

## **Processing an Exchange**

To complete an exchange, you would copy the finished invoice – (unselect System Number and check off 'Reverse Quantities').

A LFP	33 - Appliance sales & service		
File	Invoicing 2 chasing Item Inv	ventory Serial Inventory Customer GL AR AP Tools Window Help	
2 -	Maintenance	© ©   ≦ Ø   © III () € III   ♥ E E 🛱 🛱   ≦   © II ♥ ∞	
	🍓 Print		
	Email		
	📄 Finish		
	Сору 3		
	Archives	Split Ctrl+L G+ Copy invoice + SUU20000	
	Hind Invoices	Merge (All Statuses)	ล
	Quick Cash	Merge (Open Only)	-
	🚓 Dispatching	Merge (Finished Only)	
		Merge and Summarize	
	Inventory Returns	AND V For 00/00/00	
	Request Transfer	rew mode # sonozoossey System Number	
	Request iransier Maintenance	ANU There is a Model Lode	
	Batch Print	Include Quote Yes 🚽 🖾 Lustomer # Customer # Construction Table Construction Links Map Zone P	#
	Batch Email and Text	Include Search in Tree Source 4169082693 Copy Moternal Copy Documents	
	Reports 1	Copy Reference	
	Reports 2	B Salesperson     Invoice Type     SA     SALES INVOICE	
	Reports 3		
	Scheduled Reports	Schedule Date 00/00/00	
	Warranty EDI	Pick In Date	
	Parts Warranty / Returns		
	Extended Warranty Export	Jood States FINISHED FINISHED	
	Cash Out		
	Invoice Posting		
	Posting History		•
	Invoice G/L Cost Posting		
	Utilities	Print Detail Review Add Edit Multi Edit Delete Exgel Egit	



Then delete the lines you do not need:

B Invoicing		
Search Options	Click here to make this your default Search	
Search For 20066	By Invoice #  Matching End of Field  Search	
AND V For 00/00/00	By Schedule Date   Matching Equal  Status All	
AND There is a Model Code	Of Matching Found	
Include Search in Tree S00020066 4169082693	Name         Address         Sched Date         Status         Inv Type         SP         Total         Balance         Job Status         Inv           BUTTON BENJAM         1235 HERAL         Finished         SA         MG         2603.64         0.00         FINISHED         C	Map Zone PO # DEL
S00020066-EX 4169082693	BUTTON BENJAM(1235 HERAL) Open SA MG -2603.64 -2603.64 FINISHED D	)EL
⊞- Invoice Type     ⊡- Salesperson		
Record Count		Þ
2 Print Detail Review	Add Edit Multi Edit Delete Excel Exit	
Es Invoice # SU0020066-EX - BUTION, BENJAMIN	- Keview Model	
Type Pack Item Loc	Description Qty Amount Tax Status QOH	
Warranty No 2Y1499WS	Washers 2 Year \$1000-\$1499.99 1 -60.99 NNN	_
Model No WED6120HW Warranty No 2Y1499MA	7.4 CUFT ELEC DRYER W/HAMPER,1 -1,000.00 NYN Committed 1/1 Major Appliances 2 Year \$1000-\$1499 1 -40,99 NNN	
1		
Item <u>M</u> odel Labor	Mi <u>s</u> c <u>C</u> omment <u>W</u> arranty <u>P</u> ayment <u>I</u> ax Pac <u>k</u> age Si	gnature
Model WEDG120HW	YEB W/HAMF Ordered .1 TID TID Package Trip	# 1
Location Main Stock	Shipped n Total 100000 315 Sniff nu	
SKIL# Serial Lo		
	Not Avail 0	-
Brand LINICOVAL		
	Status	
	Committed	
	Created	
	Auto Backorder JATZ 1776/202	.4
Branch  Default Commission	Reserve Exclusive when Ordering     00/00/00	)
Note		
Commit Discount		
Serial Split Line Header Add	Ldit Delete Exit Add From Cart	
	UM & 1 - 32 9	



Now you can add the model again as a positive number.

5) Invoice # S	00020066-EX -	BUTTON, BENJAMI	N - Review Mod	lel					
Type F Model Warranty Model Warranty	Pack Item No WFW86 No 2Y1499v No WFW86 No 2Y1499v	20HC VS 20HC VS	Loc Description 5.0 CU, FT., Washers 2 Y 5.0 CU, FT., Washers 2 Yr	14 CYCLES, 11 0 ear \$1000-\$1499. 1 <mark>4 CYCLES, 11 0</mark> ear \$1000-\$1499.	PTIONS 99 PTIONS 99 99	Qty Amour -1 -1,338.00 1 -60.99 1 1,338.00 1 60.99	nt Tax SI D NYN B NNN D NYN D B NNN	tatus QOH 10/10 pen 11/11	
I <u>I</u> tem	<u>M</u> odel	Labor	Mi <u>s</u> c <u>C</u>	omment <u>W</u>	(arranty	Payment	∐ax	Package	Signature
Model Location SKU # Equiv Brand Product Mfr Wty PO # Branch Note	WFW8620HC	5.0 CU. FT., 14         Main Stock         Serial         PDF         Color         Features         Reference         Commission	CYCLES, 11 OPTI	Ordered [ Shipped ] QOH ] Not Avail ] QOO ] Written ] Inventory Type ] Auto Backor Reserve Exc	1 0 10 10 10 16 der der	L1  Total  Std. Cost  Irdering	1,338.00   1,338.00   1,003.00	Package 25.0 Spiff 00/00. Status Committed Created XYZ 1/16 Modified 00/0	Trip#     1       0.00     ▼       /00        5/2024
Commit Serial	Discount Split Line	Header A	dd <u>E</u> dit	Delete	E <u>x</u> it A	dd From Cart		GM %	.00

