



Receipt Transaction and Vendor Returns

Megan De Freitas - 2024-11-22 - Purchasing

Overview

The following guide explains the receipt transaction module of SalesPad Desktop for a Return to Vendor transaction. In this documentation, you will learn how to do a Return to Vendor transaction using the Receipt Line Transaction or through an Inventory Adjustment via drop-ship. In addition, you will learn about some added functionality to the Vendor Card and Purchase Order Receipt Tabs. Before proceeding, please visit the [Security Settings](#) and [Application Settings](#) sections of this document to ensure that you won't run into difficulties.

Note: Landed Cost is not supported on Vendor Return transactions.

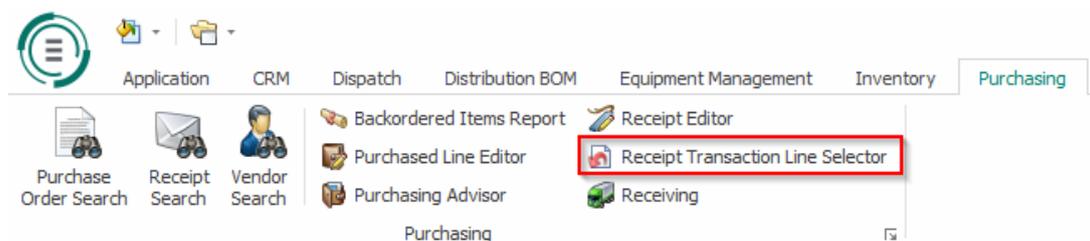
Table of Contents

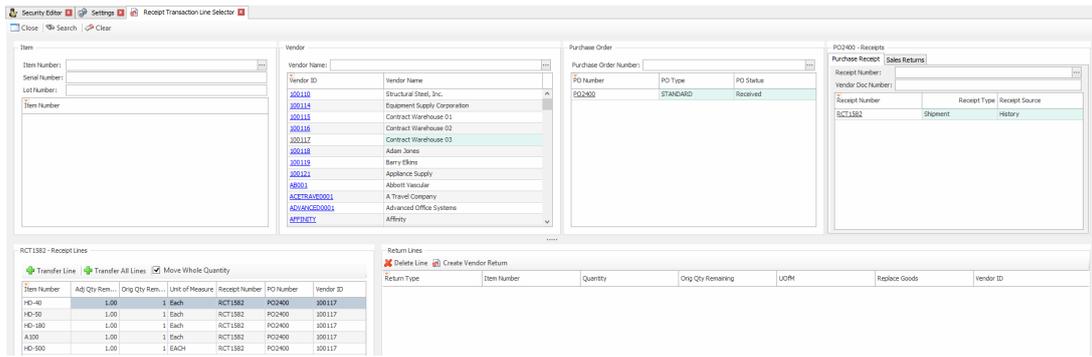
- [Overview](#)
- [Receipt Transaction Line Selector](#)
 - [Item Lookup](#)
 - [Vendor Lookup](#)
 - [Purchase Order Lookup](#)
- [Drop-Ship Returns](#)
- [Receipt Entry Screen \(Manual Fulfillment\)](#)
- [Vendor Card and Purchase Order Receipts Tabs](#)
 - [From a Vendor Card](#)
 - [From a Vendor Record](#)
- [Security Settings](#)
- [Application Settings](#)

Receipt Transaction Line Selector

This section details how to create a return using the Receipt Transaction Line Selector. You can also access the Receipt Transaction menu through a purchase order or via search.

Open the **Receipt Transaction Line Selector** screen.



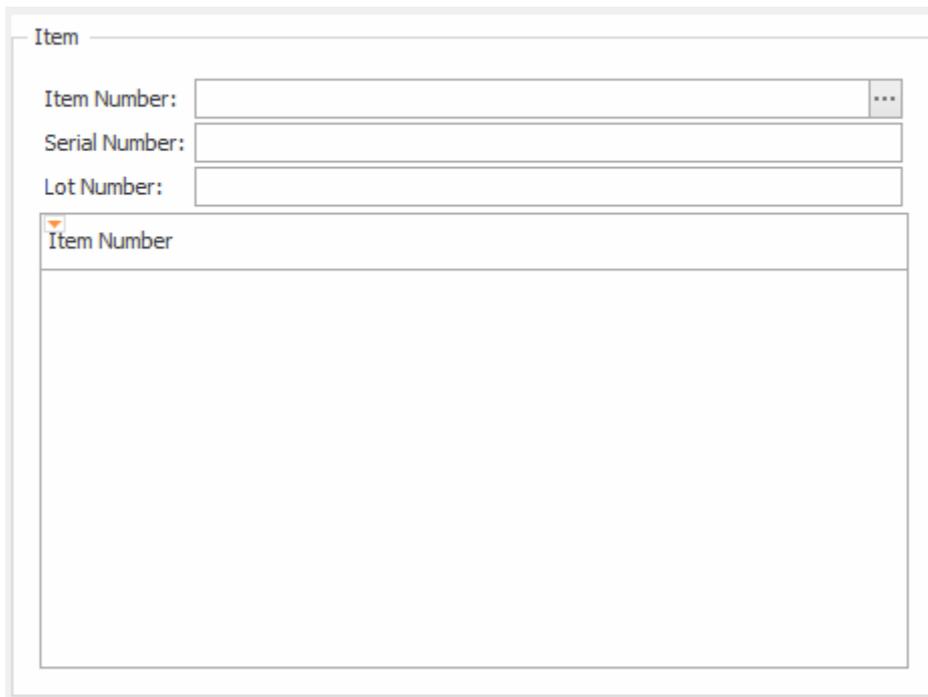


Select an **Item**, **Vendor**, **Purchase Order Number**, or **Purchase Receipt** to open the receipt lines.

Remember that SalesPad Desktop fields are searchable, using the search bar located at the top of the field (or, as in the case of the Item field, by multiple search bars).

Item Lookup

Use the Item field in the left-hand side of the screen to pull a purchase receipt from Item Number, Serial Number, or Lot Number.



