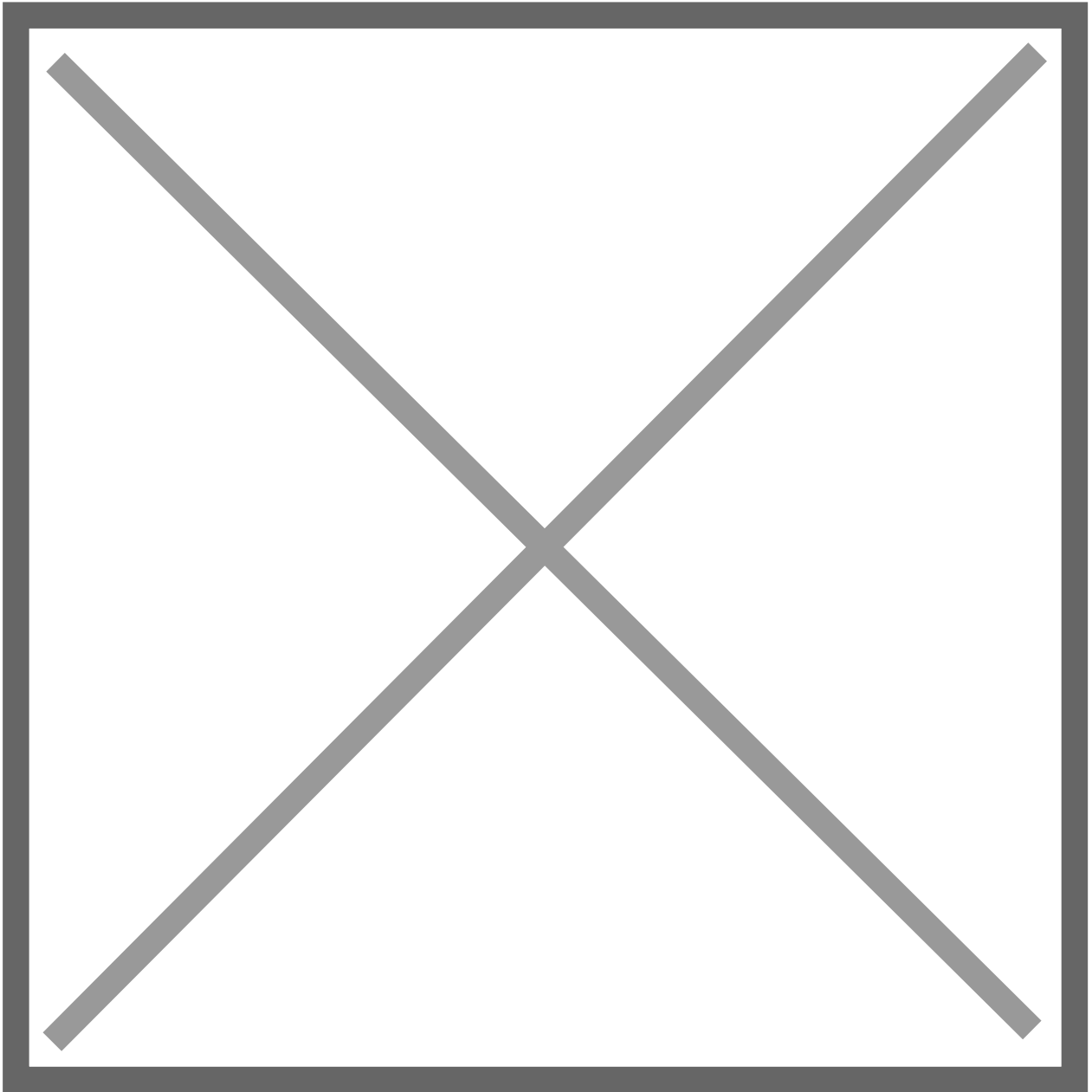
the window opens that allows you to search for a posted GRV that you need to return

