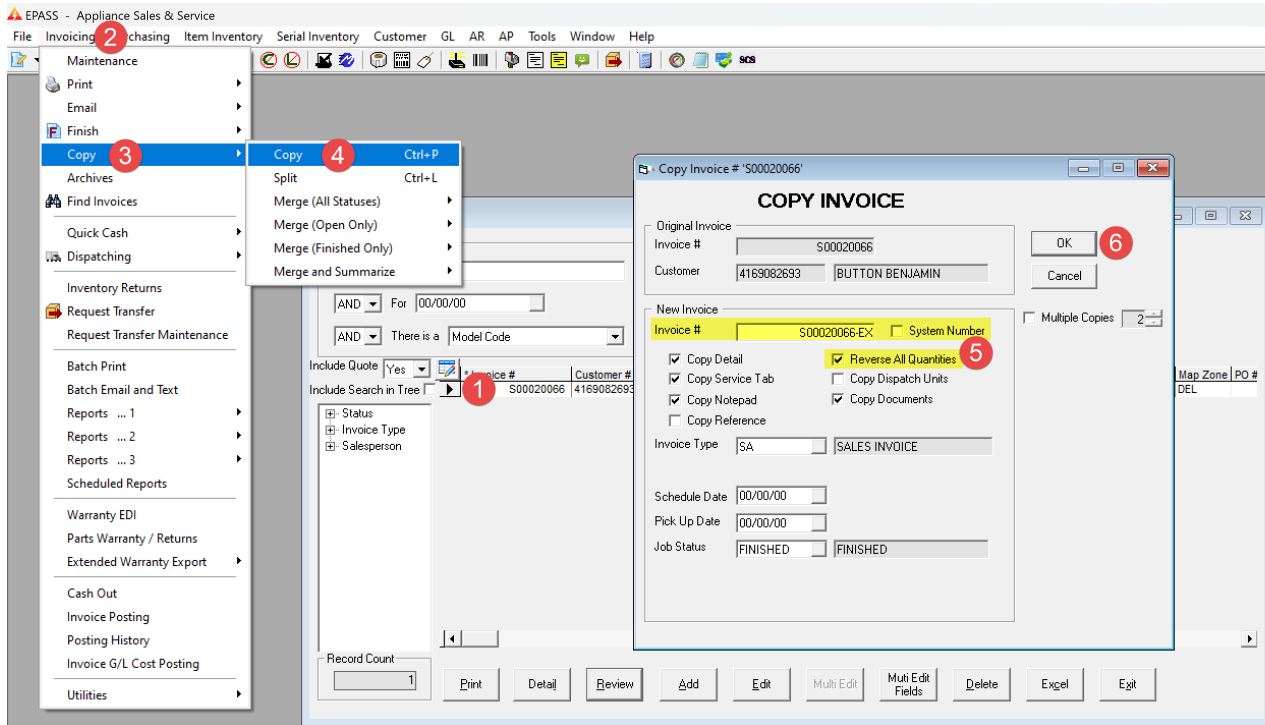


Processing an Exchange

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



Then delete the lines you do not need:

Invoicing

Search Options: [Click here to make this your default Search](#)

Search For: 20066 By: Invoice # Matching: End of Field Search

AND For: 00/00/00 By: Schedule Date Matching: Equal Status: All

AND There is a Model Code Of Matching: Equal

Include Quote: Yes

* Invoice #	Customer #	Name	Address	Sched Date	Status	Inv Type	SP	Total	Balance	Job Status	Map Zone	PO #
S00020066	4169082693	BUTTON BENJAM	1235 HERAL		Finished	SA	MG	2603.64	0.00	FINISHED	DEL	
S00020066-EX	4169082693	BUTTON BENJAM	1235 HERAL		Open	SA	MG	-2603.64	-2603.64	FINISHED	DEL	

Record Count: 2

Buttons: Print, Detail, Review, Add, Edit, Multi Edit, Multi Edit Fields, Delete, Excel, Exit

Invoice # S00020066-EX - BUTTON, BENJAMIN - Review Model

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	WFW8620HC		5.0 CU. FT., 14 CYCLES, 11 OPTIONS...	-1	-1,338.00	NYN	Committed	10/10
Warranty	No	ZY1499W/S		Washers 2 Year \$1000-\$1499.99	1	-60.99	NNN		
Model	No	WED6120HW		7.4 CUFT ELEC DRYER W/HAMPER...	-1	-1,000.00	NYN	Committed	1/1
Warranty	No	ZY1499MA		Major Appliances 2 Year \$1000-\$1499...	1	-40.99	NNN		

