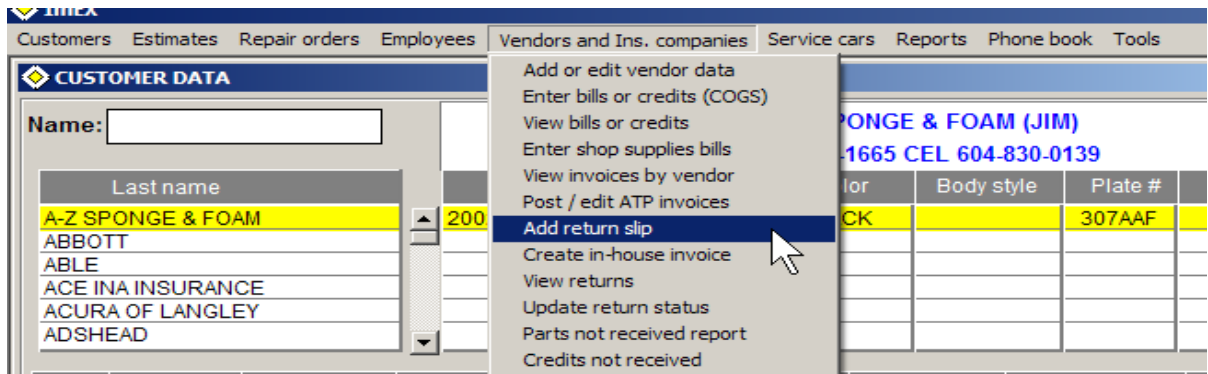


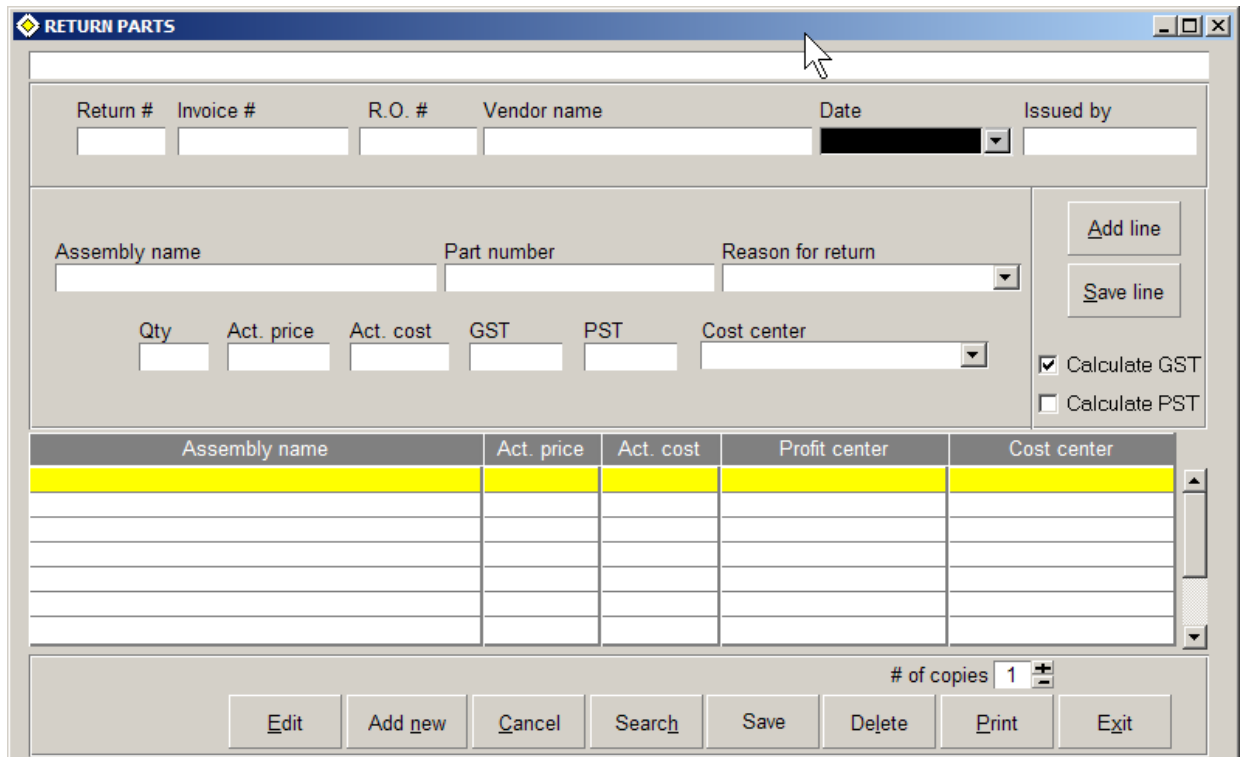
## Create return slips

**Note: in order to create a return slip, data for the item being returned must already be entered into the system. A return slip can not be created for an item not posted.**

