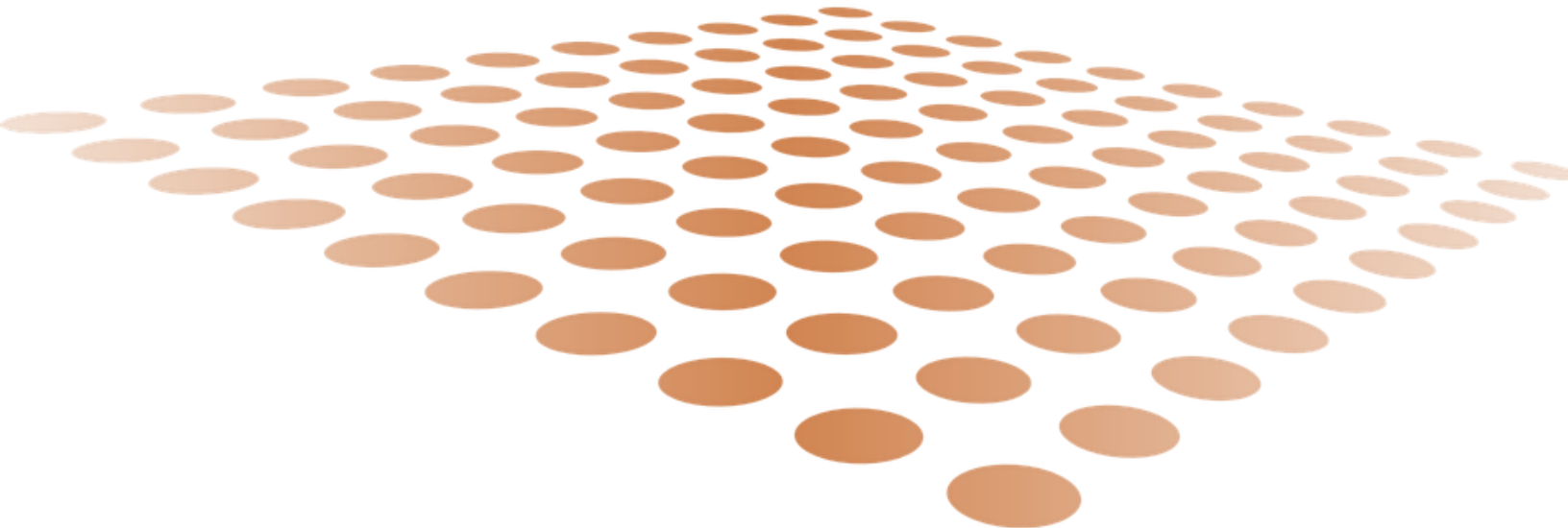


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: CREATING A STOCK RETURN



# 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