

Knowledgebase > SalesPad > Purchasing > Receipt Transaction and Vendor Returns

# **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 <u>Security Settings</u> and <u>Application Settings</u> 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

- <u>Overview</u>
- Receipt Transaction Line Selector
  - Item Lookup
  - Vendor Lookup
  - Purchase Order Lookup
- Drop-Ship Returns
- Receipt Entry Screen (Manual Fulfillment)
- <u>Vendor Card and Purchase Order Receipts Tabs</u>
  - From a Vendor Card
  - From a Vendor Record
- <u>Security Settings</u>
- <u>Application Settings</u>

# **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.



Security Editor	🖬 🧼 Settings 🕻	🛛 🛃 Receip	Transaction Line !	Selector 🔣														
Close Se	arch 🛛 🥔 Clear																	
Item					Vendor					Purchase Order				PO2400 Purchase	Receipts Receipt Sales Re	1005		
ann Naobri Carl Naobri Lat Naobri Time Naobri		<ul> <li>Vends</li> <li>Vends</li> <li>2001</li>     &lt;</ul>	Vendor ID         Vendor Hame           20210         Structural Section           202114         Daumer Section           202115         Contract Vendors           202115         Contract Vendors           202116         Contract Vendors           202117         Contract Vendors           202118         Envirol Kendors           202118         Benry Glers           202121         Adam Service           202121         Benry Glers           202121         Applerote: Spory           202121         Applerote: Spory		a		Ро Number л. Родива		PO Tree PO Status STACARD Received		Receipt Vendor I Řeceipt RCT158	Number: 000 Number: 000 Number 2	Recept Type Recept Sou Skpmont History					
					ADVA	MCED0001 ATTY	Advanced Office Systems Affinity	Advanced Office Systems Affinity										
RCT1582 - Rece	pt Lines		Marca Whate Ou				Return Lines 🎉 Delete Line 👩 Create	Vendor Return										
inge Transfer i	une inge transfer	All Unes (2)	Interference	anoty	no stanbar	Hander 70	Return Type	Iten Number		Quantity	c	Drig Qty Remaining	UOfM		Replace Goo	ds	Vendor ID	
HD-40	Adj Qty Ken	Ung Qty Kent.	Each	RCT1582	PO NUMBER PO2400	100117												
HD-180	1.00		Each	RCT1582	P02400	100117												
HD-500	1.00		EACH	RCT1582	PO2400	100117												

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.

- Item	
Item Number:	
Serial Number:	
Lot Number:	
Item 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.	^
<u>100114</u>	Equipment Supply Corporation	
100115	Contract Warehouse 01	
<u>100116</u>	Contract Warehouse 02	
100117	Contract Warehouse 03	
100118	Adam Jones	
100119	Barry Elkins	
<u>100121</u>	Appliance Supply	
AB001	Abbott Vascular	
ACETRAVE0001	A Travel Company	
ADVANCED0001	Advanced Office Systems	
AFFINITY	Affinity	v

# Purchase Order Lookup

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

Porchase Order Number:     PO Type     PO Status       PO2396     STANDARD     Closed       PO2399     STANDARD     Received				
PO Type     PO Status       PO2396     STANDARD     Closed       PO2399     STANDARD     Received	Purchase Order Number:			-
PO2396     STANDARD     Closed       PO2399     STANDARD     Received	PO Number	PO Type	PO Status	
PO2399 STANDARD Received	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	<b>D</b> 1			
Receipt Number:	es Returns			•••
Receipt Number		Receipt Type	Receipt Source	
RCT1581	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.

tem 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
A 100	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 Lines										
💢 Delete Line 🛛 🚮 Create Vend	or Return									
Return Type	Item Number	Quantity	Orig Qty Remaining	UOfM						
Return	HD-40	1	1	Each						
Return	HD-50	1	1	Each						
Return	A 100	1	1	Each						