Vendor Lookup

Use the Vendor field just to the right of the Item field to search your receipts by Vendor ID or Vendor Name.

Vendor

Vendor Name:

Vendor ID	Vendor Name
100110	Structural Steel, Inc.
100114	Equipment Supply Corporation
100115	Contract Warehouse 01
100116	Contract Warehouse 02
100117	Contract Warehouse 03
100118	Adam Jones
100119	Barry Elkins
100121	Appliance Supply
AB001	Abbott Vascular
ACETRAVE0001	A Travel Company
ADVANCED0001	Advanced Office Systems
AFFINITY	Affinity

Purchase Order Lookup

Use the Purchase Order field just to the right of the Vendor field to search your receipts by Purchase Order Number.

Purchase Order

Purchase Order Number:

PO Number	PO Type	PO Status
PO2396	STANDARD	Closed
PO2399	STANDARD	Received

Once you've filtered by Item, Vendor, and/or Purchase Order, select a **Receipt Number** from the Receipts field on the right-hand side of the screen.

PO2399 - Receipts

Purchase Receipt Sales Returns

Receipt Number:

Vendor Doc Number:

Receipt Number	Receipt Type	Receipt Source
<u>RCT1581</u>	Shipment	History

Transfer the necessary lines into the Return Lines field. To do this, first select the line you wish to transfer in the Receipt Lines field in the bottom left-hand corner of the screen. Click **Transfer Line** to transfer the selected line or **Transfer All Lines** to transfer all of the receipt lines.

RCT1581 - Receipt Lines

Transfer Line Transfer All Lines Move Whole Quantity

Item Number	Adj Qty R... ▲	Orig Qty Rem...	Unit of Measure	Receipt Number	PO Number	Vendor ID
HD-40	1.00	1	Each	RCT1581	PO2399	100115
HD-50	1.00	1	Each	RCT1581	PO2399	100115
A100	1.00	1	Each	RCT1581	PO2399	100115
HD-180	1.00	1	Each	RCT1581	PO2399	100115
HD-500	1.00	1	EACH	RCT1581	PO2399	100115

At this point, all of the valid lines including stock, non-stock, and drop-ship returns will move into the Return Lines field to the right of the Receipt Lines field. They will spilt into multiple documents if needed when the return is created. This is contingent on all conditions being met (documents posted).

Return Type	Item Number	Quantity	Orig Qty Remaining	UoFM
Return	HD-40	1	1	Each
Return	HD-50	1	1	Each
Return	A100	1	1	Each

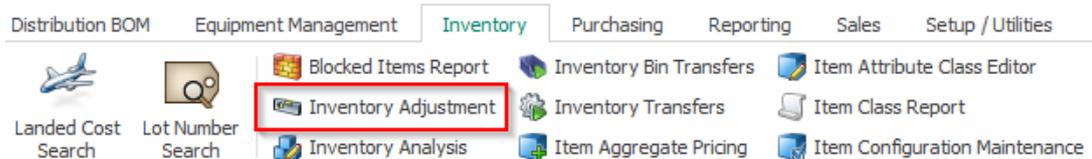
Click **Create Vendor Return**. The Return screen will open.

Proceed to the [Receipt Entry Screen \(Manual Fulfillment\)](#) section of this document for next steps.

Drop-Ship Returns

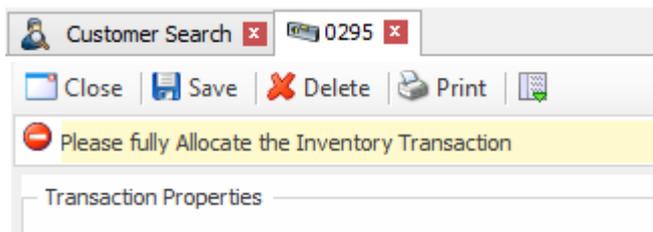
This section details how to create drop-ship returns in SalesPad Desktop. Because Microsoft Dynamics GP™ does not support drop-ship Vendor Returns, creating a drop-ship return in Inventory Adjustments is a practical workaround.

To begin, navigate to the Inventory module and click **Inventory Adjustment**.

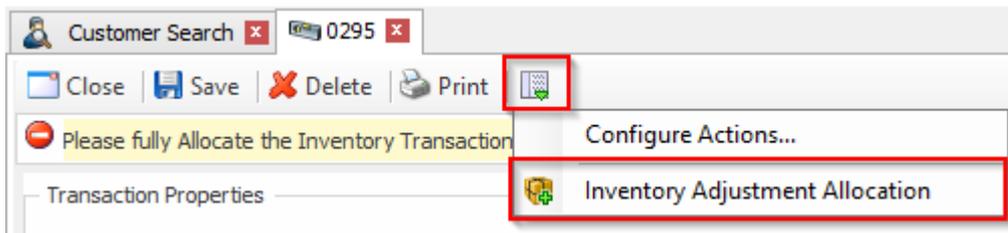


Create an inventory adjustment. Add the Batch ID and Location, and click **Add** to add lines to your adjustment. Fill out the line, making sure to fill in the Quantity field.

