

Voucher from Vendor			
(Company Logo Here)	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 1 of 12

PURPOSE:

This process allows Company to take a credit from a Vendor for an item that was dispositioned on a VRMA. This is typically caused by poor quality which causes Company to return the item to the Vendor. It could also be the Vendor agrees to credit us for the cost of the Item without receiving it back (whereby the item is scrapped at Company). Also, there are cases where the item is reworked at Company and the Vendor agrees to credit us for the rework cost.

In the United States this process is performed by the Shared Services Center. What follows are a copy of their notes on how they perform this process.

WORK INSTRUCTION:

G/L Posted transaction

1. Make sure the invoice is processed before taking the credit from the VRMA.
2. Verify if Invoice should be processed before someone creating a VRMA
3. In SyteLine, go to “QC Vendor RMA Maintenance”
 - a. Look up the VRMA last ship date

The screenshot displays the SyteLine interface for 'QC Vendor RMA Maintenance'. The main window shows details for a VRMA with the following information:

- VRMA Num:** 30
- Item:** N0116261 (VFD, 3 HP, 460VAC, PFLEX 70)
- Orig Vend Num:** V001026 (REXEL INC)
- Rcvr Num:** 44,281
- MRR Num:** 339
- Current Unit Cost:** 785.22
- Cause:** 47
- Reason:** 2
- Create Date:** 11/6/2017
- Status:** Open

Navigation tabs include Shipping (selected), Paperwork, Reference, User Defined, and JBT. The Shipping section shows:

- Vendor Tracking ID:** [Empty]
- Last Ship Code:** [Empty]
- Shipping Vend Num:** V001026 (REXEL INC)
- VRMA Qty:** 1.0000
- Qty Scrapped:** 0.0000
- Qty Returned:** 1.0000
- Qty Back:** 0.0000
- Qty Expected:** 0.0000
- Last Append Date:** 11/9/2017 9:03:06 AM
- Last Ship Date:** 11/9/2017 9:03:06 AM (highlighted with a red box)
- Last Receive Date:** [Empty]
- Expected Receive Date:** [Empty]

(Company Logo Here)	Voucher from Vendor		
	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 2 of 12

4. Open "G/L Posted Transaction"

QC Vendor RMA Maintenance Object Notes (Linked) **G/L Posted Transactions (Filter In Place)**

Sequence: [] Date: [] Site: []
 Account: [] [] [] [] []

General Dimensions

Domestic Exchange Rate Foreign
 Debit: [] [] Debit: []
 Credit: [] [] Credit: []

Reference: [] Check#: []
 Allocation Transaction: [] Check Date: []
 Posted From: [] Currency: []
 Posted From Site: [] Bank Code: []
 Cust/Vendor: [] Consolidated: []

Invoice/Voucher: [] Cancellation Invoice/Vch Seq: []
 Hierarchy: []
 Control Number: [] [] [] [] []
 Ref Control Number: [] [] [] [] []

Bank Statement Reference: [] [] [] []

5. Date of the VRMA last ship date (from the VRMA) and in the Account 119800 or **120151** and Filter

QC Vendor RMA Maintenance Object Notes (Linked) **G/L Posted Transactions (Filter In Place)**

Sequence: [] Date: 11/22/2017 Site: []
 Account: 119800 [] [] [] [] []

General Dimensions

Domestic Exchange Rate Foreign
 Debit: [] [] Debit: []
 Credit: [] [] Credit: []

Reference: [] Check#: []
 Allocation Transaction: [] Check Date: []
 Posted From: [] Currency: []
 Posted From Site: [] Bank Code: []
 Cust/Vendor: [] Consolidated: []

Invoice/Voucher: [] Cancellation Invoice/Vch Seq: []
 Hierarchy: []
 Control Number: [] [] [] [] []
 Ref Control Number: [] [] [] [] []

Bank Statement Reference: [] [] [] []

Voucher from Vendor			
(Company Logo Here)	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 3 of 12

6. Click on the “Sequence Detail” to verify item details and actual cost.

Sequence: 1186491 Date: 11/22/2017 Site: SAN1
Account: 120151 FC
Inventory to Research

Sequence Detail

Budget and Plan

Summary By Account

Reverse Transaction

General

Dimensions

Domestic	Exchange Rate	Foreign
Debit: 5.27	1.000	Debit: 5.27

Reference: INV MISU Check#: 0

Allocation Transaction: Check Date:

Posted From: IC Dist Currency: USD

Posted From Site: Bank Code:

Cust/Vendor: Consolidated: No

Invoice/Voucher: 0 Cancellation Invoice/Vch Seq: 0

Hierarchy:

Control Number: IC SAN1 2017 11 2489

Ref Control Number: IC SAN1 2017 11 2489

Bank Statement Reference: 0000

QC Vendor RMA Maintenance
G/L Posted Transactions
Posted Transaction (Linked) ×

Sequence: 1087672 Journal: IC Dist From Site: SAN1
Currency: USD

Transaction: 344617 Date: 11/9/2017
Item: N0116261 Warehouse: SAN1
Transaction Type: G Misc Issue User Initials: EHR
From: MRR 1 Cost: 701.28398
To: Quantity: -1.000
Document Number: Total Posted: -701.28

	Account	Amount	Material Acct	Material Amount	Labor Acct	Labor Amount	Fovhd Acct	Fovhd Amount
1 ▶			0.00 120131		-667.89 120132		0.00 120133	
2	120151	701.28			0.00		0.00	

(Company Logo Here)	Voucher from Vendor		
	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 4 of 12

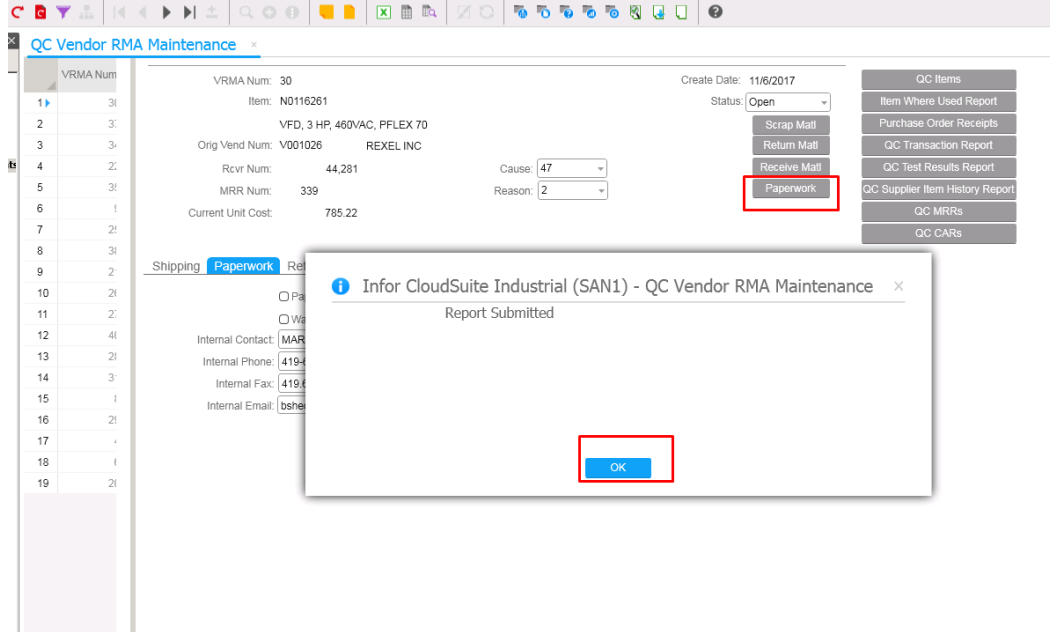
QC Vendor RMA Maintenance

1. Open the “QC Vendor RMA Maintenance” form

2. Place the VRMA # and filter
3. Select Status “OPEN” and Filter

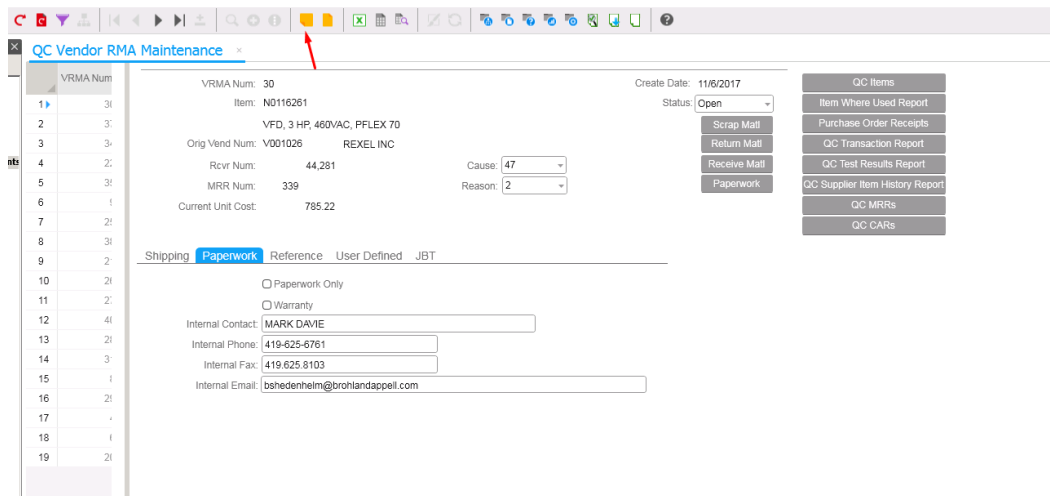
(Company Logo Here)	Voucher from Vendor		
	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 5 of 12

4. Click for Paperwork as your invoice (report will come in email)



5. Verify the total, QTY and item.

6. Also click on the notes for more details on the VRMA.



Voucher from Vendor			
(Company Logo Here)	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 6 of 12

The screenshot shows the SAP Object Notes interface. The subject is 'notes'. There are radio buttons for 'Internal' (selected), 'Reusable', and 'System'. Below are buttons for 'Attach File...' and 'Open Attachment...'. A text area contains the note: 'MRR 149, VRMA 35, Qty 2 pieces at \$2.51 each, RMA# S015110352 total of \$5.02 credit to be given.' At the bottom is a button 'Attach Detach Reusable...'.

