



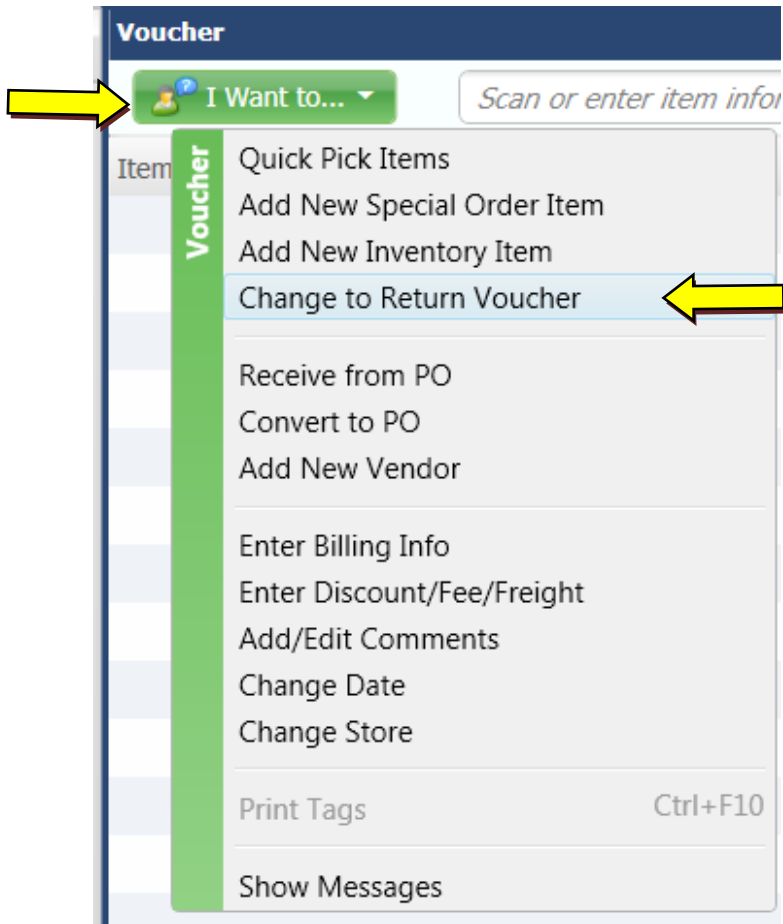
BIG HAIRY DOG
Feature of the Month

QB POS Returning Items to Vendor
November, 2015
QB POS

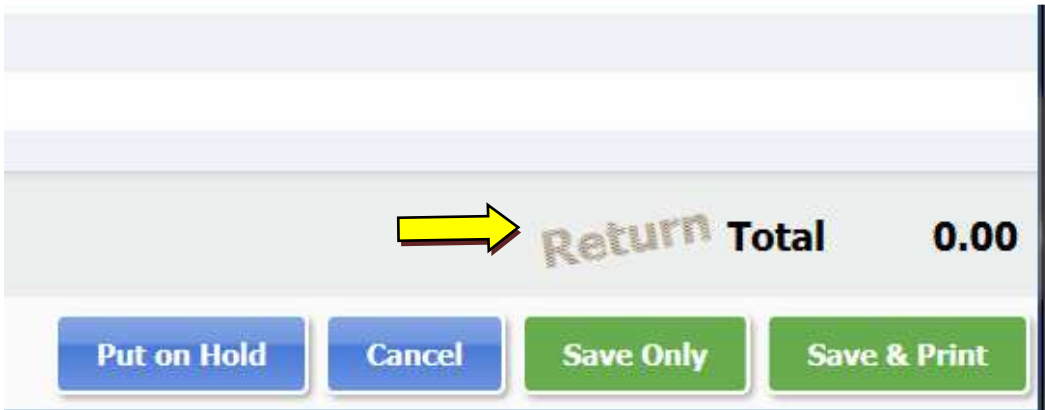
We will look at **Returning Items to a Vendor**. QB POS allows you **Return Items to a Vendor** in a couple of different ways.