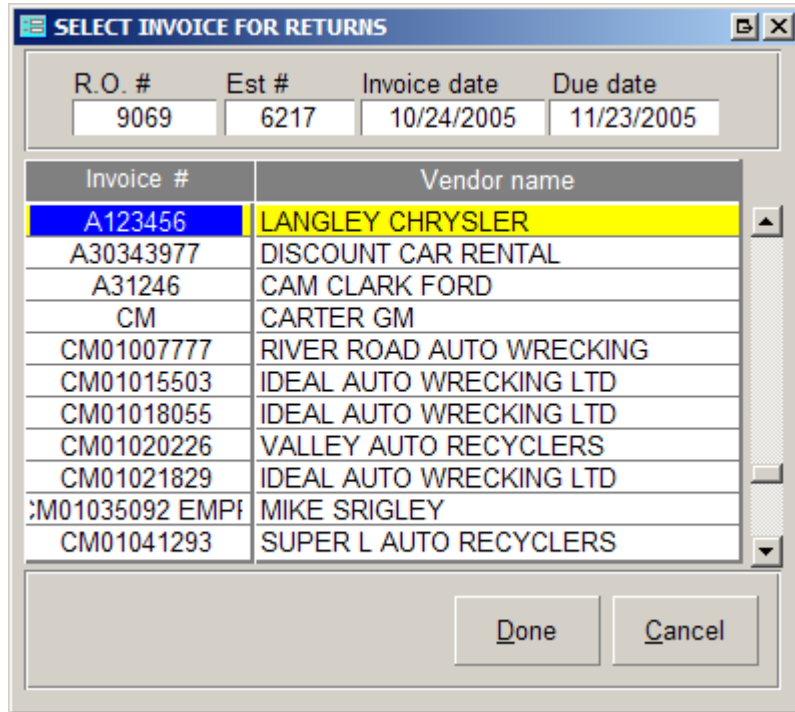
1. On the top menu, select “Vendors and Insurance companies”, then “Add return slip”.



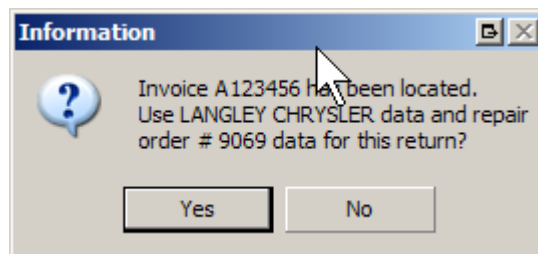
2. The “RETURN PARTS” screen opens.



3. Click “Add new” button, the “SELECT INVOICE FOR RETURN” screen opens.



4. Start typing the invoice number; the program will use a progressive search method to locate desired data.
5. Click “Done” when proper invoice is located.
6. Press “Yes” to continue, “No” to abort the operation.



7. After selecting “Yes” you will return to the previous screen.

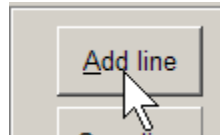
8. The program will create a return number (in this case 1510) and assign a return date.
9. Type your name in the “Issued by” field.

RETURN PARTS

ALLY RONALD 1976 INTERNATIONAL SCOUT

Return #	Invoice #	R.O. #	Vendor name	Date	Issued by
1510	A123456	9069	LANGLEY CHRYSLER	10/24/2005	MIKE

10. Click the “Add line” button.



11. Fill in all required fields with appropriate information, and then click the “Save line” button.

Assembly name: LEFT FRONT FENDER

Part number: 5464654-78947

Reason for return: WRONG PART

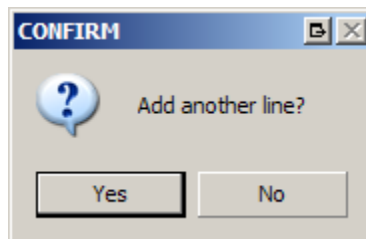
Qty	Act. price	Act. cost	GST	PST	Cost center
1	125.00	100.00	7.00	0.00	OEM

Buttons: Add line, Save line

Checkboxes:  Calculate GST,  Calculate PST

- 12.

13. Answer “Yes” to add another return line for this invoice, select “No” if this is the only item being returned.



14. Click the “Print” button for printing options for the return slip.

