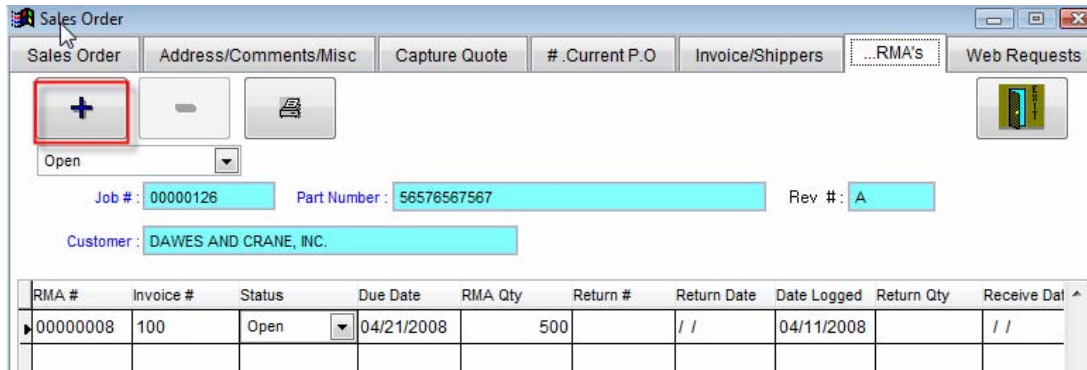


HOW TO: Create RMA

SALES ORDER MODULE

- Bring up the job you want to create RMA
- Go to RMA's tab:
 - click on the plus sign
 - enter the invoice #, due date, RMA Qty, etc...



WORK ORDER MODULE

Creating a new work order:

- Click on the plus sign and click on the RMA Number button to create the work order from the RMA #

The screenshot shows a software interface with two main sections: "Choose Part Number..." and "Change Customer...".

- Choose Part Number...:** Contains buttons for "Router No.", "Part No.", "Description", "Global Part No.", and "New". A text field below contains the value "56576567567".
- Change Customer...:** Contains a "Select Customer" button and a dropdown menu displaying "DAWES AND CRANE, INC.".
- Job Information:** Below the main sections are fields for "Job Number", "Job Components", and "RMA Number". The "RMA Number" field is highlighted with a red dashed border and contains the value "00000008".
- Subcomponent Chosen:** A field below the job information.
- Buttons:** At the bottom are "OK" and "Cancel" buttons.

Modify the existing work order:

- Bring up the existing work order
- Change the status to Open
- Click on Release W.O.
- Click on Rework Router to make the changes

SHIPPING/INVOICING MODULE

- Bring up the invoice
- Go to Invoice Line Items tab:
 - Click on the small plus sign at the bottom and enter the job #
 - This will create a new line item for credit and put in the RMA # in the credit field
 - Enter the quantity and negative dollar amount
 - You can print the credit memo by click on the small printer button at the bottom

Shipping/Invoicing

Invoice Header Invoice Line Items Address/Miscellaneous

Not Confirmed **DAWES AND CRANE, INC.** Invoice No. : **00000100** Line # : **2**

Job Assignments

Job # **00000126**

Job No.	Lot	Quantity

Due Date : / /

Finished Goods Inventory

On Hand : **650**

Allocated : **600**

WIP : **0**

Credit/Debit

P/N : 56576567567 Rev : A Qty Shipped : **500** Price : **\$-9.05**

Description : Lot Sales Tax % : Cost : **\$0.00**

Misc. Field : Pc. Weight : 0.0000 Tax 2 : Tax 3 : Tax 4 :

Total : Per Unit Weight : GL : 0001240 WIP INVENTORY

Sales Tax Amt : **\$0.00**

Line Invoice Total : **\$-4,525.00**

Credit/Debit	Credit	Date	RMA #	Memo #/Invoice #
	00000008	04/11/2008		