

Factory Parts Termination Order Report (Return Order)

The purpose of this report is to assist with determining what items to return to Factory for credit. The report is selected from the Item Reports menu under Parts Management (see Figure 1). When the report is run a Request Dialog will appear as show in Figure 2. You should first select the filtering options on the **Item** tab. Next, set the option on the **Options** tab (see Figure 3).

Default Filter Fields:

- No. - Restrict the report to certain part numbers or a range.
- Quantity on Hand - Restrict the report to items with a specific Quantity on Hand. If left blank, the report defaults to > 0.
- Shelf/Bin No. - By selecting a Shelf/Bin No. range you can reduce the time to run the report. You can enter a specific Bin or Bin Range.
- Model Year Out - Only include items with a Model Year Out matching this filter.
- Factory Cost - Only include items with a Factory Cost matching this filter.

Options:

- Last Sale Date - This is the date to determine if a part is to be included in the report. If you were to enter 01/01/2003, parts that have not had a sale or purchase since this date will be included.
- Days Since Sale – You can optionally enter # days in this field and the system will calculate **Last Sale Date** based on **Today – Days Since Sale**.
- Return Eligible - Only include parts that have this option set on their record.
- Create Return Order – If selected, this option will automatically create a Parts Sales Return Order based on the parts included in the report.
- Vendor No. – This is required if you select **Create Return Order**.

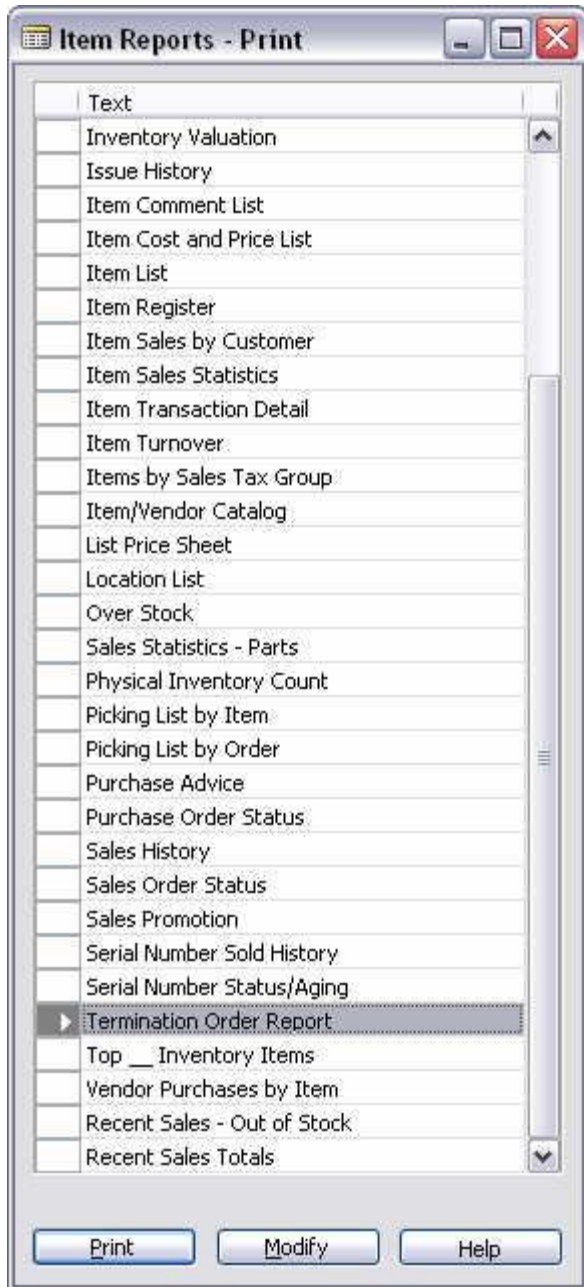


Figure 1



Figure 2

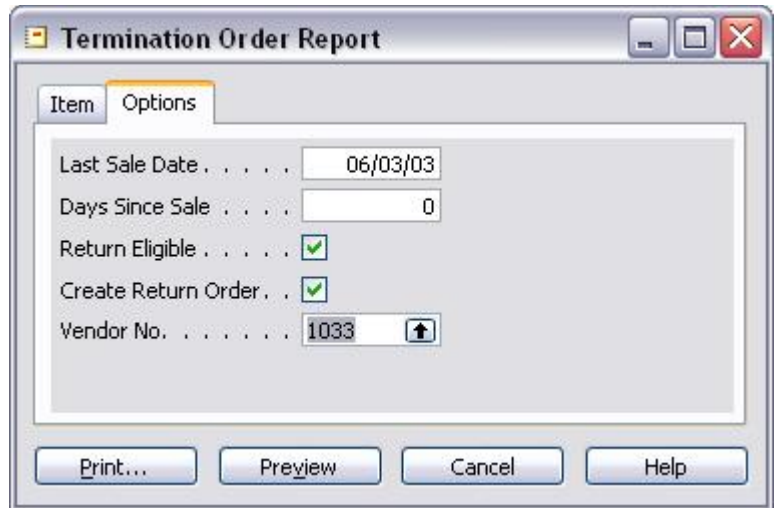


Figure 3