



Purchase Return Order Overview

Purpose of this document

Purchase return orders can be used to offset the transactional footprint of a posted purchase order within Ceres. Whereas a purchase order notifies a vendor of the requested receipt of purchased inventory, the purchase return order notifies the vendor of the intent to return purchased inventory to the vendor. A purchase return order is used to process the return of goods to a vendor, either partially or in their entirety. The posting process will create both a posted purchase credit memo and a posted return shipment.

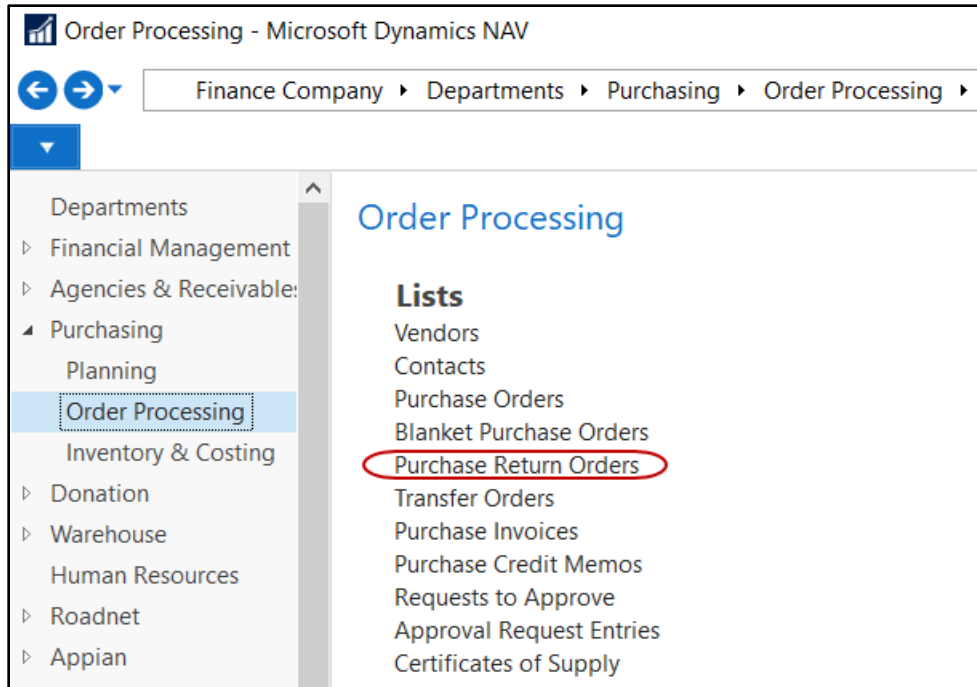
Ceres Object release 5.00.00 is required for the functionality described in this document.

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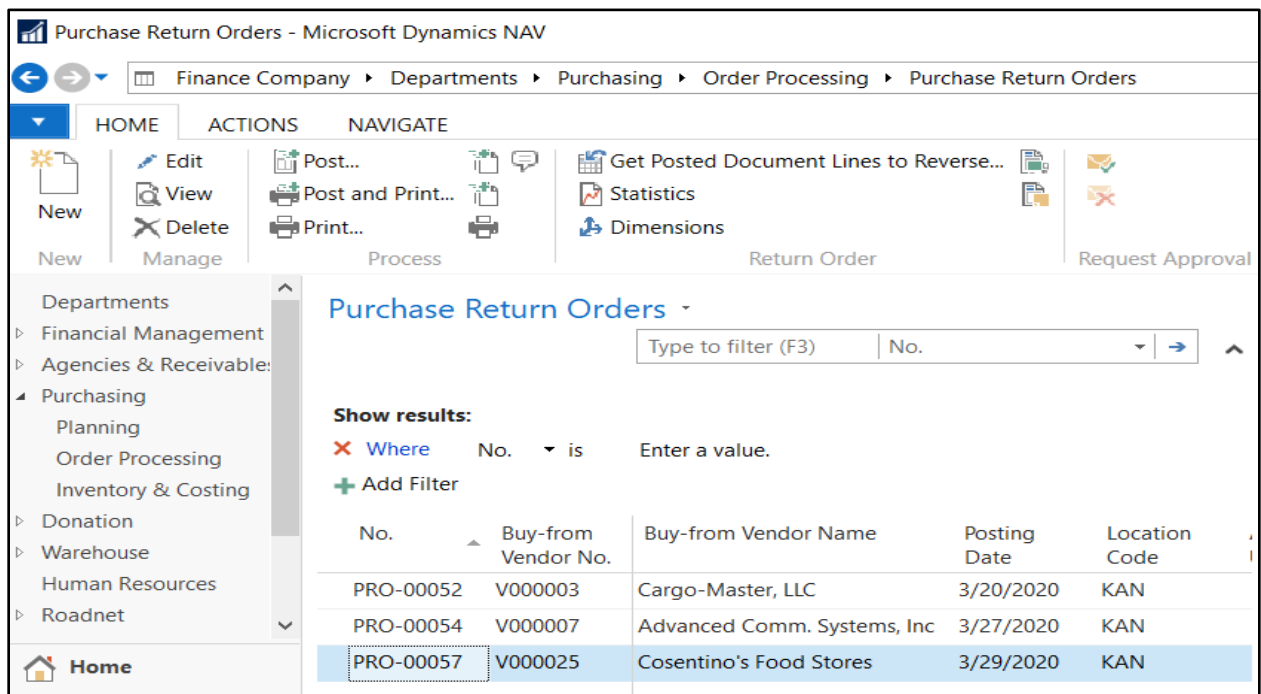
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Creating Purchase Return Orders