7. We are standard costing now (cost when bought), so the amount on the box below might be different from the current Unit cost in the middle piece. This will be the cost for the VRMA no matter what.
 - a. Just verify if the Credit Memo from the vendor is the same as this and if not, we need to verify with the vendor because they agreed on this.
 - b. If we are going for a credit, the RMA field should be mandatory and the Company tab at all. If is not filled, kick it back to the buyer.
 - c. If the VRMA is not for a credit, the VRMA can just be closed.
 - d. The buyer will be linked with the Item. Click on the item to see who the buyer is if necessary.

The screenshot shows the SAP Vendor RMA Maintenance form. Key fields include: VRMA Num: 19, Item: 403-90-0280, COUPLING, ALTERED HUBS W/2 M8 SS TAPS, Orig Vend Num: V001170, OHIO GEAR & TRANS INC, Rcvr Num: 17,161, Cause: 47, MRR Num: 148, Reason: 6, Current Unit Cost: 39.36. At the bottom, there are input fields for Unit Cost (25.00000), Quantity Returned (1.000), Additional Cost (10.00000), and Voucher Total Cost (35.00000). A red arrow points to the Voucher Total Cost field.

(Company Logo Here)	Voucher from Vendor		
	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 7 of 12

8. Go to the Reference Tab

9. Make sure there's a PO, if no PO #, click on X-REF PO

It will ask if you want to create a new PO. Always say **NO**; by doing so it will bring you to the original PO # (you'll never want to create a new PO).

(Company Logo Here)	Voucher from Vendor		
	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 8 of 12

QC Vendor RMA Maintenance

VRMA Num: 35
 Item: 407-20-0051
 ELBOW, 90 STREET-SS, 1/2" NPT THREAD
 Orig Vend Num: V001101 FAMOUS INDUSTRIES INC
 Rcvr Num: 18,235 Cause: 43
 MRR Num: 149 Reason: 12
 Current Unit Cost: 2.64

Create Date: 11/20/2017
 Status: Open

Shipping Paperwork Reference

PO Num:
 Voucher:

Do you want to create a new PO? Selecting No will reference the original PO.