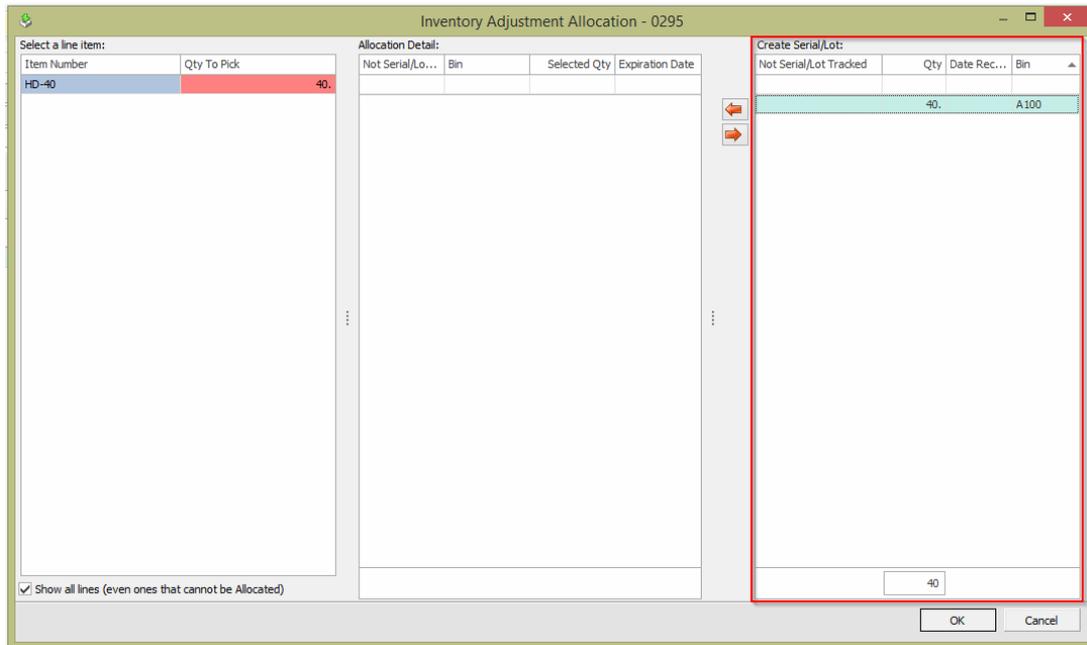
A yellow alert will appear at the top of the Inventory Adjustment window prompting you to fully allocate the inventory transaction.



Click the **Menu** in the Action Toolbar and select **Inventory Adjustment Allocation** from the dropdown.



The Inventory Adjustment Allocation window will pop up. Fulfill the inventory adjustment by selecting the Bin and the proper Quantity from the window on the right-hand side of the screen.



Click the **Arrow** pointing to the left to complete the adjustment. Click **OK** when you are finished.

Allocation Detail:				Create Serial/Lot:			
Not Serial/Lo...	Bin	Selected Qty	Expiration Date	Not Serial/Lot Tracked	Qty	Date Rec...	Bin ▲
	A100	40.			0.		

0

OK Cancel

Click **Save** in the Inventory Adjustments window.

Customer Search x 0295 x

Close Save Delete Print

Transaction Properties

Make a note of the inventory adjustment number so that you can search for it in the next steps.

Transaction Properties

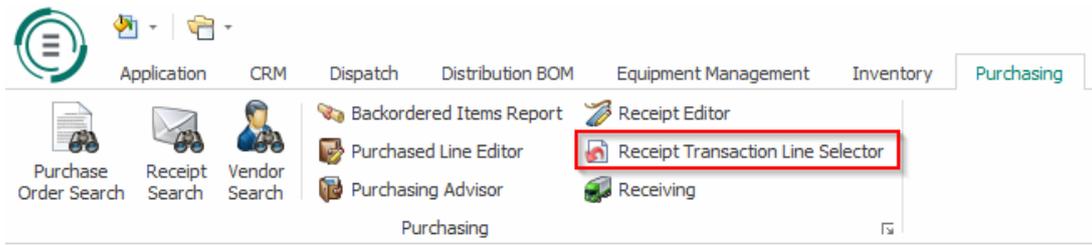
Doc Type: ADJUSTMENT

Doc Number: 0295

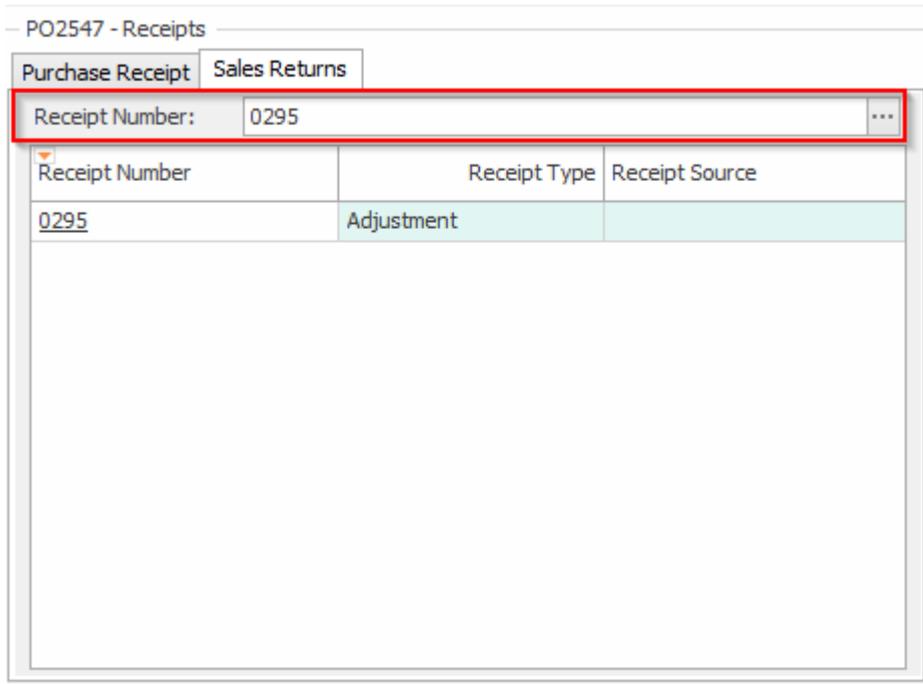
Doc Date: 5/26/2016

Post the Inventory Adjustment in Microsoft Dynamics GP.

Now navigate back to SalesPad Desktop and open the **Receipt Transaction Line Selector**.



Type the Doc Number from the inventory adjustment into the Sales Returns tab of the Receipts field on the right-hand side of the screen.



Transfer the necessary lines in your receipt using the Receipt Lines panel in the bottom left-hand corner of the screen.

0295 - Receipt Lines

Transfer Line
 Transfer All Lines
 Move Whole Quantity

Item Number	Adj Qty Remaining	Qty Remaining A...	Receipt Number	PO Number	Vendor ID
HD-40	40		0295	INV ADJ	INV ADJ

Click **Create Vendor Return** in the Return Lines field on the bottom right-hand side of the screen.