Search by the supplier or GRV Number

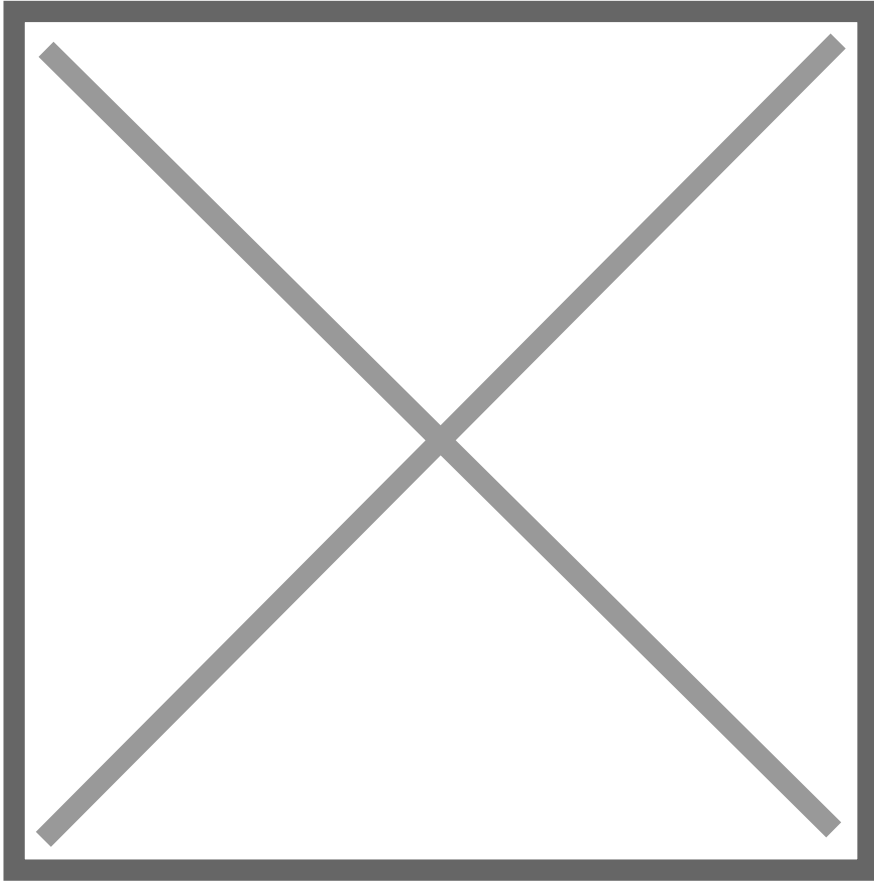
Select the GRV from the list and click on Import button