1. First you can create a **Return Voucher** and add to it any Items you need to send back to the Vendor.
 - a. Go to **Receiving Vouchers**,
 - b. Select **I Want to...**,
 - c. Select **Change to Return Voucher**





2. **All Items** you **add** to the **Voucher** will now be **removed** from your **Inventory**. **Note:** the **Return** by the **Total**.



- Now simply **add** the Items you are **returning** to the **Vendor**. **Note: Add the Items as Positive Values, NOT Negative Values**, a Negative Value on a Return Voucher will Add the Item to your Inventory, not Remove it.

Return Voucher

Alpine Innovations 375 East 200 North AMERICAN FORK 84003

Item #	Item Name	Attribute	Size	Qty	Voucher Cost	Ext Cost	Regular Price
17803	12oz Kid Kanteen@ (w/Loop Cap)			1	8.00	8.00	16.95
11579	12oz Kid Kanteen@ Classic (w/Lo	Brushed Stainles		1	7.00	7.00	14.95
11569	12oz Kid Kanteen@ Sippy Brushed	Brushed Stainles		1	8.00	8.00	16.95

Alpine Innovations Invoice Bill Due

Items arrived dented

Return No. of Items Received Total Qty Received Total 23.00

Put on Hold Cancel Save Only Save & Print

4. Quantities before Return Voucher.

Item #	Item Name	Vendor Name	Attribute	Regular Price	O/H Qty HQ	O/H
11579	12oz Kid Kanteen@ Classic (...	Alpine Innova...	Brushed Stainles	14.95	3	
17814	12oz Kanteen@ Wide Insula...	Alpine Innova...		24.95	2	
17803	12oz Kid Kanteen@ (w/Loop...	Alpine Innova...		16.95	5	
11502	12oz Kanteen@ Wide Insula...	Alpine Innova...	Monterey Blue	24.95	2	
11503	12oz Kanteen@ Wide Insula...	Alpine Innova...	Glacier White	24.95	1	
11513	12oz Kanteen@ Wide (w/St...	Alpine Innova...	Brushed Stainles	16.95	2	
11569	12oz Kid Kanteen@ Sippy Br...	Alpine Innova...	Brushed Stainles	16.95	3	

5. Quantities after Return Voucher.

Item #▲	Item Name	Vendor Name	Attribute	Regular Price	O/H Qty HQ	C
11579	12oz Kid Kanteen® Classic (...	Alpine Innova...	Brushed Stainles	14.95	2	
17814	12oz Kanteen® Wide Insula...	Alpine Innova...		24.95	2	
17803	12oz Kid Kanteen® (w/Loop...	Alpine Innova...		16.95	4	
11502	12oz Kanteen® Wide Insula...	Alpine Innova...	Monterey Blue	24.95	2	
11503	12oz Kanteen® Wide Insula...	Alpine Innova...	Glacier White	24.95	1	
11513	12oz Kanteen® Wide (w/St...	Alpine Innova...	Brushed Stainles	16.95	2	
11569	12oz Kid Kanteen® Sippy Br...	Alpine Innova...	Brushed Stainles	16.95	2	

6. You could also create a regular Voucher and use negative quantities.
 Note: there is **NO Return** by the Total.

Voucher

Alpine Innovations 375 East 200 North AMERICAN FORK 84003

Item #	Item Name	Attribute	Size	Qty	Voucher Cost	Ext Cost	Regular Price
17803	12oz Kid Kanteen® (w/Loop Cap)			-1	8.00	-8.00	16.95
11579	12oz Kid Kanteen® Classic (w/Lo	Brushed Stainles		-1	7.00	-7.00	14.95
11569	12oz Kid Kanteen® Sippy Brushed	Brushed Stainles		-1	8.00	-8.00	16.95

Alpine Innovations Invoice Bill Due Items arrived dented

No. of Items Returned: 3
 Total Qty Returned: 3
Total -23.00

Buttons: Put on Hold, Cancel, Save Only, Save & Print

7. Should you have the need to **return all or most** of the **Items** on an **existing Voucher**, you can **Copy** that **Voucher**, remove any Items you are not returning, then **change** the copy to a **Return Voucher**.