Return Lines

Delete Line
 Create Vendor Return

Return Type	Item Number	Quantity	Orig Qty Remaining	UOM	Replace Goods	Vendor ID
Inventory Return	HD-40	40	40	Each	<input checked="" type="checkbox"/>	

The Return screen will open.

(RETURN)

Receipt Properties		Additional Properties		Totals	
RTV Type:	Inventory Return	Vendor ID:		Misc. Charge:	0.00
RTV Num:		Vendor Name:		Discount:	0.00
RTV Date:	5/26/2016	Currency:		Freight:	0.00
Vendor Doc Num:		<input checked="" type="checkbox"/> Vendor to Replace Goods		Tax:	0.00
Batch:	SALESPAD_RETURN	<input type="checkbox"/> Shipment Invoice Expected		Total:	400.00
Ship Method:					

.....

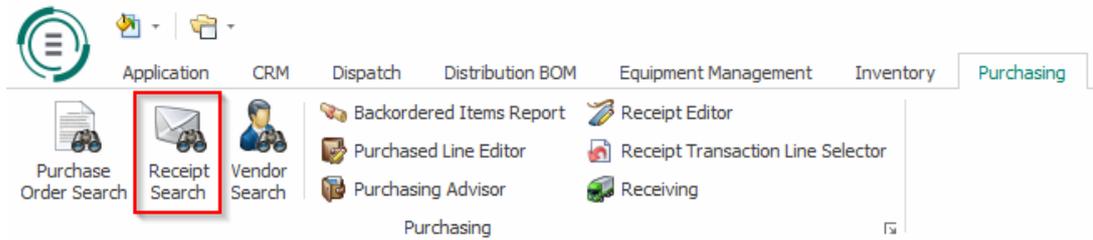
Line Items	Receipt Transaction	User Fields	Audit			Update Vendor Items								
Item Number	Item Description	UOM	Location	PO Number	PO Line Seq	Quantity	Qty Matched	Qty Replaced	Qty Shipped	PO Type	Vendor Item Description	Unit Cost	UOM Schedule	Qty Invoiced
HD-40	40 Gig hard drive	Each	WAREHOUSE			0.00	40	0	0			10.00	EACH	0

Proceed to the [Receipt Entry Screen \(Manual Fulfillment\)](#) section of this document for next steps.

Receipt Entry Screen (Manual Fulfillment)

Once you have made it to the Return screen, make sure you save your Return document before attempting to fulfill your receipt.

Open **Receipt Search**.



Find your receipt by typing the number from the RTV Num field of your RTV Return window into the Receipt Number field.

Search By

Receipt Number

Vendor

Search Results

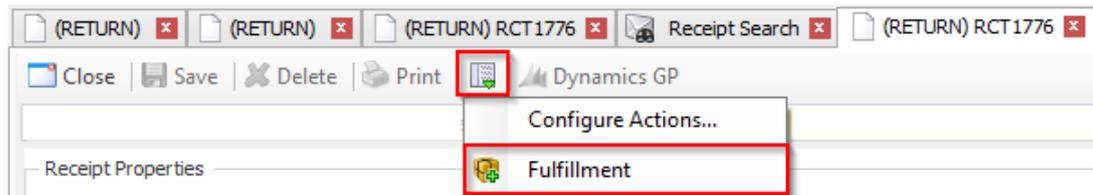
Receipt Number	Vendor ID	Receipt Type	Source
----------------	-----------	--------------	--------

Open your receipt by clicking on the **Receipt Number**.