You can now put the incorrect serial shipped, back into inventory by manually serializing the negative line.

s Review Invoice # S00020066 - BUTTON, BENJAMIN - Review Model	Runyojce # S00020066-FY - BUTTON RENIAMIN - Review Model
Type         Pack         Item         Loc         Description         Oty         Amount Task         Otu         Otu           Model         No         WFV962HC         S0 CU, FT., 14 CYCLES, 11 0PTI0NS         1,338.00         N/N         Shipped         10/10           Waranty         Xashers 2/Fear \$1000\$41493.93         16.33         N/N         Shipped         1/1           Model         No         WFV962HC         7.4 CUFF ELEC DFNCR W/HAMPER         1,000.00         N/N         Shipped         1/1           Waranty         No         WED1922HW         7.4 CUFF ELEC DFNCR W/HAMPER         1,000.00         N/N         Shipped         1/1           Waranty         No         Y1439MA         Major Appliances 2 Year \$1000\$;1459         1,433         N/N           Payment         CASH         0         2,603.84         N/N         Committed	Type         Pack         Item         Loc         Description         Dy         Amount         Tax         Status         Q0H           Model         No         WHV962         b: Invoice Serials for Model WFW8620HC, Invoice # 50002006-EX - Add         Image: Control of the serial s
Item       Model       Labor       Migo       Comment       Warranty       Payment       Tax       Package       Signature         Model       VerWe820HC       [50.0U.FT.14.CYCLES.11.0PTI       Ordered       1       [1]       1.338.00       Package       TripH       1         Location       Main Stock       Shipped       1       Total       1.338.00       Z50       Spiff       0.00         SKU II       Serial       Location       QDH       10       Std. Cot       1.003.00       Image: Committed	Item       Model       Signature       Signature         Model       WFW8820HC       Serial       54-93285       Taken       Taken       Feither         SKU #       Cocation       Taken       Taken       Image: Cocation       Taken       Image: Cocation       Image: Co



**Note**: It is always recommended to have both the original invoice and new invoice open at this time. You can copy the Serial Number from the original invoice by clicking it and highlighting it, you can then paste that Serial Number on the Negative Line of the exchange invoice.

Once the negative line is serialized. You can then ship the correct serial out and finish the invoice to be posted.

lnvoice # 3	S00020	066-EX -	BUTTON, B	enjamii	N - Rev	view Mo	del								83
Туре	Pack	Item			Loc De:	scription			Qty	Amount	Tax	Status	s QOH	H (	
Model	No	WFW86	520HC		5.0	CU. FT.,	14 CYCLE	S, 11 OPTIONS	i1	-1,338.00	NYN		11/1	1	
Warranty	No	2Y1499	WS		Wa	ishers 2 Y	'ear \$1000	\$1499.99	1	-60.99	NNN				
Model	No	WFW86	S20HC		5.0	CU. FT.,	14 CYCLE	S, 11 OPTIONS	i 1	1,338.00	NYN	Open	11/1	1	
warranty		211444	ariala fan Ma				# \$000200	SE EV Add		60.44			1		
	1.301	invoice 5	enais for ivio		V0020MC,	invoice	# 3000200	00-EA - Add							
	Mo	del WF	W8620HC		5.0 CU. I	FT., 14 C	YCLES, 11	OPTIONS, !	Ordered	1 Solo	i 🗌	ō			
		. —			· .						· .				
		Serial		Loc R	eturn Feat	tures		Received	Cost Std.	Cost Taken	S	Status			
<u>I</u> tem													Pac <u>k</u> age	📔 Signatu	re ]
🖏 Assigr	n Serial	s to Invo	oice # S00020	066-EX							_	C	x c		
														Trip# 1	ĩ 📗
Serial			Std. Cost	Ordered	l For Inv	Loc	Bin Loc	Received	Floor Du	ue Fea	atures		Bar	0.00	
428930	0489-28	34	1003	1028				3/3/2023	3/3/202	23			370	0.00	
583022	2		1003	1028				3/3/2023	3/3/202	23			37(	-	л П.
84-32-4	4893248	3	1003	1028				3/3/2023	3/3/202	23			3V(	-	411
84-932	85		1003					3/3/2023	3/3/202	23			3VC	200	
849-32	-24		1003	1028				3/3/2023	3/3/202	23			37(		
849032	2489034	402	1003	1028				3/3/2023	3/3/202	23			3/(		- 11
849238	3429		1003	1028				3/3/2023	3/3/202	23			3V(		- 11
852394	48293		1003	1028				3/3/2023	3/3/202	23			37(		- 11
8530-2	48		1003	1028				3/3/2023	3/3/202	23			37(	/2024	
															- 11
					3	OK		Cancel						0/00	
					-										
Comm	it												- Invoice Tot	<u>al</u>	
Serial		Dye Lot	t L											0.00	
			,										GM %	0.0	
U						0	К	Cancel							

**Note**: If needing to Update the Serial as it was entered incorrectly at the time of receiving. Please do so before putting that Serial back on the exchange invoice. (Update Serial will be done with the scan gun, you can then scan it out to ship and finish the invoice)