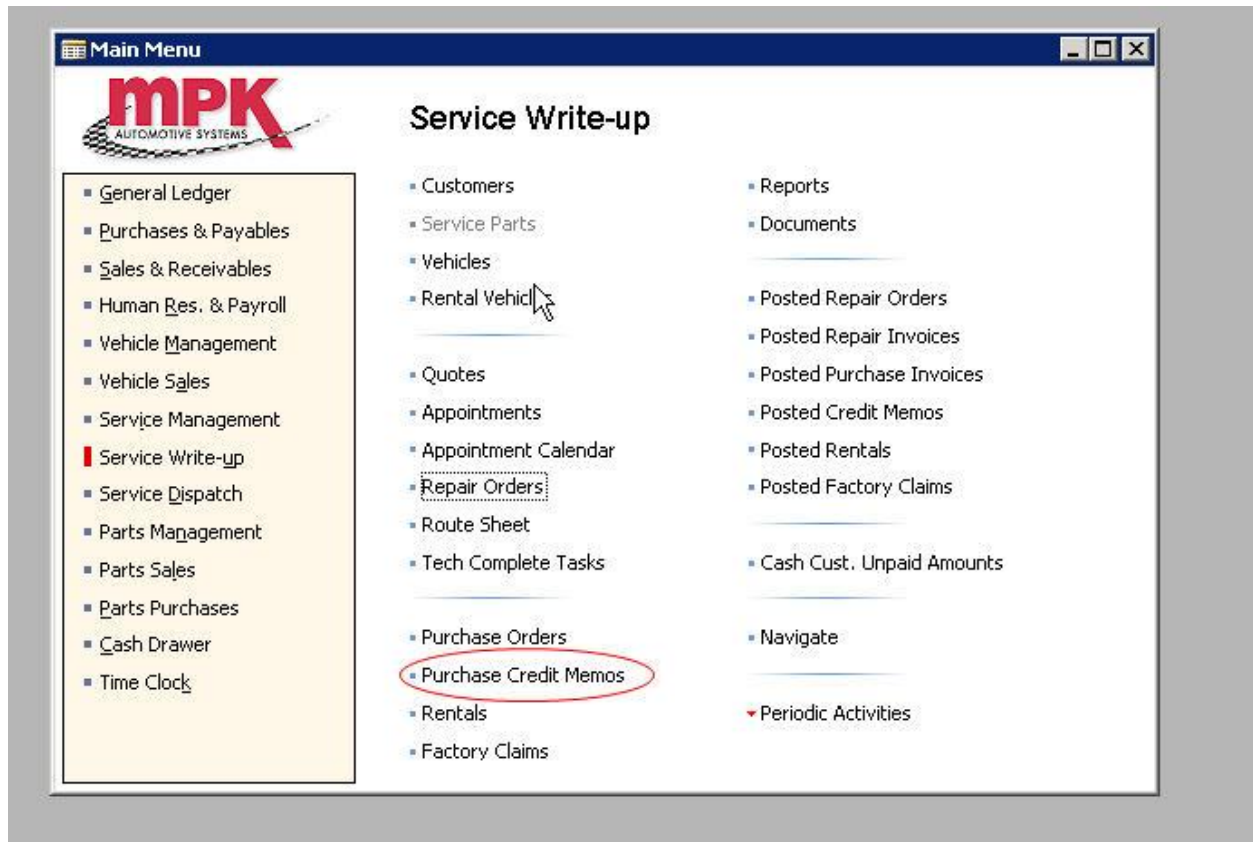


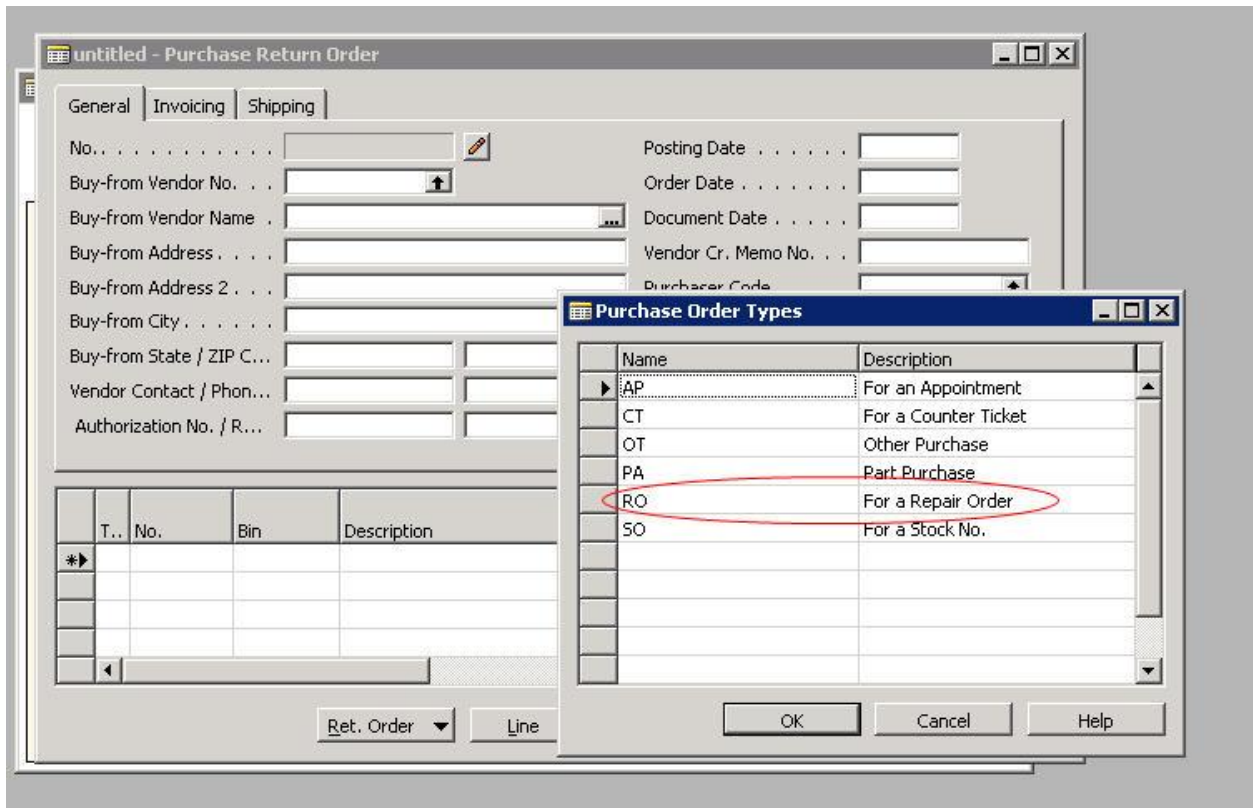
Purchase Credit Memo – Remove PO from RO Quick Notes