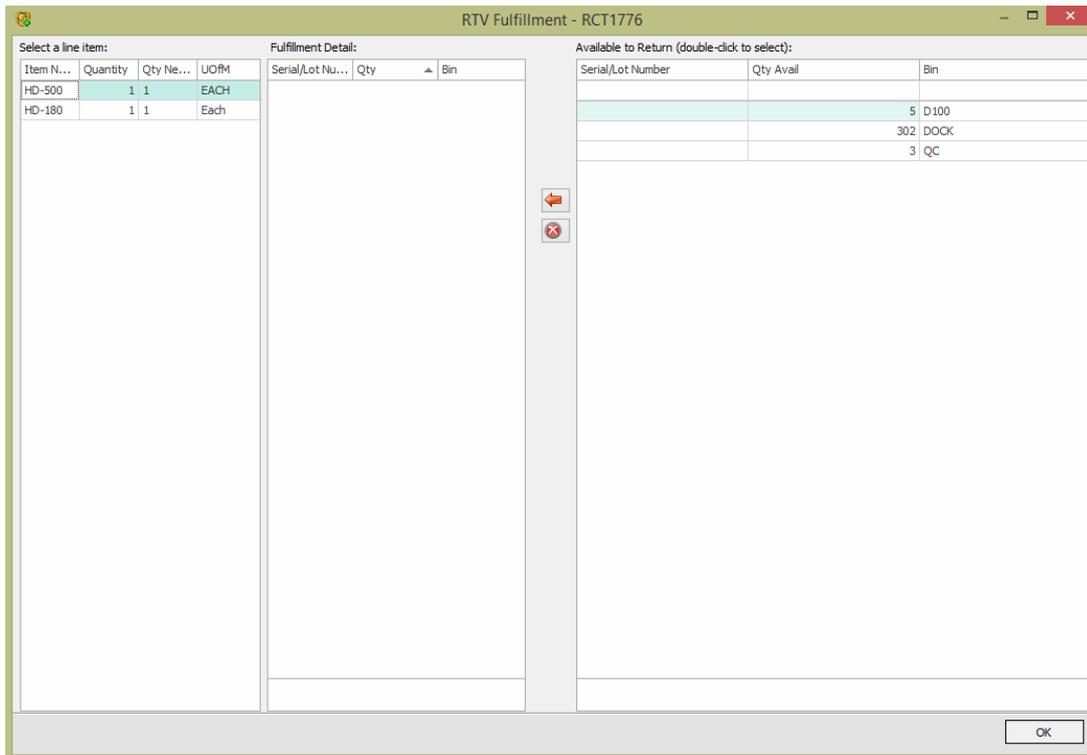
Search Results

Receipt Number	Vendor ID	Receipt Type	Source
<u>RCT1776</u>	100115	Return	Open

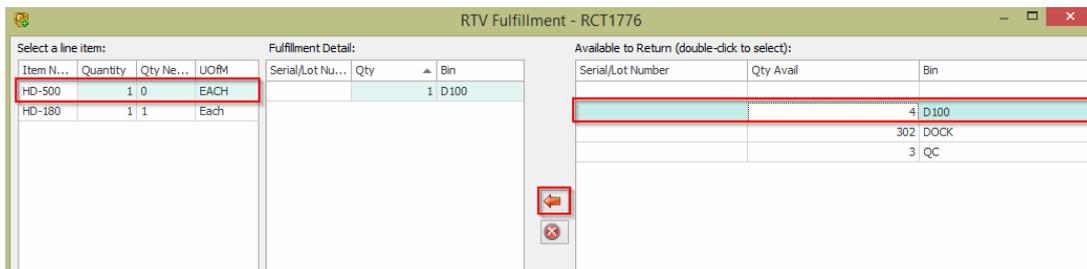
The Receipt screen will open. Click **Fulfillment** from the dropdown at the top of the screen.



The RTV Fulfillment window will appear.



Select a line item to fulfill in the Select a Line Item field, select fulfillment options in the Available to Return field, and click the **Arrow** pointing to the left to add your fulfillment options to the Fulfillment Detail field. Click **OK** when you are finished.



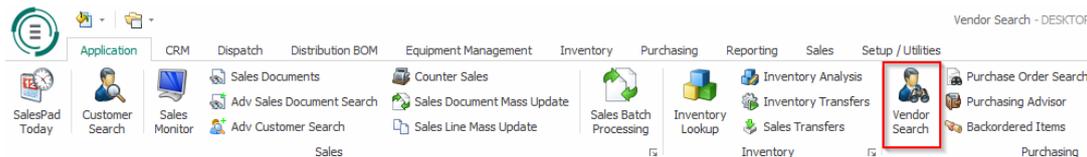
Post the RTV Receipt in Microsoft Dynamics GP.

Vendor Card and Purchase Order Receipts Tabs

New Receipt Tabs have been added to the Vendor Card and Purchase Order screens, giving you another way to aggregate Vendor, PO, and Receipt information.

From a Vendor Card

To use the Receipt Tab on the Vendor Card, first open **Vendor Search**.



Open a Vendor Card.

Vendor Search Vendor: [ADVANCED0001] Advanced Office Systems

Close Refresh Save Create Purchase Order Standard Drop Ship Receipt Transaction

Vendor Properties: Vendor: ADVANCED0001, Vendor Name: Advanced Office Systems, Vendor Class: USA-US-M, Payment Status: ACTIVE, Payment Terms: NET 30, Currency: Z-US\$

Primary Address Information: Janice Berman, 678 Sherwood Park South, Arlington Heights, IL 60004-2922, P: (618) 555-0102, FX: (618) 555-0102, www.aos.com

Default Shipping Information: Shipping Method: GROUND, On Hold

Purchase Orders Table:

PO Number	PO Type	PO Date	Required Date	Total
D6731-1	DROPSHIP	10/9/2013	10/9/2013	54.50
D6739-2	DROPSHIP	10/28/2013	10/28/2013	84.00
PO2603	DROPSHIP	10/15/2013	10/15/2013	11.50
D5396-1	STANDARD	2/23/2009	2/23/2009	708.00
D6267-2-1	STANDARD	12/18/2013	12/18/2013	1,136.00
D6664-3-1	STANDARD	10/4/2013	10/4/2013	1,008.80

Contact Addresses VRM Note Item History Purchase Orders User Fields Purchases Graph Quick Report Email Audit Special Costing Audit Resources Interactions Receipt Transaction

Contacts New Mark As

Address Type	Address Code	Contact Person	Address Line 1	City	State	Zip	Phones	Web Site	Email
	ADV2	Terrence Worth	678 Sherwood Park S...	Arlington Heights	IL	60004-2922	P1: (618) 555-0102 FX: (618) 555-0102		
	GREG FORRESTER	Greg Forrester	678 Sherwood Park S...	Arlington Heights	IL	60004-2922	P1: (618) 555-0102 FX: (618) 555-0102		
MAIN/PURC/REMT	PRIMARY	Janice Berman	678 Sherwood Park S...	Arlington Heights	IL	60004-2922	P1: (618) 555-0102 FX: (618) 555-0102	www.aos.com	
SHIP	WAREHOUSE	Lindsey Vaughn	283 42 St North, Suit...	Arlington Heights	IL	60004-0283	P1: (618) 555-0104 P2: (618) 555-0104 FX: (618) 555-0104		

Notice the new Receipt Transaction tab.

Contact Addresses VRM Note Item History Purchase Orders User Fields Purchases Graph Quick Report Email Audit Special Costing Audit Resources Interactions **Receipt Transaction**

Contacts New Mark As

Address Type	Address Code	Contact Person	Address Line 1	City	State	Zip	Phones	Web Site	Email
	ADV2	Terrence Worth	678 Sherwood Park S...	Arlington Heights	IL	60004-2922	P1: (618) 555-0102 FX: (618) 555-0102		
	GREG FORRESTER	Greg Forrester	678 Sherwood Park S...	Arlington Heights	IL	60004-2922	P1: (618) 555-0102 FX: (618) 555-0102		
MAIN/PURC/REMT	PRIMARY	Janice Berman	678 Sherwood Park S...	Arlington Heights	IL	60004-2922	P1: (618) 555-0102 FX: (618) 555-0102	www.aos.com	
SHIP	WAREHOUSE	Lindsey Vaughn	283 42 St North, Suit...	Arlington Heights	IL	60004-0283	P1: (618) 555-0104 P2: (618) 555-0104 FX: (618) 555-0104		

Open this tab to view all PO receipts associated with that vendor based on search criteria including “Months to Show” and receipt types such as “Shipment,” “Invoice,” “Shipment Invoice,” “Return,” “Return with Credit,” “Inv Return,” and “InvReturn with Credit.”