Yes No

QC Vendor RMA Maintenance

VRMA Num: 35
 Item: 407-20-0051
 ELBOW, 90 STREET-SS, 1/2" NPT THREAD
 Orig Vend Num: V001101 FAMOUS INDUSTRIES INC
 Rcvr Num: 18,235 Cause: 43
 MRR Num: 149 Reason: 12
 Current Unit Cost: 2.64

Create Date: 11/20/2017
 Status: Open

Shipping Paperwork Reference User Defined JBT

PO Num: PSAN002955 3 0 X-Ref PO
 Voucher: Voucher

10. Click on Voucher

Voucher from Vendor			
(Company Logo Here)	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 9 of 12

11. This will take you to the “**Q/C create A/P transaction**”.

Verify the QTY, the Unit Cost, and the Purchase Amount.

Click ok

12. Voucher Created successful

Voucher from Vendor			
(Company Logo Here)	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 10 of 12

A/P Vouchers and Adjustments

1. Open the "A/P vouchers and Adjustments" form
2. Filter and find the VRMA just created
3. Add "VRMA xx" to invoice number and on the Reference tab towards the bottom of page where voucher number is, add the VRMA number as well.

QC Vendor RMA Maintenance Object Notes (Linked) G/L Posted Transactions Posted Transaction (Linked) **A/P Vouchers and Adjustments**

Vendor: V001101 FAMOUS INDUSTRIES INC

Type: Voucher Distribution Date: 12/8/2017

Invoice: **VRMA 35** PO: PSAN002955 Pre-Register: Auto Vouchered

Invoice Date: 12/8/2017

Purch Amt: -5.02 Sales Tax: 0.00 Prox Code: 99 Include Tax In Cost

Freight: 0.00 Invoice Amt: -5.02 Prox Day: 0 Fixed Rate

Duty: 0.00 Non-Disc Amt: 0.00 Disc Pct: 0.000 Currency: USD

Brokerage: 0.00 Disc Amt: 0.00 Disc Days: 0 Exch Rate: 1.000

Insurance: 0.00 Disc Date: 12/8/2017

Local Freight: 0.00 Due Days: 0

Misc Charges: 0.00 Due Date: 12/8/2017

A/P Acct: 261000 FC Builder PO Org Site:

Account Description: Accounts Payable - System Builder PO:

Reference: **APV 6225713 VRMA 35** Builder Voucher Org Site:

Jurisdiction: Builder Voucher:

Process Indicator: Notes:

Auth Status: Matched

Authorizer:

Fiscal Reporting System Type:

4. Click on Distributions
5. The 1st distribution line will be the amount that is sitting on the G/L report on the account total.
6. Account 119800; you might see some going to 120151, but the norm is 119800.

(Company Logo Here)	Voucher from Vendor		
	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 11 of 12

7. The 2nd distribution line will be the difference between what's in STL9 and what's on the account total report (which is the Burden total). Account 588100

Vendor: V001101 FAMOUS INDUSTRIES INC
 Voucher: 6225713 Posted from PO
 Type: Voucher
 GRN:
 Invoice: VRMA 35
 Distribution Date: 12/8/2017
 PO: PSAN002955
 Pre-Register:
 Invoice Date: 12/8/2017

Dist Seq: 5 Project: 0

Allocation And Tax | Amounts | Tax Parameters | Vch/Adj

Tax System: Tax Basis: 0.00
 Tax Code:
 Tax Code - Exempt:

Amount: -5.27 Exchange Rate: 1.000 Currency: USD
 Account: 119800
 Account Description: Inventory to Research

Vendor: V001101 FAMOUS INDUSTRIES INC
 Voucher: 6225713 Posted from PO
 Type: Voucher
 GRN:
 Invoice: VRMA 35
 Distribution Date: 12/8/2017
 PO: PSAN002955
 Pre-Register:
 Invoice Date: 12/8/2017

Dist Seq: 6 Project: 0

Allocation And Tax | Amounts | Tax Parameters | Vch/Adj

Tax System: 0 Tax Basis: 0.00
 Tax Code:
 Tax Code - Exempt:

Amount: 0.25 Exchange Rate: 1.000 Currency: USD
 Account: 588100
 Account Description: Period Costs Quality

8. Click on Save and Post the voucher.

Voucher from Vendor			
(Company Logo Here)	Document #: PTP-QUA-0140	Revision: 0	Date: 11/14/2018
	Author: Cathy Hennes	Approver:	Page: 12 of 12

9. Go back to the “QC Vendor RMA Maintenance” and change the status to close and save.

Revision History

Page(s)	Description	Rev	Date	Revised By
	New Document	0	11/14/2018	Cathy Hennes