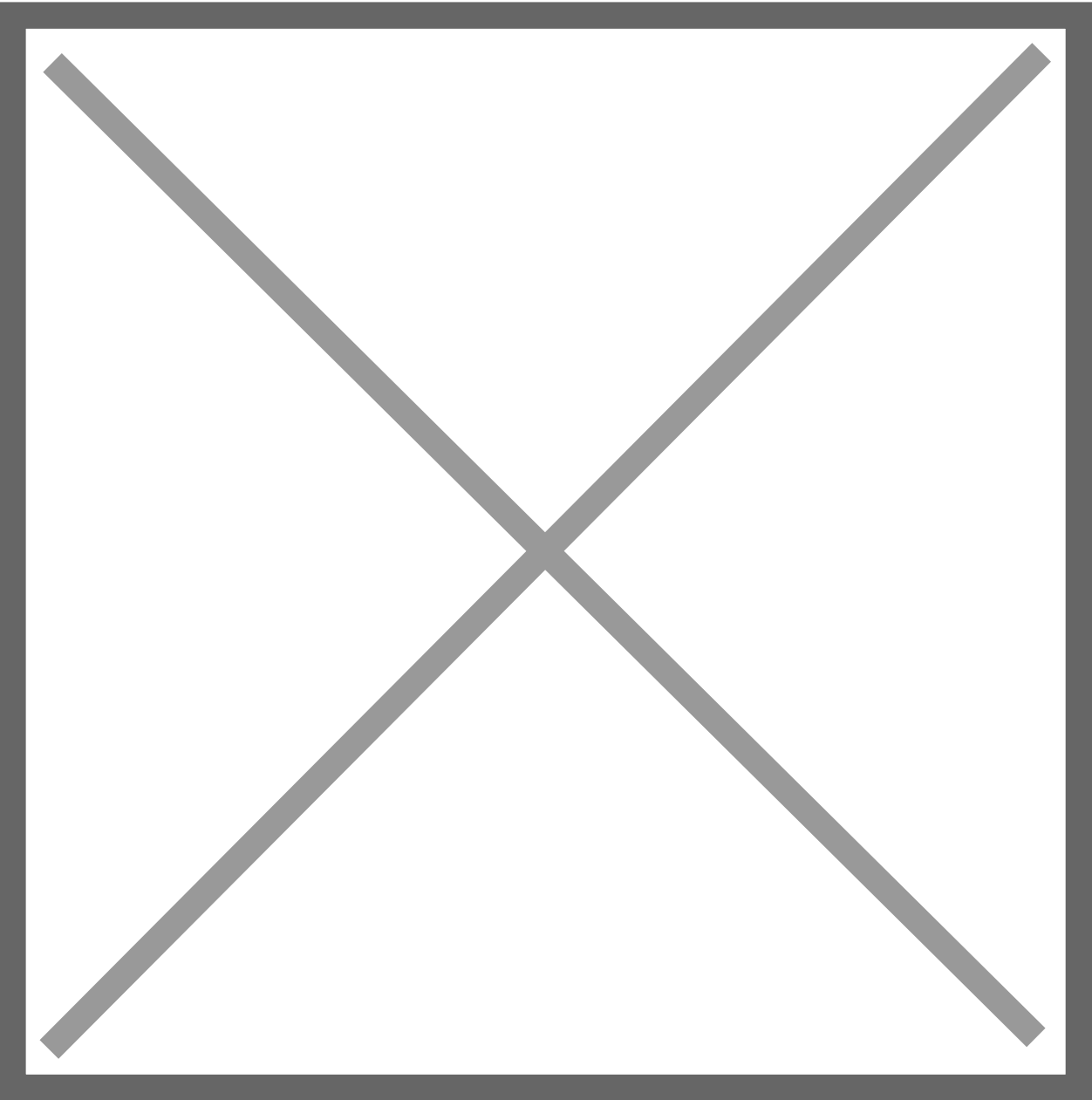
New Window appears so that one is required to enter GRV Tax and reference



Click On select



The Stock return note can now be processed.





# Add Stock Return Note

Stock return notes are usually done in the event that stock purchased and received from a supplier are incorrect or faulty and need to be returned to the supplier for credit.

There are 2 ways one can create a stock return note:

|   |                          |
|---|--------------------------|
| 1 | Capture manually         |
| 2 | Import from GRV Document |

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## Capture Manually

**Creditors Module>Activity Menu>Stock Return Notes**

Click the Add button

Select the Creditor

Enter the description

Enter a Reference: this could be the original Supplier invoice number

Enter the respective date

Click Save

You can create standard reason typically for stock being returned and select the respective reason from the Drop down

Stock Return

Attachments Memo Create Reminder

Basic Address Extras Shipping Docs Custom Fields

Stock Return Number: Preparation Short Description: Stock

Supplier: COD RJ Reference: Pretoria

Supplier Name: RJ Connect Supplier Invoice: A1547

Date: 2023-06-29 Job Number:

Due Date: 2023-07-29 Currency View: Document Currency

Credit Reason: Stock Replacement Exchange Rate: 1 Rand South Africa

Items

Page 1 of 1 Add Edit Delete Import Items

| # | Image | Stock Type | Code | Short Description | Qty    | Unit Cost | Additional Uni | Total Unit Cos | Total Cost Ex | Total Cost VAT | Total |
|---|-------|------------|------|-------------------|--------|-----------|----------------|----------------|---------------|----------------|-------|
| 1 |       | Stock      | MAN  | Mango             | 50.... | 5.00      |                | 5.00           | 250.00        | 37.50          |       |

Click Add to enter the item details being returned

The capture process here is the same as one would capture a Purchase order

Creditors Module

Configuration Activity

Creditors Dashboard  
Creditors Journal Transactions  
Creditor Payment Search  
Creditor Cash Book  
Stock Order Search  
Request For Quote (RFQ)  
Purchase Orders  
Receive Stock  
Delivery Note Processing  
Goods Received Notes (GRV)  
Stock Return Notes

Stock Return Notes

Search Add Edit Clone Cancel Process Import Doc Print

Basic Search Custom Search Expand

Supplier Invoice No: Supplier:

Description: Reference:

Date From: 2023-05-30 Date To: 2023-06-29

Total Ex VAT: 0.00 Total VAT: 0.00 Total Including VAT: 0.00

Page 0 of 0 Remove Paging:

| # | Att | Memo | Date | Supplier Invoice | Supplier Code | Name | Description | Currency | Reference |
|---|-----|------|------|------------------|---------------|------|-------------|----------|-----------|
|---|-----|------|------|------------------|---------------|------|-------------|----------|-----------|

Enter the **Quantity** of the items you are returning.