Contact Addresses VRM Note Item History Purchase Orders User Fields Purchases Graph Quick Report Email Audit Special Costing Audit Resources Interactions Receipt Transaction

Months To Show: 6 Refresh Shipment Invoice Shipment Invoice Return Return w/ credit Inv Return Inv Return w/ Credit

Receipt Number	Receipt Type	Receipt Date	Vendor Doc Num	Batch	Trade Discount Amt	Freight	Misc Charge	Tax	Total
RCT1017	Invoice	1/13/2016	3	sa	0.00	0.00	0.00	0.00	90.25
RCT1152	Shipment	3/26/2017	2514	sa	0.00	0.00	0.00	0.00	183.79
RCT1148	Shipment	3/21/2017	2512	sa	0.00	0.00	0.00	0.00	328.06
RCT1144	Shipment	3/13/2017	2510	sa	0.00	0.00	0.00	0.00	455.36
RCT1140	Shipment	3/2/2017	2508	sa	0.00	0.00	0.00	0.00	363.31
RCT1177	Shipment Invoice	4/12/2017	23423423	sa	0.00	0.00	0.00	0.00	15,000.00
RCT1185	Shipment Invoice	4/12/2017	213423	sa	0.00	0.00	0.00	0.00	150.00

You can add additional fields to the Receipt Transaction tab with the Column Chooser. Click on the small **Columns** icon found in the Receipt Number column header.

Contact Addresses VRM Note Item History

Months To Show: 6 Refresh

Columns icon in Receipt Number header

Receipt Number	Receipt Type
RCT1017	Invoice

Select **Column** and check the columns you want visible on your screen.

Receipt Number	Receipt Type	Receipt Date	Ver
<ul style="list-style-type: none"> Restore Default Layout Auto Fit Columns Best Fit Columns Columns Print with Preview Export to Excel Auto-Filter Row Clear Filters Save Current Filter Saved Filters 			
RCT1311	Shipment		
RCT1357	Shipment		
RCT1168	Shipment		
RCT1164	Shipment		
RCT1098	Shipment		
RCT1096	Shipment		
RCT1720	Shipment		
RCT1694	Shipment		
RCT1060	Shipment		
RCT1020	Shipment		
RCT1016	Shipment		
RCT1771	Shipment		

<input checked="" type="checkbox"/>	Batch
<input type="checkbox"/>	Created By
<input type="checkbox"/>	Created On
<input type="checkbox"/>	Currency ID
<input type="checkbox"/>	Discount
<input checked="" type="checkbox"/>	Freight
<input type="checkbox"/>	Invoices Expected Returns
<input checked="" type="checkbox"/>	Misc Charge
<input type="checkbox"/>	Modified On
<input type="checkbox"/>	PO Type
<input checked="" type="checkbox"/>	Receipt Date
<input checked="" type="checkbox"/>	Receipt Number
<input checked="" type="checkbox"/>	Receipt Type
<input type="checkbox"/>	Replace Returned Goods
<input type="checkbox"/>	Source
<input type="checkbox"/>	Subtotal
<input checked="" type="checkbox"/>	Tax
<input checked="" type="checkbox"/>	Total
<input checked="" type="checkbox"/>	Trade Discount Amt
<input type="checkbox"/>	Trade Discount Pct
<input checked="" type="checkbox"/>	Vendor Doc Num
<input type="checkbox"/>	Vendor Name

From a Vendor Record

Open **Purchase Order Search** and select a purchase order.

Purchase Order Search - DESKTOP - SalesPad

Application CRM Dispatch Distribution BOM Equipment Management Inventory **Purchasing** Reporting Sales Setup / Utilities

Purchase Order Search Receipt Search Vendor Search Backordered Items Report Receipt Editor Purchased Line Editor Receipt Transaction Line Selector Purchasing Advisor Receiving

Vendor Search x Purchase Order Search x

Close Search

Search By

PO #:

Vendor:

PO Type

Drop Ship Blanket

Standard Drop Ship Blanket

Search Results

PO Date:	Last Edite...	Primary S...	Misc Charge	Last Print...	Promised ...	Origin	Required ...	PO Type	Status	Vendor ID	PO Number	Promised ...	Tax Amount	Freight A...	Shipping ...
1/5/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	ASSOCIA...	PO2000	1/5/2016	0.00	0.00		
1/9/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	ADVANCE...	PO2001	1/5/2016	0.00	0.00	DROP SHIP	
1/13/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	CENTRAL...	PO2002	1/5/2016	0.00	0.00	GROUND	
1/17/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	ADVANCE...	PO2003	1/5/2016	0.00	0.00	DROP SHIP	
1/19/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	ATTRACT...	PO2004	1/5/2016	0.00	0.00	LOCAL D...	
1/21/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	GREENLA...	PO2005	1/5/2016	0.00	0.00	GROUND	
1/22/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	FABRIKA...	PO2006	1/5/2016	0.00	0.00	GROUND	
1/24/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	CRUGERE...	PO2007	1/5/2016	0.00	0.00	TWO DAY	
1/25/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	COMVEXI...	PO2008	1/5/2016	0.00	0.00	DROP SHIP	
1/27/2016	1/5/2016	Primary	0.00	1/5/2016	History	1/5/2016	STANDARD	Closed	AMERICA...	PO2009	1/5/2016	0.00	0.00		

Notice and click on the new **Receipts Tab**.