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

🌡 Security Editor	🛾 🧬 Settings 🔛 🗋 (RETURN)	×														
📑 Close   🛃 Sav	e 🛛 📕 Delete 🛛 🍪 Print 🗍 🛄 🗍	Dynamics (	9P													
Receipt Properties						Additional Propert	ies					Totals				^
RTV Type:	Return					Vendor ID:	100115					Misc. Charge:			0.00	
RTV Num:						Vendor Name:	Contract Warehouse 01					Discount:			0.00	
RTV Date: 5/25/2016 ¥					Currency:						Preight:			0.00		
Vendor Doc Num:						Vendor to Replace Goods						Tax:			0.00	
Batch:	SALESPAD_RETURN				~	Shipment Inve	pice Expected					Total:			51.00	
Ship Method:	GROUND				v											v
Line Items Reco	ipt Transactoin User Fields Audit															
🛛 📰 Delete 🛛 🛄															🛃 Update Vendor Item	ns
Item Number	Item Description	NOM	Location	PO Number	PO Line Seq	Quantity	Qty Matched	Qty Replaced	Qty Shipped	PO Type	Vendor Item Description		Unit Cost	UOPM Schedule	Qty Invoice	ed
HD-40	40 Gig hard drive	Each	WAREHOUSE	P02399	16,384.00	1	0	0	0	STANDARD	40 Gig hard drive		12.00	EACH		0
HD-50	50 Gig Hard Drive	Each	WAREHOUSE	P02399	32,768.00	1	0	0	0	STANDARD	50 Gig Hard Drive		14.00	EACH		0
A100	Audio System	Each	WAREHOUSE	P02399	49,152.00	1	0	0	0	STANDARD	Audio System		25.00	PHONE 1-10		0

Proceed to the <u>Receipt Entry Screen (Manual Fulfillment)</u> 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<sup>™</sup> 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.

	ransaction Prop	os. vin nujo us									
	Doc Type:	ADJUSTMENT			Batch ID:	LOAD			v	н	
	Doc Number:	0290			Location:	WAREHOUSE			~ ×		
	Doc Date:	5/25/2016		~							
	<u>^</u>										
Là	nes Notes										
	Add 🙀 Del	lete			_						
Ĭte	en Number		Site	Quan	tty UOPM		Item Description	Qty Available	Reason Code		
HC	-40		WAREHOUSE		40 EACH		40 Gig hard drive	142,545			

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

🚨 Customer Search 🞽 🗠 0295 🞽										
📑 Close 🛛 🛃 Save 🛛 🖊 Delete 🛛 🍪 Print 🛛 🕎										
Please fully Allocate the Inventory Transaction										
- Transaction Properties										

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

🔱 Customer Search 🗵 🗠 0295 🗵		
📑 Close 🛛 🛃 Save 🛛 🖊 Delete 🛛 🍪 Print		
Please fully Allocate the Inventory Transaction		Configure Actions
Transaction Properties	8	Inventory Adjustment Allocation

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.

\$		Inve	ntory Adjustm	ent Allocat	ion - 0295				-		k
Select a line item:	Alloc	cation Detail:					Create Serial/Lot:				
Item Number Qty To	Pick Not	t Serial/Lo i	Bin	Selected Qty	Expiration Date		Not Serial/Lot Tracked	Qty	Date Rec	Bin 4	^
HD-40	40.										
						4		40.		A100	
						-					
	:										
											_
Show all lines (even ones that cannot	be Allocated)							40			
									ок	Cancel	

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

t Castally a	Die	Coloria di Otto	Desire Keep D. 1	1	Not Coviel & et Treeduct	01	Data Das	Die
ot Serial/Lo	BIN	Selected Qty	Expiration Date		Not Serial/Lot Tracked	Qty	Date Rec	BIN
	A 100	40		Programming		0		
	A100	40.				0.		
				-				
				:				
				:				
						0		
					L			

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

🙇 Custom	er Search 🚦	O295     O	x
Close 📑	📙 Save	样 Delete	🍪 Print 🛛 🗒
- Transactio	on Propertie	s	

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

Transaction Prop	erties	
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.

