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

Capture Manually

Creditors Module>Activity Menu>Stock Return Notes

Click the Add button

Select the Creditor

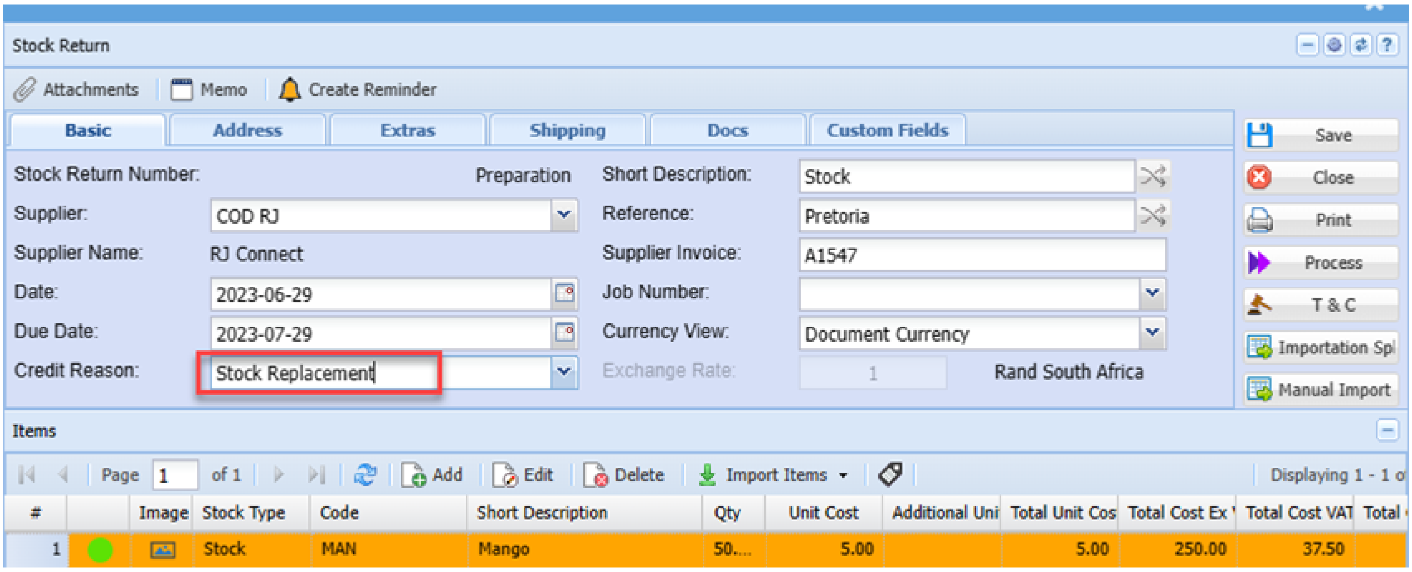
Enter the description

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

Enter the respective date

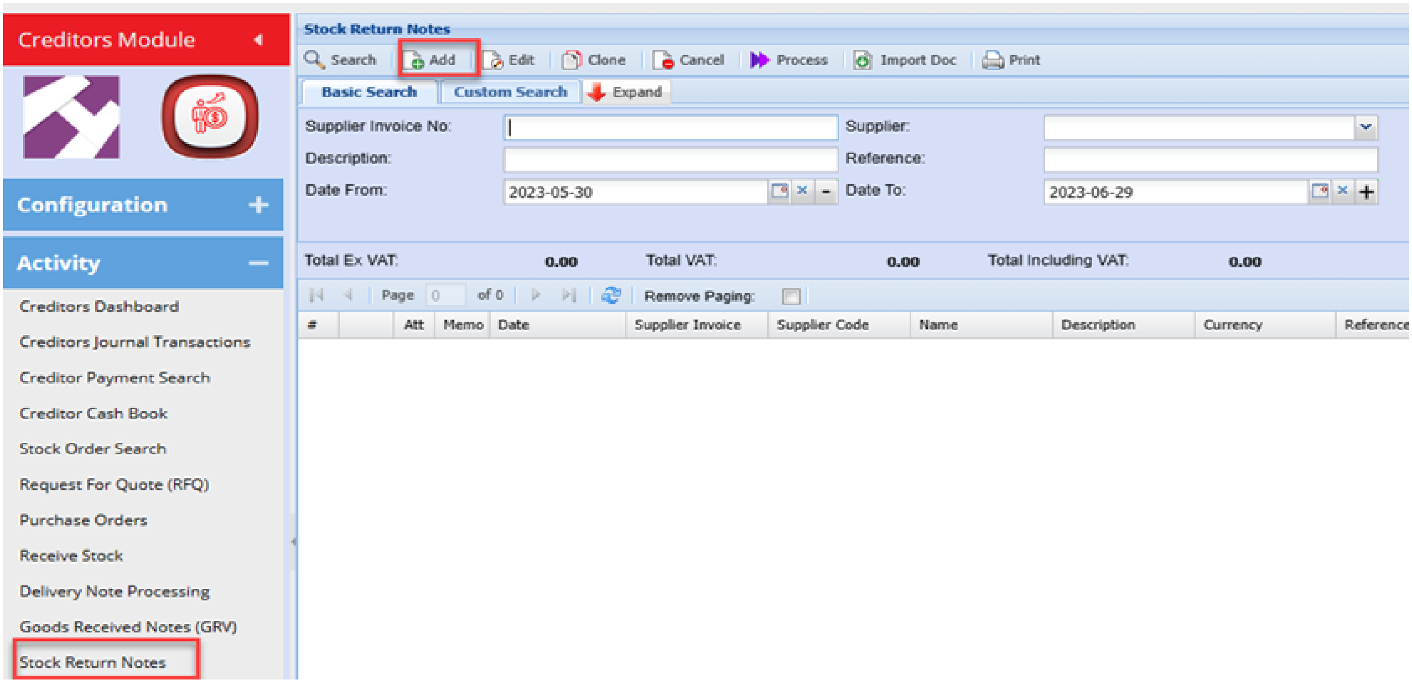