Enter the **Cost Price** per item.

Select the **VAT Type** from the drop down box which will be Stock **Return VAT**

Click on save and new button to add another item

Or Save an Close if no other items are being returned

Click on Process button

The document will be generated and you can print if needs to be send with the Stock being returned.

The Stock return note can also be emailed directly to the Creditor from the system.

Print

Email

Copy

Email To Self

Close



Purchase Credit To:

WJ Connect

Address:

5 Trig St, West Park, Pretoria, 0183

Phone: 013-443-2794

Email: [otsile@hugesoftware.co.za](mailto:otsile@hugesoftware.co.za)

Web: [www.webaccounting.co.za](http://www.webaccounting.co.za)

GST No: 122-321-123

Doc No: RTS57583

Date: 29/06/2023

Terms:

Order No :

Description: Stock

| Code | Description | QTY   | UOM | Price | Sub Total |
|------|-------------|-------|-----|-------|-----------|
| MAN  | Mango       | 50.00 |     | 5.00  | 250.00    |

Importation Split:

| Date | Name Description | Supplier No | Total Ex GST | GST | Total Inc GST |
|------|------------------|-------------|--------------|-----|---------------|
|------|------------------|-------------|--------------|-----|---------------|

Currency: Rand South Africa

Sub Total: 250.00

Discount: % 0

Excluding GST: 250.00

Shipping Cost: 0.00

GST: 37.50

TOTAL: 287.50

## Import from GRV Document

Go to [Creditors > Activity > Stock Return Note](#)

**Creditors Module**

**Configuration** +

**Activity** -

- Creditors Dashboard
- Creditors Journal Transactions
- Creditor Payment Search
- Creditor Cash Book
- Stock Order Search
- Request For Quote (RFQ)
- Purchase Orders
- Receive Stock
- Delivery Note Processing
- Goods Received Notes (GRV)
- Stock Return Notes**

**Stock Return Notes**

Search Add Edit Clone Cancel Process Import Doc Print

Basic Search Custom Search Expand

Supplier Invoice No: Supplier: Description: Reference: Date From: 2023-05-30 Date To: 2023-06-29

Total Ex VAT: 2,500.00 Total VAT: 375.00 Total Including VAT: 2,875.00

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| # | Att | Memo | Date       | Supplier Invoice | Supplier Code | Name    | Description        | Currency          |
|---|-----|------|------------|------------------|---------------|---------|--------------------|-------------------|
| 1 |     |      | 2023-06-20 | 3d               | REC001        | Rectron | BOM Item in        | Rand South Africa |
| 2 |     |      | 2023-06-28 |                  | REC001        | Rectron | Returning X006/... | Rand South Africa |

Search for the required Goods Received Voucher (GRV)

Select and Click the Import Button

**Import Into Stock Return Note.**

Search View Import Close

Creditor: 1 RJ Connect Doc Type: Goods Received Note

Doc No: Description: Date From: 2 2023-04-29 Date To: 3 2023-06-29

Type: Posted

Page 1 of 1 Remove Paging: ☐ Displaying 1 - 1 of 1

| # | Doc Type            | Supplier Code | Supplier Name | Doc No    | Doc Date   | Reference | Description |
|---|---------------------|---------------|---------------|-----------|------------|-----------|-------------|
| 1 | Goods Received Note | COD RJ        | RJ Connect    | GRV391293 | 2023-06-27 | Pretoria  | Stock       |

Edit and details on the document header

Double click the item line if any edit is required. Eg. Changing the quantity being returned

Delete any item not be returned ( in the event the Imported GRV had more than 1 item line)

Process the Stock return note and Print/ email in the same manner as with manually capturing (see above)