1. Purchase return orders can be accessed from Departments → Purchase → Order Processing → Purchase Return Orders.

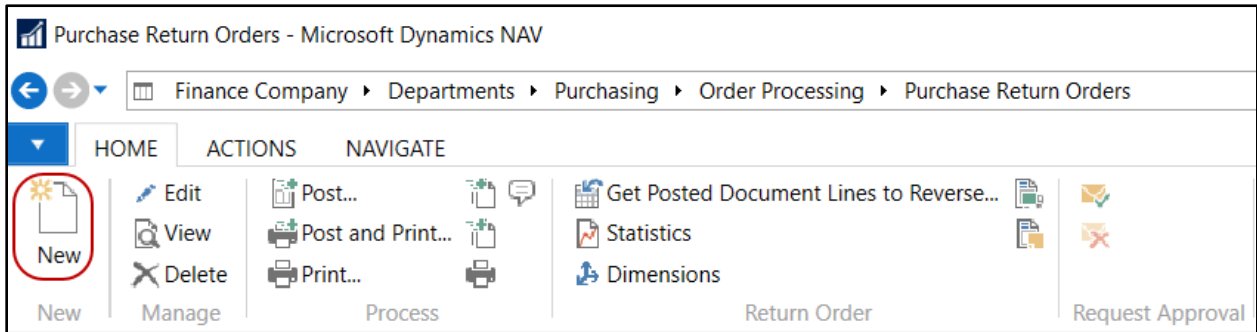


2. A list of open purchase return orders that exist within Ceres will display. Select one from the list to edit or create a new order.



Purchase Return Order Header

1. To create a new purchase return order, select Home → New.



2. Press the Enter to have Ceres automatically assign the next document number in the No. field. This will also fill in the Posting Date, Order Date, and Document Date by using the Work Date.
3. In the Vendor No. field, enter the vendor number. or use the lookup to select the vendor from the list. The vendor's name, address, contact, and fund will flow from the Vendor Card.

PRO-00057 · Cosentino's Food Stores

General			
Vendor No.:	V000025	Posting Date:	3/29/2020
Vendor Name:	Cosentino's Food Stores	No. of Archived Versions:	0
Buy-from		Order Date:	3/29/2020
Address:	3901 W 83rd Street	Vendor Authorization No.:	
Address 2:		Vendor Cr. Memo No.:	*
City:	Prairie Village	Responsible Person Code:	
State:	KS	Fund No.:	UR
ZIP Code:	66208	FBC Product Source:	COOP
Contact:	Cosentino's price chopper	FBC Product Category:	COOP
Grant No.:		Assigned User ID:	
Reason Code:	DAM	Status:	Open
Document Date:	3/29/2020	Last Modified By:	ESOPRO\KJK

4. Lookup in the FBC Product Source field to select a product source. This mandatory field provides information to the Quarterly Poundage Report. The UNC Product Source field will update based on the FBC Product Source selected.
5. Lookup in the FBC Product Category field. This mandatory field provides information to the Quarterly Poundage Report.

- Fill in the other fields on the General FastTab as needed, such as Reason Code or Responsible person. If Reason Code Mandatory is toggled in the Donation Setup, select a Reason Code to designate why the product is being returned.
- Move to the Invoice Details FastTab and fill in the fields as needed.

Invoice Details			
Expected Receipt Date:	<input type="text"/>	Location Code:	<input type="text" value="KAN"/>
Order Address Code:	<input type="text"/>	Applies-to Doc. Type:	<input type="text"/>
Department Code:	<input type="text" value="4000"/>	Applies-to Doc. No.:	<input type="text"/>
Project Code:	<input type="text"/>	Applies-to ID:	<input type="text"/>

- If you are using Dimensions, do a lookup and select a department, or if this return is part of a project, select a project.
- Enter the Location where the product will be returned to. The Location Code entered here will flow to the purchase return order lines.
- Move to the Shipping and Payment FastTab and fill in the fields as needed.