Click Save

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



Click Add to enter the item details being returned

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



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**

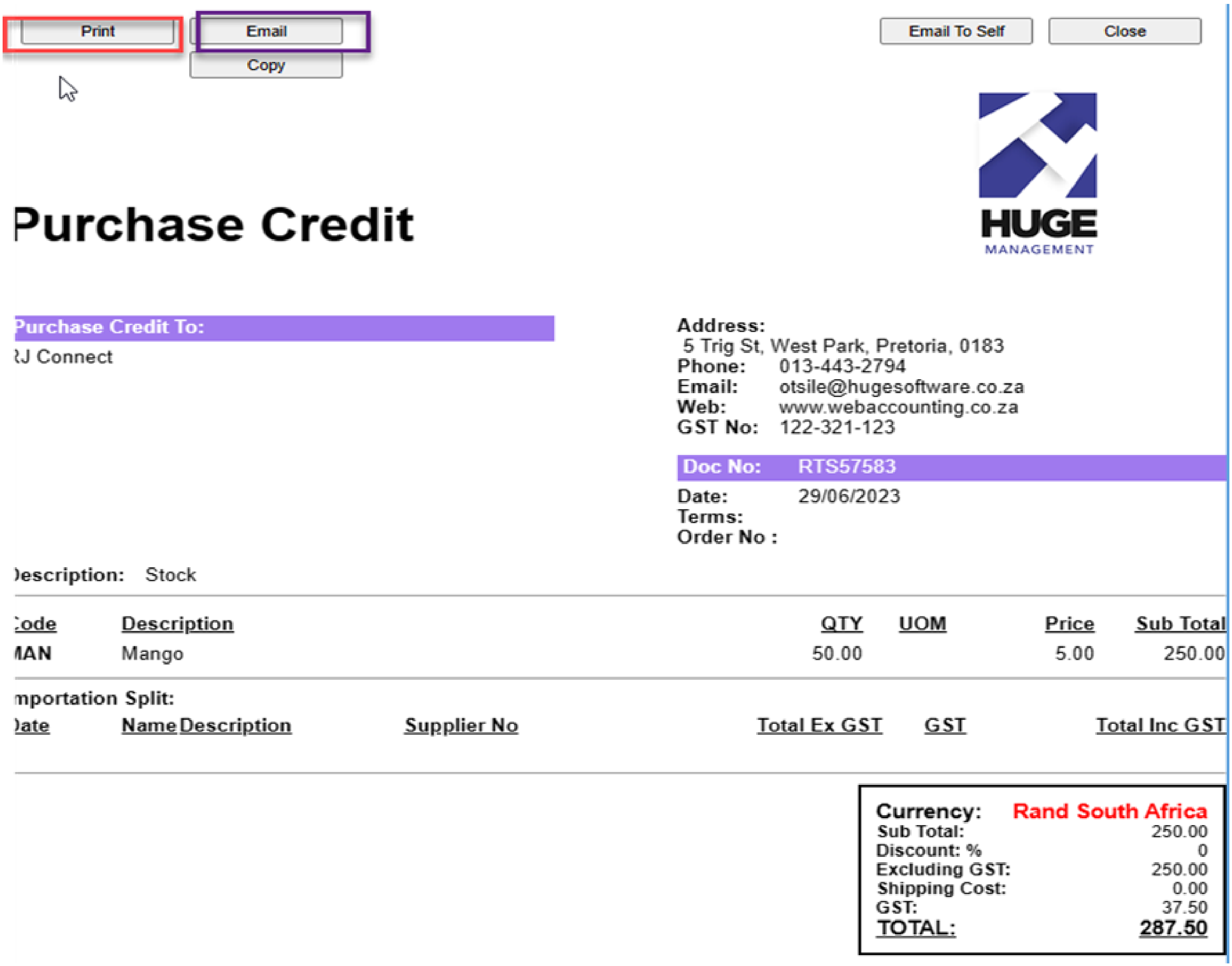
Click on save and new button to add another item

