ADOA – General Accounting Office

QUICK REFERENCE GUIDE:
CREATING A STOCK RETURN
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Overview
The Stock Return (SN) document allows the original requestor to return previously issued items back to the originating warehouse. The document records the exact quantity of stock items that have been returned to the warehouse. Also, updates the exact quantity of returned stock items on the INVN and the referenced Standard Stock Requisition (SRQ) or Over the Counter (OC) document, if applicable. Which correctly records the decrease in expense to the buyer and decrease in revenue for the seller. Captures the unit price from the original issue transaction even if the unit price has changed.

Creating a Stock Return
Login to AFIS. Navigate to the Document:

1. In the Jump To field, enter SRQ or OC
2. Click Go

In the Document Catalog, locate the Document Identifier section:

1. In the Code field, enter the document code
2. In the Dept field, enter your department code (from the original SRQ/OC)
3. Click Browse
4. Click the Document ID of the document to use in the return. The header of the SRQ/OC document will open

Copy forward the original document:

1. Click Copy Forward button. The Copy Forward page will open.
2. Populate the Copy Forward page of the SRQ/OC document
3. In the Doc Department Code field, enter your department code
4. Select Auto Numbering box
5. Select Target Doc Type as SN, next to the Doc Type
6. Click Ok, to create the document. The Stock Return document opens with a new ID number.

Complete the Header Component:

1. Click the Returning Information Tab
2. In the Return Code field, enter the Return Code
3. Click Save
Complete the **Commodity** Component:

1. In the grid at the top of the section, click on the **Trash Can** icon to delete any lines NOT included in the return
2. Click the **General Information** Tab
3. In the **Inventory Location** field, enter the location the item will be returned to
4. In the **Return Quantity** field, enter the quantity to be returned
5. Click the **Recalculate Accounting Line Amount** button
6. **Validate** the SN document, correct any identified errors
7. **Submit** the SN document