PO2547 - Receipts		
Purchase Receipt Sales Return	s	
Receipt Number: 0295		
Receipt Number	Receipt Type	Receipt Source
0295	Adjustment	

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

1295 - 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 Z Delete Line 🙀 Create Vendor Return									
Return Type	Item Number	Quantity	Orig Qty Remaining	UOfM	Replace Goods	Vendor ID			
Inventory Return 🗸	HD-40	40	40	Each					

# The Return screen will open.

(RETURN)														
🗂 Close   🛃 Save   🎽 Delete   🖏 Print   🗔   🌆 Dynamics GP														
- Receipt Properties						- Additiona	al Properties –					Totals		
RTV Type:	Inventory Re	turn			$\sim$	Vendor	ID:				~	Misc. Charge:		0.00
RTV Num:						Vendor I	Name:					Discount:		0.00
RTV Date:	5/26/2016				~	Currenc	y:				~	Freight:		0.00
Vendor Doc Num:						Ven	dor to Replace	Goods				Tax:		0.00
Batch:	SALESPAD_RE	TURN			~	Ship	ment Invoice B	xpected				Total:		400.00
Ship Method:					~									
Line Theme				-										
Line Items Rec	eipt Transactoi	n User H	ields Audit											
🙀 Delete 📗													🔏 Update	Vendor Items
Item Number Item	Description	UOfM	Location	PO Number	PO Line Seq	Quantity	Qty Matched	Qty Replaced	Qty Shipped	PO Type	Vendor Item Descript	ion Unit Cost	UOfM Schedule	Qty Invoiced
HD-40 40 (	Gig hard drive	Each	WAREHOUSE		0.00	40	0	0	0			10.00	EACH	0

Proceed to the <u>Receipt Entry Screen (Manual Fulfillment)</u> 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.

	🕭 -   🖷	Ŧ						
	Application	CRM	Dispatch	Distribution BOM		Equipment Management	Inventory	Purchasing
			🗞 Backorde	red Items Report	7	Receipt Editor		
			🐻 Purchase	d Line Editor	5	Receipt Transaction Line Se	elector	
Order Sear	ch Search	Search	🔞 Purchasin	ig Advisor	<b>S</b> a	Receiving		
	-		Pur	chasing			ы	

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	RCT177	6		
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
RCT1776	100115	Return	Open
<u>RCT1776</u>	100115	Return	Open

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

📄 (RETURN) 🗵 📄 (RETURN) RCT1776 🗵 🏹 Receipt Search 🗵 📄 (RETURN) RCT1776 🗵							
📑 Close   🛃 Save   🗶 Delete   🗞 Print		M Dynamics GP					
		Configure Actions					
Receipt Properties	6	Fulfillment					

The RTV Fulfillment window will appear.

8	RTV Fulfi	Ilment ·	RCT1776		- 🗆 🗙
Select a line item:	Fulfilment Detail:		Available to Return (double-	click to select):	
Item N Quantity Qty Ne UOfM	Serial/Lot Nu Qty 🔺 Bin		Serial/Lot Number	Qty Avail	Bin
HD-500 1 1 EACH					
HD-180 1 1 Each				5	D100
				302	DOCK
				3	QC
		<ul> <li>Image: A state of the state of</li></ul>			
					ОК

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.

RTV Fulfillment - RCT1776										- 🗆 🗙
Select a	line item:			Fulfillment Detai	:			Available to Return (double-click t	o select):	
Item N	Quantity	Qty Ne	UOfM	Serial/Lot Nu	Qty 🔺	Bin		Serial/Lot Number	Qty Avail	Bin
HD-500	1	. 0	EACH		1	D100				
HD-180	1	. 1	Each	<u> </u>					4	D100
									302	DOCK
									3	QC
							8			

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**.