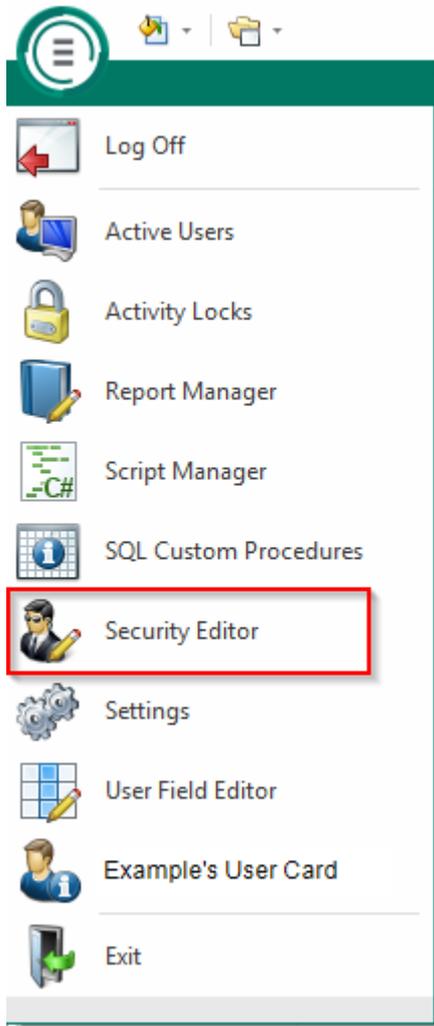
Line Items	Notes	Addresses	User Fields	Links	Quick Report	Audit	Receipts	Email Audit	Resources
Months To Show: 6 <input type="button" value="Refresh"/> <input checked="" type="checkbox"/> Shipment <input checked="" type="checkbox"/> Invoice <input checked="" type="checkbox"/> Shipment Invoice <input checked="" type="checkbox"/> Return <input checked="" type="checkbox"/> Return w/ credit <input checked="" type="checkbox"/> Inv Return <input checked="" type="checkbox"/> Inv Return w/ Credit									
Receipt Number	Receipt Type	Receipt Date:	Batch	Vendor ID	Vendor Doc Num	Freight			
RCT1014		1/8/2016	sa	ASSOCIAT0001		0.00			
RCT1015		1/9/2016	sa	ASSOCIAT0001	2	0.00			

In this tab, you can see all receipts associated with the PO. Remember, you can customize columns in this tab just like you did in the Receipt Transaction Tab.

Security Settings

To correctly utilize the Receipt Transaction and Vendor Returns functionality, you must first configure your security settings.

Open the **Security Editor**.



Type "receipt transaction" into the search bar to reveal the related securities.

Security

Select All
 Select None

Acc...	Name
<input checked="" type="checkbox"/>	Receipt Transaction User Fields*
<input checked="" type="checkbox"/>	Receipt Transaction Properties*
<input checked="" type="checkbox"/>	Receipt Transaction Line Selector*
<input checked="" type="checkbox"/>	Receipt Transaction Line Items*
<input checked="" type="checkbox"/>	Receipt Transaction Fulfillment
<input checked="" type="checkbox"/>	Receipt Transaction Entry*
<input checked="" type="checkbox"/>	Receipt Transaction Audit

[Name] = 'Receipt Transaction Entry' Or [Name] = 'Sales Document Entry' Or [Name] = 'Purchase Order Entry' Or [Name] = 'Print Report'

Enable the following securities:

Receipt Transaction Audit - Enables the Receipt Transaction Audit.

*Receipt Transaction Entry** - Allows for Receipt Transaction Entry.

Receipt Transaction Fulfillment - Enables Receipt the Transaction Fulfillment.

*Receipt Transaction Line Items** - Enables Receipt the Transaction Line Items.

*Receipt Transaction Line Selector** - Enables the Receipt Transaction Line Selector.

*Receipt Transaction Properties** - Enables the Receipt Transaction Properties.

*Receipt Transaction User Fields** - Enables the Receipt Transaction User Fields.

Note: Securities with an asterisk (such as *Receipt Transaction Properties*) have sub-securities that are listed in the middle section of the Security field. Sub-security descriptions appear in the bottom section of the field. Review and customize these as desired.

Security

Select All
 Select None

Acc...	Name
<input checked="" type="checkbox"/>	Receipt Transaction User Fields*
<input checked="" type="checkbox"/>	Receipt Transaction Properties*
<input checked="" type="checkbox"/>	Receipt Transaction Line Selector*
<input checked="" type="checkbox"/>	Receipt Transaction Line Items*
<input checked="" type="checkbox"/>	Receipt Transaction Fulfillment
<input checked="" type="checkbox"/>	Receipt Transaction Entry*
<input checked="" type="checkbox"/>	Receipt Transaction Audit
<input checked="" type="checkbox"/>	Purchase Order Entry*

[Name] = 'Receipt Transaction Entry' Or [Name] = 'Sales Document Entry' Or [Name] = 'Purchase Order Entry' Or [Name] = 'Print Re...'

.....

Receipt Transaction Properties

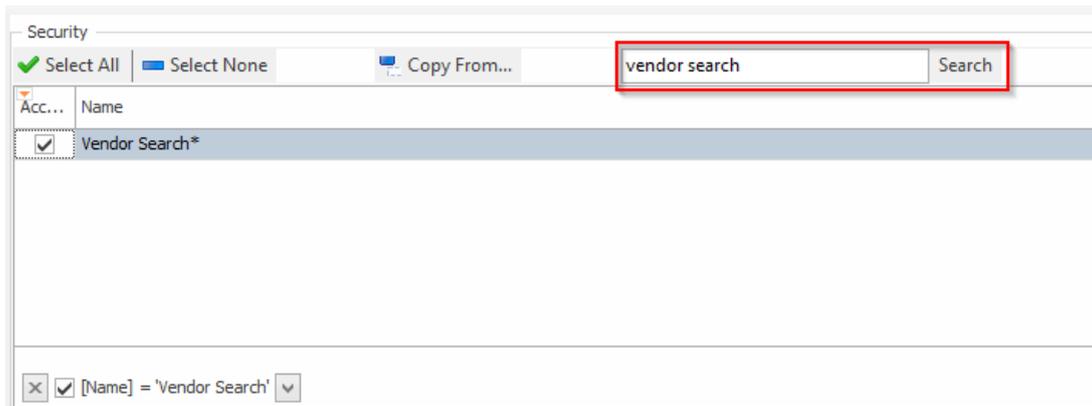
^

Misc	
Allow Screen Layout Customization	True
Can Change Currency	True
Can Change Receipt Number	True
Can Edit Return Date	True
Default Currency	
Default Return Batch	SALESPAD_RETURN

