AccountMate

AccountMate's Return to Vendor Authorization (RTV) module offers a comprehensive system that you can use to track returns of purchased items to your vendors. With it, you can create RTV orders, return purchased items and receive the corresponding substitute or replacement items. During this process, the system updates your accrued liability for received goods along with the on- hand inventory quantity. If applicable, you can assign a serial number or lot number to the substitute or replacement items you receive. AccountMate computes any gains or losses that result from having the purchased items be replaced or substituted by the vendor. This module provides multiple return actions from which you can create unlimited return codes to represent all possible vendor return scenarios.

AccountMate 12 for SQL or Express
Return to Vendor Authorization Module

Set Return Codes Up Unlimited

You can create multiple return codes using the predefined return actions. Each return action determines the action you want the vendor to take on the returned item such as whether the returned items are to be repaired, replaced, substituted or credited against your account.

Set Vendor Warranty Period

You can define a different warranty period for each vendor from whom you purchase an inventory item. Use this as a guide to determine whether your RTV order falls within the vendor's prescribed warranty period.

RTV Transaction – Line Item Details Tab

Manual or Automatic RTV Number

An RTV number can be assigned to each purchase return transaction either manually or by having the system automatically generate it. The manual option is most useful for those companies that prefer to use their vendors' return transaction numbers as part of their RTV numbers so they can easily cross-reference their vendors' return documents to their own.

Monitor Progress of Purchase Returns

The system allows you to record the shipment of purchase returns and monitor the receipt of repaired, replacement or substitute items. This gives you a way to accurately track the progress of each RTV order through the return process. Each stage of the RTV process automatically updates the inventory quantities and balances of the items returned and those of their substitute items.

Match Returns Against Purchase Order

You can set the system to require that a purchase order number be assigned to each RTV line item. This allows you to compare the purchase return quantity against the unreturned purchase order line item receipt quantity to guard against returns in excess of purchases. If you activate

the Use Vendor Part Number for Purchase Order Entry feature, the system will automatically show the vendor warranty period which can be validated against the purchase date and return date. This helps to ensure that purchase returns are processed within the warranty period.

Purchase Order and RMA Order Copy Options

Instead of manually entering line items and other information when creating the RTV order, you can copy the line items, item description, unit cost and remarks from the assigned purchase order or RMA order. This saves time and minimizes data entry errors.

Option to Require a Claimperson

You can require that a claimperson (a contact person in your company in charge of processing RTV orders) be designated in the system. This is most suited for companies that have an RTV processing system separate from their regular purchasing system.

Print Documents after Creating or Amending an RTV Order

You can set the system to allow authorized users to print the RTV document immediately after creating or amending an RTV order.

Option to Post Debit Invoice for Completed RTV Orders

You can create a debit invoice immediately after saving a completed RTV order that uses return codes that have a credit action (e.g. Return for Credit). This saves data entry time and reduces keystroke errors since most of the information required to record an accounts payable invoice is automatically taken from the completed RTV transaction record.

Gain or Loss from Inventory Substitution or Replacement

The variance between the actual cost of substitute or replacement items and the RTV order cost is calculated and recorded appropriately as either a gain or a loss. This allows for the segregation of RTV cost variances from regular cost variances to help you more effectively manage your purchase returns.

Defective Inventory Adjustment

Stock items that become defective may be flagged for return using the Defective Inventory Adjustment function. Using the same function, you can post a cost adjustment to capitalize any expenses incurred in relation to the defective inventory.

Defective Inventory Transfer

Items intended to be repaired by the vendor can be transferred from one warehouse to another in order to properly segregate defective items from regular inventory. You can designate a specific warehouse where defective items await repair and use that warehouse in defective inventory transfers. This allows you to track the costs and quantities of defective inventory separately from your regular inventory. You can use this warehouse to

process purchase returns without affecting normal sales and purchasing operations.

Integration with other Modules

- Integration with the General Ledger module allows you to post journal entries for purchase return transactions.

- With the Accounts Payable module, debit invoices can be created immediately upon completion of an RTV order. The Return to Vendor Authorization module shares vendor files with the Accounts Payable module thus providing comprehensive vendor information that is accessible from the RTV module.

- With the Purchase Order module, you can copy RTV line items from an existing purchase order and cross-refer the return quantity against the unreturned purchase order line item's received quantity. You can access the purchase order record to determine the purchase date and validate whether the purchase return is within the vendor warranty period.

- With the Inventory Control module, you can set up multiple warehouses and bins for inventory items and use cost methods other than Average. Comprehensive inventory information is available during purchase return processing. Furthermore, this module helps streamline data entry by allowing you to scan bar codes when creating RTV orders.

- With the Inventory Specification module, you can maintain one inventory record for all variations of an item. Create your own specification types (e.g. size, color, make or model) and set up an unlimited number of specification codes (e.g. small, medium or large) for each type. You can assign up to two specification types per item. Inventory quantities, costs and prices are tracked at the inventory specification level which gives you the flexibility you need without the inconvenience of maintaining a large number of inventory item records.

- This integrates with the Lot Control module to let you see the lot numbers and expiration dates of the units that are on-hand and select the lots that will be shipped.

- With the Return Merchandise Authorization module, you have a complete return processing system that tracks a return from the moment a customer's RMA order is received, through the creation and completion of an RTV order, to the shipment of the repaired, replacement or substitute item to the customer. You can also copy RTV line items from an RMA order to reduce data entry time and minimize human error.

Other Features

- Process RTV orders for non-stock items.

- Ability to cancel the shipped, received and/or completed RTV orders.

- RTV reports help monitor the progress of RTV orders through each stage of the process.

- Flexibility to change the return code assigned to the RTV order after the line items are shipped back to vendors.