	🕗 - 🛛 😁	-										Vendor Search - DESKTOP -
Y	Application	CRM	Dispatch	Distribution BOM	Equipment Management	Inventory	Purchasing	Reporting	Sales	Setu	p / Utilities	
			😞 Sales Do	ocuments	避 Counter Sales	- A	1	🌛 Inven	tory Analys	sis	1	Purchase Order Search
	<u> </u>	2	🚮 Adv Sale	es Document Search	🕎 Sales Document Mass Upda	ate 🦯 💜		🎲 Inven	🐞 Inventory Transfer			Purchasing Advisor
Today	Search	Monitor	🎊 Adv Cus	tomer Search	🗅 Sales Line Mass Update	Processi	ng Lookup	y 👶 Sales	Transfers		Search	🗞 Backordered Items
				Sales			5	Inventory		۲.		Purchasing

Open a Vendor Card.

🔏 Vendor Search 🕻	Vendor: [ADVANCED0	001] Advanced	l Office Sys	tems 🗶										
📑 Close   🍣 Refr	resh 🛛 🛃 Save 🕸 Create Pu	irchase Order	Stand	ard 🔒 Drop	Ship 🚮	Receipt Trans	action							
Vendor Properties			- Primary	Address Inform	ation			Purchase Orders						
Vendor:	ADVANCED0001		Janice E	lerman P:	l: (618) 55	5-0102		PO Number	PO Type		PO Date	Re	quired Date	Total
Vendor Name:	Advanced Office Systems		Park So	uth	(010) 55	5 6102		D6731-1	DROPSHIP		10/9/2013	10	9/2013	54.50
Vendor Class:	USA-US-M	~	IL 6000	4-2922 y	ww.aos.co	m		D6739-2	DROPSHIP		10/28/2013	10	/28/2013	84.00
Vendor Status:	ACTIVE	~						PO2603	DROPSHIP		10/15/2013	10	/15/2013	11.50
Payment Terms:	NET 30	~	- Default 9	hipping Inform	ation —			D5396-1	STANDARD		2/23/2009	2/2	23/2009	708.00
Currency:	Z-US\$	$\sim$	Shipping	Method: GR	DUND		$\sim$	D6267.2-1	STANDARD		12/18/2013	12	/18/2013	1,136.00
				- Inde				D6664.3-1	STANDARD		10/4/2013	10	/4/2013	1,008.80
								0.000.0.0			****		10/0040	04.50
Contact Addresses	VRM Note Item Hi	story Purch	nase Orders	User Field	s Purch	ases Graph	Quick Re	port Email Audit	Special Costing	Audit	Resources	Interaction	Receipt Transaction	1
🕞 Contacts 🛛 🔹	New 💊 Mark As 👻													
Address Type	Address Code	Contact Pers	on	Address Line	1	City		State	Zip		Phones		Web Site	Email
	ADV2	Terrence Wo	rth	678 Sherwoo	d Park S	Arlington Hei	ghts	IL	60004-292	2	P1: (618) FX: (618) 5	55-0102 55-0102		
	GREG FORRESTER	Greg Forrest	er	678 Sherwoo	d Park S	Arlington Heig	ghts	IL	60004-293	2	P1: (618) FX: (618)	55-0102 55-0102		
MAIN/PURC/REMT	PRIMARY	Janice Berma	n	678 Sherwoo	d Park S	Arlington Hei	ghts	IL	60004-292	2	P1: (618) FX: (618)	55-0102 55-0102	www.aos.com	
SHIP	WAREHOUSE	Lindsey Vaug	hn	283 42 St Nor	th, Suit	Arlington Hei	ghts	IL.	60004-028	3	P1: (618) P2: (618) FX: (618)	55-0104 55-0104 55-0104		

