

Article 1197

Technical Note: Benefits of the Return to Vendor (RV) module

Difficulty Level: Beginner AccountMate User

Version(s) Affected: AccountMate 6.5 for SQL and MSDE

Module(s) Affected: PO, RV

Posting Date: 10/26/2005

DESCRIPTION

There may be times when you must return goods to your vendor because the items are defective, you received the wrong item or the items must be repaired. Although you can use the Purchase Order (PO) module, the Return to Vendor Authorization (RV) module is designed to effectively record and monitor these returns. This document addresses the advantages of using the RV module rather than the PO module to process vendor returns.

SOLUTION

Procedures to record purchase returns in PO are complex. You will find that without the advantages provided by the RV module, processing returns can be a time consuming, tedious procedure.

In order to assure that inventory is properly updated you must cancel receipt of the goods you are returning; then, when you receive the replacement items you must record the receipt. If the items you sent to the vendor are substituted with a different item you will need to perform even more procedures to maintain accuracy in your inventory.

Tracking vendor returns without RV requires the use of several reports which must be manually filed; in addition, any required Accounts Payable (AP) transactions cause the process to become more complex and time consuming. You may find that you must access as many as 10 separate functions to properly record and track your vendor returns without the benefits of the RV module.

The Return to Vendor Authorization module provides, with the recording of a single document, the ability to quickly and efficiently record the return, update inventory, handle the appropriate AP functions and track the status of the return. The RV module uses Return Codes to handle various types of returns. Whether you are returning goods for **credit**, **replacement**, **substitution** or **repair**, assigning one of the provided return codes will facilitate each return's particular requirements. In addition, the RV module contains reports specifically designed to give you information about each of your returns.

When the vendor returns a repaired item, replaces an item, sends a substitute item or credits your account for the return you can simply receive the item, complete the return and AccountMate will properly update all the related information. There is no need to use the features in several modules or handle multiple reports to enter, track and complete the return.

Processing vendor returns using the RV module rather than the PO module will save time, simplify the process and ensure that your returns are effectively completed.

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