Return Process

Step	Task
1.	Type *FPARTRN* in the **Search** field and press **ENTER** to open **Returned Goods**.
2.	Type *NEXT* in the **Return Code** field and press TAB.
3.	Enter the **Purchase Order** number to be recorded with a return or use Search to see a list. Select the PO and click the **Go** button.
4.	**Select a Carrier (optional).** Click the **Search** button and double-click to select a carrier that will be used for the return from the list available.
5.	TAB to the **Address Type** field and click the **Search** button.
6.	TAB to the **Address Sequence Number** field and click the **Search** button.
7.	Double-click on the return address. **NOTE:** If the return address is not located in the table, enter the address in Document Text by selecting **Document Text** from the **Related** menu. Click **Next Section** to highlight the text line. Enter the return address. Click **Save** and **Exit**.
8.	Enter the **Bill of Lading** (optional) number.
9.	Click the **Next Section** button to advance to the **Commodity** section.
10.	Enter the **Commodity Line** number from the purchase order and press TAB.
11.	Double-click in the **Reason** field to open the **Return Reason List (*FTVRRSN*)**. Select the appropriate reason and click **OK**.
12.	Enter a number in the **Quantity Returned** field and press TAB.
13.	Click the **Save** button.
14.	Click the **Exit** button to return to the main menu.