# Notice the new Receipt Transaction tab.

									_
Contact Addresses	VRM Note Item Hi	story Purchase Orders	User Fields Purch	ases Graph Quick Rep	oort Email Audit S	pecial Costing Audit	Resources Interactio	ns Receipt Transaction	1
Gontacts   • 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	Anington 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 H	istory Purchase Order	s User Fields Pure	thases Graph Quick R	eport Email Audit	Special Costing Audit	Resources Interact	ions Receipt Transactio	n	
Months To Show: 6	Manths To Show: 🔞 🖉 Refresh 🗹 Shipment 🗹 Invaice 🗹 Shipment Invoice 📝 Return 📝 Return 🕼 Return 🥡 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 Hi
Months To Show:	5 Q d	🕑 Refre	esh 🔽
Receipt Number		Rece	eipt Type
RCT1017	Invoid	œ	

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



From a Vendor Record

Open Purchase Order Search and select a purchase order.

	🕭 -   😁	Ŧ								Pure	chase Order Se	arch - DESKTO	)P - SalesPad			
Y	Application	CRM	1 Dispa	itch Distri	bution BOM	Equipment	Managemen	t Inventor	y Purchas	ing Repo	orting Sale	s Setup /	Utilities			
Purchas Order Sea	e rch Receipt Search	Vendor Search	🗞 Ba De Pu	ckordered Iter rchased Line E rchasing Advis Purchasing	ms Report Editor sor	Receipt Ed	litor ansaction Lin	e Selector								
🔏 Vend	😹 Vendor Search 🔟 🚡 Purchase Order Search 🖬															
	Search	1														
Search	e j es seuren										PO Type					
Jearch	,										готуре					
PO#:											Drop Ship		✓ Blank	(et		
Vendor	:										<ul> <li>Standard</li> </ul>		Drop	Ship Blanket		
Creation	Den der															
Search	Results															
PO Dat	e: Last Ed	te Pr	imary S	Misc Charge	Last Print	Promised	Origin	Required	PO Type	Status	Vendor ID	PO Number	Promised	Tax Amount	Freight A	Shipping
1/5/20	16 1/5/201	.6 Pr	rimary	0.00		1/5/2016	History	1/5/2016	STANDARD	Closed	ASSOCIA	PO2000	1/5/2016	0.00	0.00	
1/9/20	16 1/5/201	.6 Pr	imary	0.00		1/5/2016	History	1/5/2016	STANDARD	Closed	ADVANCE	PO2001	1/5/2016	0.00	0.00	DROP SHIP
1/13/2	016 1/5/201	.6 Pr	rimary	0.00		1/5/2016	History	1/5/2016	STANDARD	Closed	CENTRAL	PO2002	1/5/2016	0.00	0.00	GROUND
1/17/2	016 1/5/201	.6 Pr	rimary	0.00		1/5/2016	History	1/5/2016	STANDARD	Closed	ADVANCE	PO2003	1/5/2016	0.00	0.00	DROP SHIP
1/19/2	016 1/5/201	.6 Pr	imary	0.00		1/5/2016	History	1/5/2016	STANDARD	Closed	ATTRACT	PO2004	1/5/2016	0.00	0.00	LOCAL D
1/21/2	016 1/5/201	.6 Pr	imary	0.00		1/5/2016	History	1/5/2016	STANDARD	Closed	GREENLA	PO2005	1/5/2016	0.00	0.00	GROUND
1/22/2	016 1/5/201	.6 Pr	rimary	0.00		1/5/2016	History	1/5/2016	STANDARD	Closed	FABRIKA	PO2006	1/5/2016	0.00	0.00	GROUND
1/24/2	016 1/5/201	.6 Pr	imary	0.00		1/5/2016	History	1/5/2016	STANDARD	Closed	CRUGERE	PO2007	1/5/2016	0.00	0.00	TWO DAY
1/25/2	016 1/5/201	.6 Pr	imary	0.00		1/5/2016	History	1/5/2016	STANDARD	Closed	COMVEXI	PO2008	1/5/2016	0.00	0.00	DROP SHIP
1/27/2	016 1/5/201	.6 Pr	rimary	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	t Audit Receipts	Email Audit Resource	s	
	Months To Show: 6	🗘 🤔 Refresh 🗸	Shipment 🔽 Invoice	Shipment Invoice	Return Return	w/ credit 🛛 🖌 Inv Retur	n 🖌 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**.