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.



Purchase Credit

HUGE MANAGEMENT

Purchase Credit To:
RJ Connect

Address:
5 Trig St, West Park, Pretoria, 0183
Phone: 013-443-2794
Email: otsile@hugesoftware.co.za
Web: 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

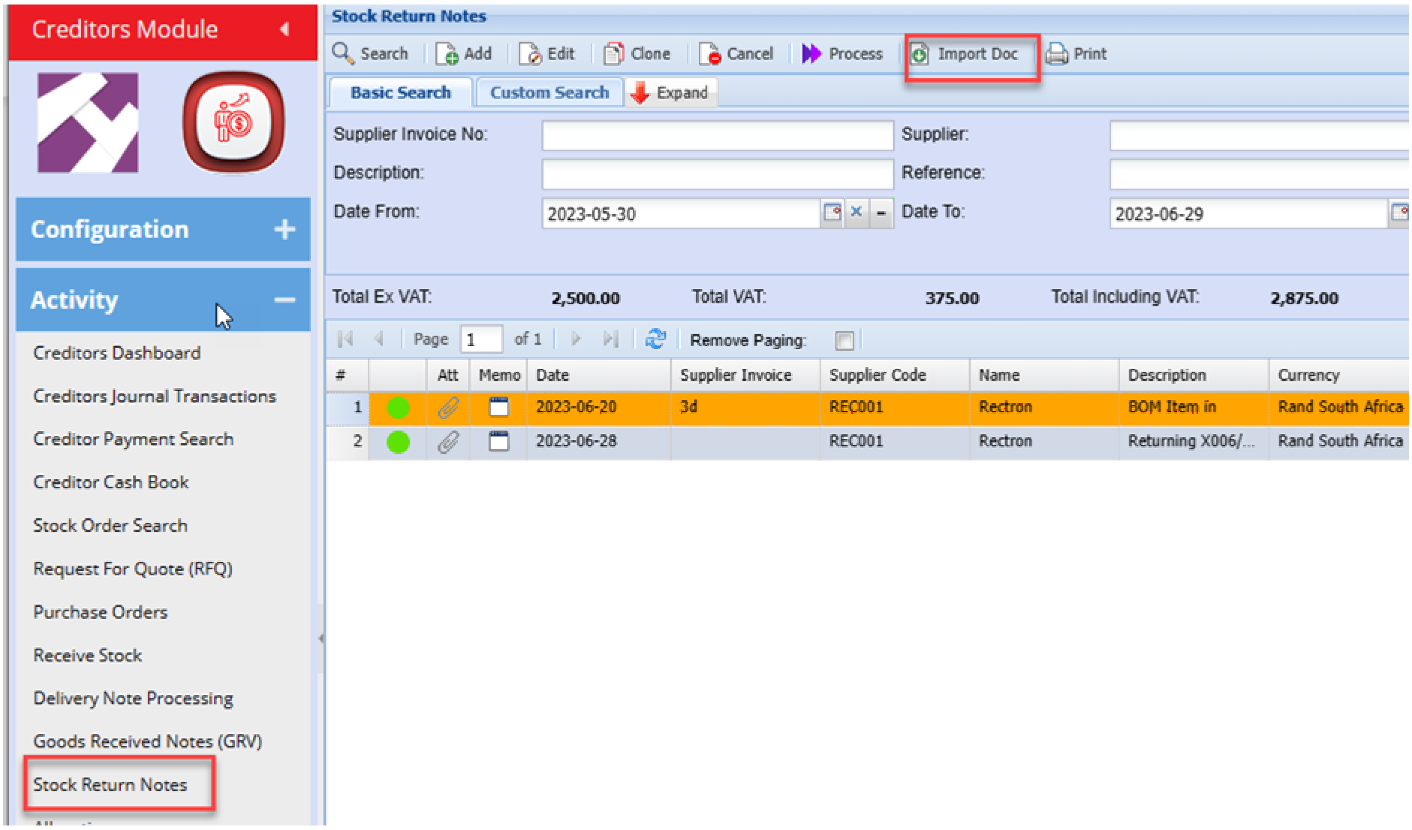
Importation Split:

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**

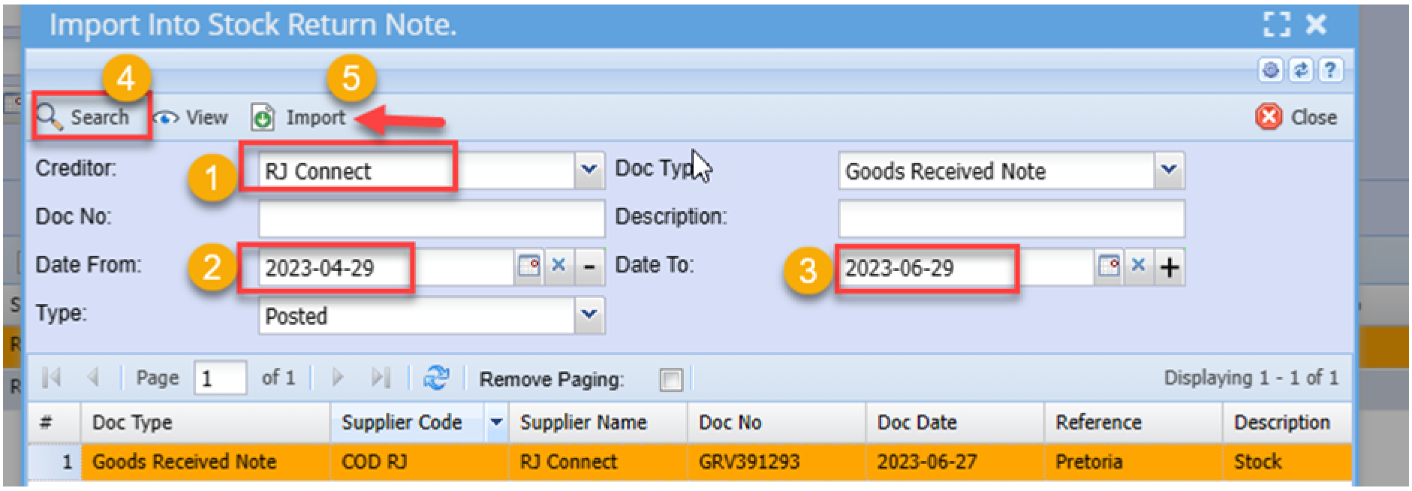
Import from GRV Document

Go to **Creditors > Activity> Stock Return Note**



Search for the required Goods Received Voucher (GRV)

Select and Click the Import Button



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)

Revision #5
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