Item	Model	Labor	Misc	Comment	Warranty	Payment	Tax	Package	Signature
Model	WED6120HW			7.4 CUFT ELEC DRYER W/HAMPER	Ordered	-1	1,000.00	Package	Trip# 1
Location		Main Stock			Shipped	0	Total	-1,000.00	-31.5 Spiff
SKU #		Serial	Location		QOH	1	Std. Cost	685.00	
Equiv				Not Avail		0			00/00/00
Brand	UNKNOWN			QDD		1			Status
Product	PRICE LIST IMPOR	Color		Written		0			Committed
Mfr Wty	0	Features		Inventory Type					Created
PD #		Reference		<input type="checkbox"/> Auto Backorder					XYZ 1/16/2024
Branch	Default	Commission		<input type="checkbox"/> Reserve Exclusive when Ordering					Modified
Note									00/00/00

Buttons: Commit, Discont, Serial, Split Line, Header, Add, Edit, Delete, Exit, Add From Cart

Invoice Total: -2,603.64, GM %: -32.9

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

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	WFW8620HC		5.0 CU. FT., 14 CYCLES, 11 OPTIONS...	-1	-1,338.00	NYN		10/10
Warranty	No	ZY1499WS		Washers 2 Year \$1000-\$1499.99	1	60.99	NNN		
Model	No	WFW8620HC		5.0 CU. FT., 14 CYCLES, 11 OPTIONS...	1	1,338.00	NYN	Open	11/11
Warranty	No	ZY1499WS		Washers 2 Year \$1000-\$1499.99	1	60.99	NNN		

Item	Model	Labor	Misc	Comment	Warranty	Payment	Tax	Package	Signature
Model	WFW8620HC	5.0 CU. FT., 14 CYCLES, 11 OPTI		Ordered	1	L1	1,338.00	Package	Trip# 1
Location		Main Stock		Shipped	0	Total	1,338.00	25.0	Spiff 0.00
SKU #		Serial	Location	QOH	10	Std. Cost	1,003.00		
Equiv				Not Avail	0				00/00/00
Brand	UNKDWN			QOO	10				
Product	PRICE LIST IMPDI	Color		Written	16				Status
Mfr Wty	0	Features		Inventory Type					Committed
PO #		Reference		<input type="checkbox"/> Auto Backorder					Created
Branch	Default	Commission		<input type="checkbox"/> Reserve Exclusive when Ordering					XYZ 1/16/2024
Note									Modified
									00/00/00

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

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	WFW8620HC		5.0 CU. FT., 14 CYCLES, 11 OPTIONS...	1	1,338.00	NYN	Shipped	10/10
Warranty	No	ZY1499WS		Washers 2 Year \$1000-\$1499.99	1	60.99	NNN		
Model	No	WED6120HW		7.4 CUFT ELEC DRYER W/HAMPER...	1	1,000.00	NYN	Shipped	1/1
Warranty	No	ZY1499MA		Major Appliances 2 Year \$1000-\$1499...	1	40.99	NNN		
Payment		CASH			0	2,603.64	NNN	Committed	

Item	Model	Labor	Misc	Comment	Warranty	Payment	Tax	Package	Signature
Model	WFW8620HC	5.0 CU. FT., 14 CYCLES, 11 OPTI		Ordered	1	L1	1,338.00	Package	Trip# 1
Location		Main Stock		Shipped	1	Total	1,338.00	25.0	Spiff 0.00
SKU #		Serial	Location	QOH	10	Std. Cost	1,003.00		
Equiv		84-93285	Main Stock	Not Avail	0				00/00/00
Brand	UNKDWN			QOO	10				
Product	PRICE LIST IMPDI	Color		Written	16				Status
Mfr Wty	0	Features		Inventory Type					Committed
PO #	1181	Reference		<input type="checkbox"/> Auto Backorder					Created
Branch	Default	Commission		<input type="checkbox"/> Reserve Exclusive when Ordering					XYZ 1/16/2024
Note									Modified
									00/00/00

Model	Serial	Loc	Return	Features	Received	Cost	Std. Cost	Taken	Status
WFW8620HC	84-93285						1,003.00	Taken	Taken
						0.00		Taken Date	1/16/2024
						1,003.00		Bin Location	
								Barcode ID	3VQFK287F
								Date Received	3/3/2023
								Status	
								Features	Created 00/00/00
								Available	<input checked="" type="checkbox"/>
								Modified	00/00/00
								Return Initiated By	
								Return Reason	
								Return Outcome	
								Dye Lot	



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.

The screenshot shows the 'Review Model' window for invoice # S00020066-EX. The main table lists items with columns for Type, Pack, Item, Loc, Description, Qty, Amount, Tax, Status, and QOH. A pop-up window titled 'Assign Serials to Invoice # S00020066-EX' is open, displaying a list of serial numbers with columns for Serial, Std. Cost, Ordered For Inv, Loc, Bin Loc, Received, Floor Due, Features, and Bar. A red circle '1' points to the 'Serial' column header. A red circle '2' points to the serial number '849032489034'. A red circle '3' points to the 'OK' button at the bottom of the pop-up. Other pop-up windows are visible, including 'Invoice Serials for Model WFW8620HC' and 'Assign Serials to Invoice # S00020066-EX'.



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)