	🚈 -   🖶 -	
C	9	
4	Log Off	
	Active Users	
	Activity Locks	
	Report Manager	
-C#	Script Manager	
0	SQL Custom Procedures	
3	Security Editor	
C)	Settings	
	User Field Editor	
2	Example's User Card	
P	Exit	

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

🖉 Sel	ect All 🛛 🔲 Select None	🖳 Copy From	receipt transaction	Search
Acc	Name			
$\checkmark$	Receipt Transaction User Fields*			
$\checkmark$	Receipt Transaction Properties*			
$\checkmark$	Receipt Transaction Line Selector*	•		
$\checkmark$	Receipt Transaction Line Items*			
$\checkmark$	Receipt Transaction Fulfillment			
$\checkmark$	Receipt Transaction Entry*			
$\checkmark$	Receipt Transaction Audit			

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 subsecurities 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.

- Securi	ity					
🗸 Sele	ect All	select None	Copy From	receipt transaction	Search	>>
Ăcc	Name					- <sup>•</sup>
~	Receipt	t Transaction User Fields	*			^
~	Receipt	t Transaction Properties*	8			
~	Receipt	t Transaction Line Select	or*			
~	Receipt	t Transaction Line Items*	8			
~	Receipt	t Transaction Fulfillment				
~	Receipt	t Transaction Entry*				
~	Receipt	t Transaction Audit				
	Purcha	se Order Entrv*				~
Receip	ot Trans	saction Properties				
				^		
⊿ Mi	isc					
Alle	ow Scree	en Layout Customization		True		
Ca	n Chang	e Currency		True		
Ca	n Chang	e Receipt Number		True		
De	fault Cur	rrency		True		
De	fault Ref	turn Batch		SALESPAD RETURN		
	c	1 t t t t t t t t t t t t t t t t t				
Turns	Screen	pility to customize the do	n cument beader by Receipt Type	_		
Default	ts to 'Fal	se'.	camene neuder by needpt typ			

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

Security			
✓ Select All Select None	🖳 Copy From	vendor search	Search
Acc Name			
Vendor Search*			
× 🖌 [Name] = 'Vendor Search' 🗸			

Vendor Search – Allows a search for vendors.

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

Sele	ect All 🛛 📼 Select None	🖳 Copy From	inventory adjustment	Search
Acc	Name			
$\checkmark$	Inventory Adjustment Search*			
~	Inventory Adjustment Report			
$\checkmark$	Inventory Adjustment Properties*			
~	Inventory Adjustment Notes*			
$\checkmark$	Inventory Adjustment Lines*			
$\checkmark$	Inventory Adjustment Allocation*			
~	Inventory Adjustment*			

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 <u>SalesPad Security Settings</u> 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**.

	🕗 - 🛛 🕾 -
C	
<b>~</b>	Log Off
<b>آ</b>	Active Users
	Activity Locks
	Report Manager
-C#	Script Manager
0	SQL Custom Procedures
ًا∕	Security Editor
-	Settings
	User Field Editor
2	Example's User Card
P	Exit

Type "vendor search" into the search bar.

🧞 Security Editor 🛛 🜮 Settings 🛛					
🛄 Close 🛛 🖶 Save 🛛 🐻 Export Settings 🛛 🚳 Import Settings					
Filter:					
vendor search					
▲ Inventory Lookup	iventory Lookup				
Search Vendor Items	False				
✓ Vendor Search					
Search 1st Address Line For Vendor Name	False				
Search Contact Address Codes	True				
Search Contact Names	True				
Search Vendor Name Only	False				

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).