

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

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
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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

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
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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
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- Request For Quote (RFQ)
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- Stock Return Notes**

Stock Return Notes

Search Add Edit Clone Cancel Process Import Doc Print

Basic Search Custom Search Expand

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

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

Page 1 of 1 Remove Paging: ☐

#	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)

Revision #5

Created 15 August 2023 20:05:52 by Paige

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