Allow Screen Layout Customization

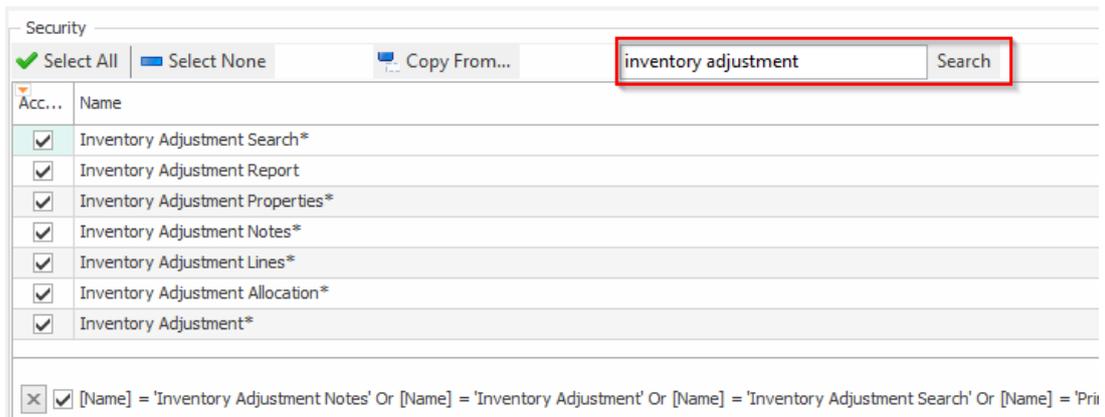
Turns on the ability to customize the document header by Receipt Type Defaults to 'False'.

Type "vendor search" in the search bar and enable this setting.



Vendor Search - Allows a search for vendors.

Next, type “inventory adjustment” into the search bar and enable these settings.



*Inventory Adjustment** - Creates an inventory adjustment

*Inventory Adjustment Allocation** - Enables Inventory Adjustment Allocation

*Inventory Adjustment Lines** - Allows a user to view Inventory Adjustment lines

*Inventory Adjustment Notes** - Allows notes to be added to Inventory Adjustments

*Inventory Adjustment Properties** - Allows use to view the Inventory Adjustment Properties

Inventory Adjustment Report - Allows a report to be created off of Inventory Adjustments

*Inventory Adjustment Search** - Enables Search for an Inventory Transaction

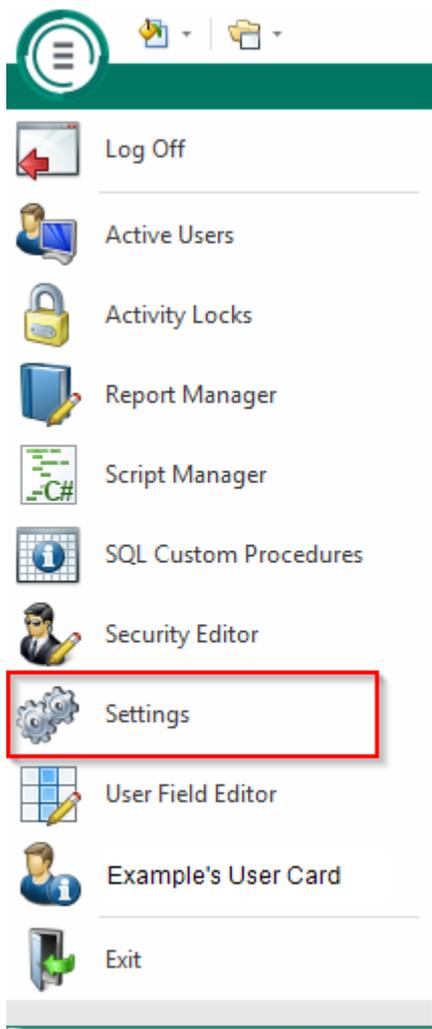
Please refer to [SalesPad Security Settings](#) for more information on all of our Security Settings.

Note: You must log out and back in for security changes to take effect.

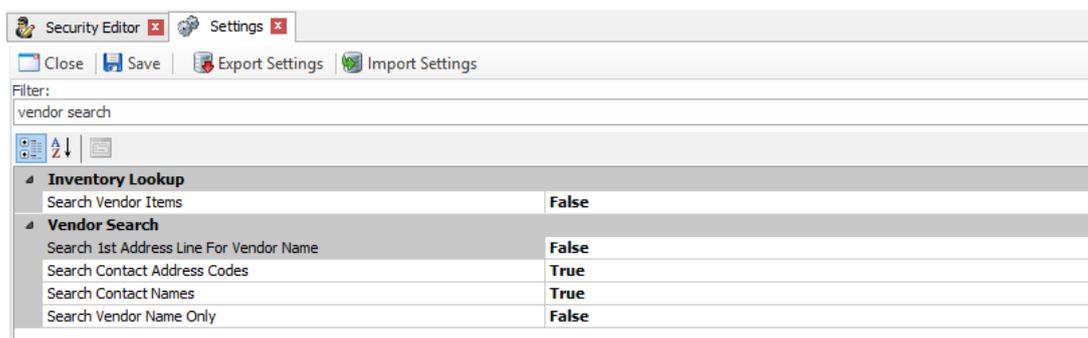
Application Settings

Make sure you have optimal settings enabled to perform the tasks outlined in this document.

Navigate to **Settings**.



Type "vendor search" into the search bar.



Set your Vendor Search settings as desired:

Search 1st Address Line For Vendor Name - If "True," will search the vendor's first address line for the vendor's name.

Search Contact Address Codes - If "True," will search the vendor contact's address code as part of the vendor search.

Search Contact Names - If "True," will search the vendor contact's name (ignores vendor name and ID).

Search Vendor Name Only - If "True," will only search by the vendor name (ignores vendor name and ID).