1. Make a new Purchase Credit Memo



Then –

F3 to make a new credit memo



2. Function > Copy Document

CR000252 - Purchase Return Order

General Invoicing Shipping

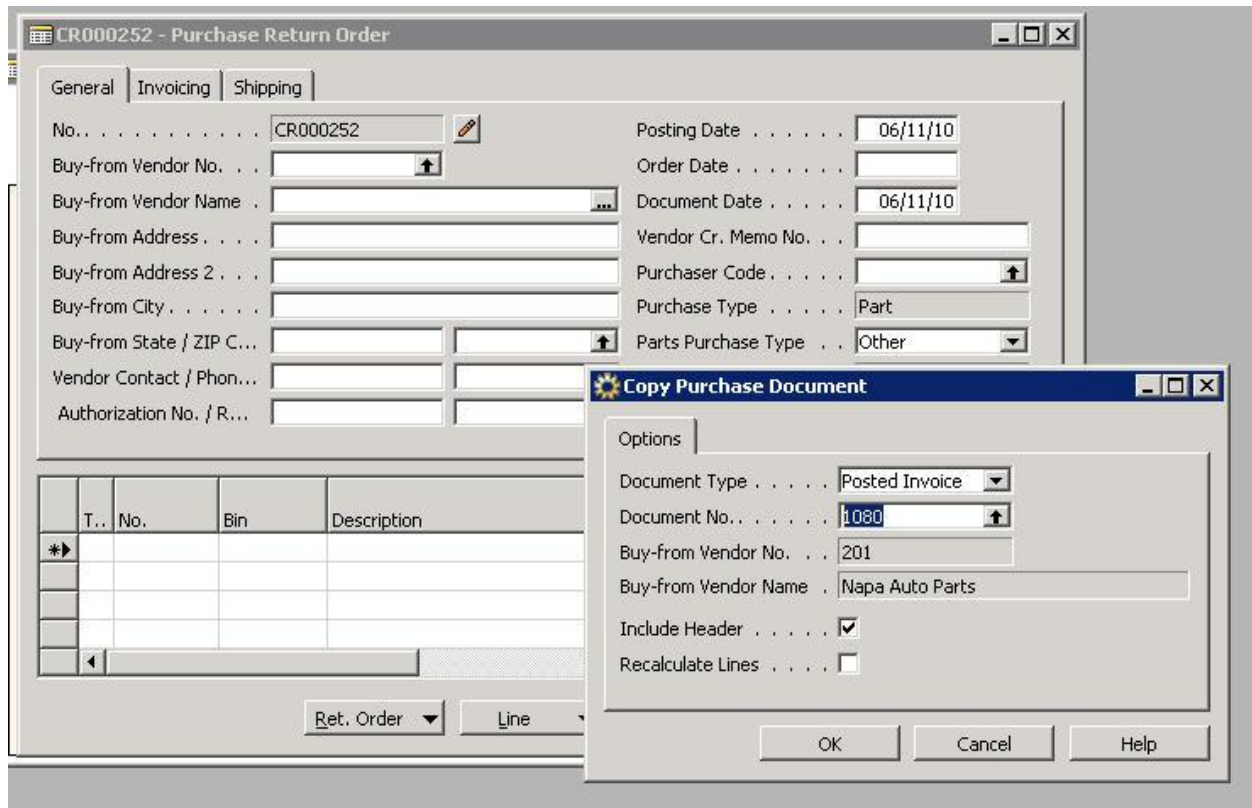
No. CR000252 Posting Date 06/11/10
 Buy-from Vendor No. Order Date
 Buy-from Vendor Name Document Date 06/11/10
 Buy-from Address Vendor Cr. Memo No.
 Buy-from Address 2 Purchaser Code
 Buy-from City Purchase Type Part
 Buy-from State / ZIP C... Parts Purchase Type Other
 Vendor Contact / Phon... Other Purchase Type **ROBased**
 Authorization No. / R... Status Open

| T.. | No. | Bin | Description | Qty. | Unit of Meas... | Direct Unit Cost Exc... | Line Amount ... | Repair Order N |
|-----|-----|-----|-------------|------|-----------------|-------------------------|-----------------|----------------|
| *▶ | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Ret. Order Line Functions Posting Help

Copy Document...
 Release Ctrl+F11
 Reopen
 Send to Factory
 Show Supersession Ctrl+F12
 Zero Qty. to Ship
 Zero Qty. to Invoice

3. Enter the type of document you wish to copy (Posted Invoice is a Posted PO). Note the document number is the Purchase Invoice Number not the PO number. Check Include Header only. Press "OK".



4. You now have copied the original Posted PO (That is now a purchase Invoice) to your new credit memo. At this time if you want to remove everything just Function > post and Print. If you want to credit only one or more lines – delete the lines you do NOT want to credit – then post and print. This will complete the return credit to the vender and remove the charges from the RO.

CR000252 Napa Auto Parts - Purchase Return Order

General Invoicing Shipping

No. CR000252 Posting Date 03/04/10
 Buy-from Vendor No. 201 Order Date 03/04/10
 Buy-from Vendor Name Napa Auto Parts Document Date 03/04/10
 Buy-from Address 225 Pony Dr Vendor Cr. Memo No.
 Buy-from Address 2 Purchaser Code E01028
 Buy-from City Newmarket Purchase Type Part
 Buy-from State / ZIP C... ON L3Y 7B5 Parts Purchase Type Other
 Vendor Contact / Phon... 905.853.7077 Other Purchase Type Parts
 Authorization No. / R... Status Open

| T.. | No. | Bin | Description | Qty. | Unit of Meas... | Direct Unit Cost Exc... | Line Amount ... | Repair Order N |
|-----|------------|-----|-------------------------|------|-----------------|-------------------------|-----------------|----------------|
| I.. | OTH-48-60 | | BATTERY | 1 | | 145.89 | 145.89 | |
| I.. | OTH-48-... | | Core Charge - BATTERY | 1 | | 8.00 | 8.00 | |
| A.. | 31501 | | G.S.T. Input Tax Credit | 1 | | 7.69 | 7.69 | |

Ret. Order Line Functions Posting Help

Test Report...
 Post... F11
 Post and Print... Shift+F11

5.