Shipping and Payment			
Ship-to:	<input type="text" value="Default (Vendor Address)"/>	Pay-to	
Name:	<input type="text" value="Cosentino's Food Stores"/>	Name:	<input type="text" value="Cosentino's Food Stores"/>
Ship-to Name 2:	<input type="text"/>	Name 2:	<input type="text"/>
Address:	<input type="text" value="3901 W 83rd Street"/>	Address:	<input type="text" value="3901 W 83rd Street"/>
Address 2:	<input type="text"/>	Address 2:	<input type="text"/>
City:	<input type="text" value="Prairie Village"/>	City:	<input type="text" value="Prairie Village"/>
State:	<input type="text" value="KS"/>	State:	<input type="text" value="KS"/>
ZIP Code:	<input type="text" value="66208"/>	ZIP Code:	<input type="text" value="66208"/>
Contact:	<input type="text" value="Cosentino's price chopper"/>	Contact:	<input type="text" value="Cosentino's price chopper"/>

Purchase Return Order Lines

- Move to the lines of the purchase return order.
- Select the appropriate Type from the drop down list. In the case of purchase return orders, item would be the normal selection.
- Enter the Item No. you wish to return or hit F4 to get a list of your items.
- If a Reason Code was not entered in the Header, select a Return Reason Code or press F4 to get a list of your return codes

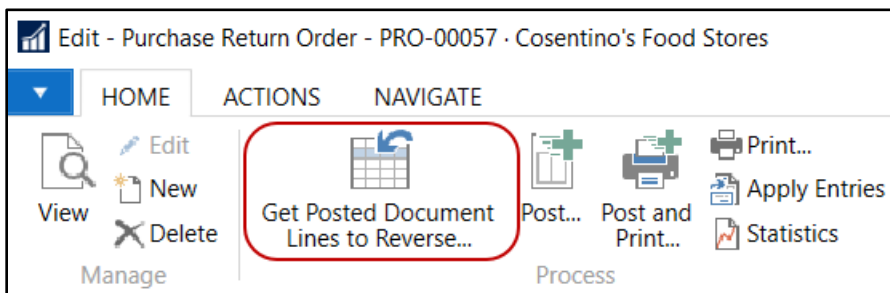
5. Enter the Location that the Item will be returned from.

Note: If using Branches, be sure to show the Branch Code column and to select the appropriate Branch.

6. Enter the quantity to be returned in the Quantity field.
7. Enter or select the Pallet No. you wish to return. If you are not palletizing Items, then your Pallet No. field will be blank. In this case, you may wish to select the Lot No. you are returning. Once the Pallet No. (or Lot No.) is selected, the Bin, Lot and other information from the original Pallet will auto-fill on the line.
8. Fill in the other fields on the Line, as needed.
9. Enter additional lines if needed.

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General								
PRO-00057						Cosentino's Food Stores		Open
Lines								
Functions Line Find Filter Clear Filter								
Type	No.	Description	Return Reason Code	Location Code	Bin Code	Pallet No.	Lot No.	Quantity
Item	65003	Coop Macaroni And Cheese	DAMAGED	KAN	09-122-C	1202-06166	LOT-450270	98

10. Be sure to confirm that all the data has been entered correctly, especially paying attention to the No., location, and quantity.
11. Alternatively, you can utilize the Get Posted Document Lines to Reverse to have Ceres create the lines automatically. On the purchase return order, select Home → Process → Get Posted Document Lines to Reverse.



- Select the Document Type Filter to obtain the lines that you would like to select from and then select the lines that you would like copied to the purchase return order. Click OK.

Posted Purchase Document Lines - V000025 · Cosentino's Food Stores

HOME Ceres 5.0 Testing ?

View Refresh Clear Filter Go to

Manage Page

V000025 · Cosentino's Food Stores

Options

Document ... **Posted Receipts**

Posted Rec... (3)

Posted Inv... (2)

Posted Ret... (0)

Posted Cr... (0)

Lines

Line Find Filter Clear Filter

Document No.	Expected Receipt Date	Type	No.	Description	Pall
PO-00317-1R	10/29/2019	Item	Z-PINE-P001	Pineapple Purchased	
PO-00351-1R	4/5/2020	Item	65003	Coop Macaroni And Cheese	130
	4/5/2020	Item	65003	Coop Macaroni And Cheese	130
	3/31/2020	Item	65013	Coop Whole Turkey	130
	3/31/2020	Item	65013	Coop Whole Turkey	130

OK Cancel

- The lines are copied to the purchase return order. Note that the document number copied from has been added on a separate line. Edit the line as needed prior to posting.

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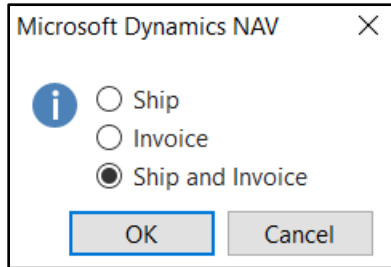
General PRO-00057 Cosentino's Food Stores Open

Lines

Functions Line Find Filter Clear Filter

Type	No.	Description	Return Reason Code	Location Code	Bin Code	Pallet No.	Lot No.	Quantity
Item	65003	Coop Macaroni And Cheese	DAMAGED	KAN	09-122-C	1202-06166	LOT-450270	98
		Receipt No. PO-00317-1R:						
Item	Z-PINE-P001	Pineapple Purchased		KAN	01-101-A		LOT-04142	10

14. The posting process gives the user the option of posting the return shipment or Invoice separately or together as follows. The user may want to post the shipment separately and wait for the acknowledgement from the vendor before posting the purchase credit memo. Either way the product is removed from available inventory after the posting process has been run.



Related Topics

1. Purchase Order Overview
2. Purchase Credit Memo Overview
3. Reason Code Mandatory Overview