

PALADIN DATA CORPORATION™

Biz Coach Webinars

FREE ADVANCED TRAINING



Return to Sender: Defective Items

Robert Casaubon



TECHNICAL LEVEL:

EASY

INTERMEDIATE

ADVANCED



Return to Sender: Defective Items

Agenda

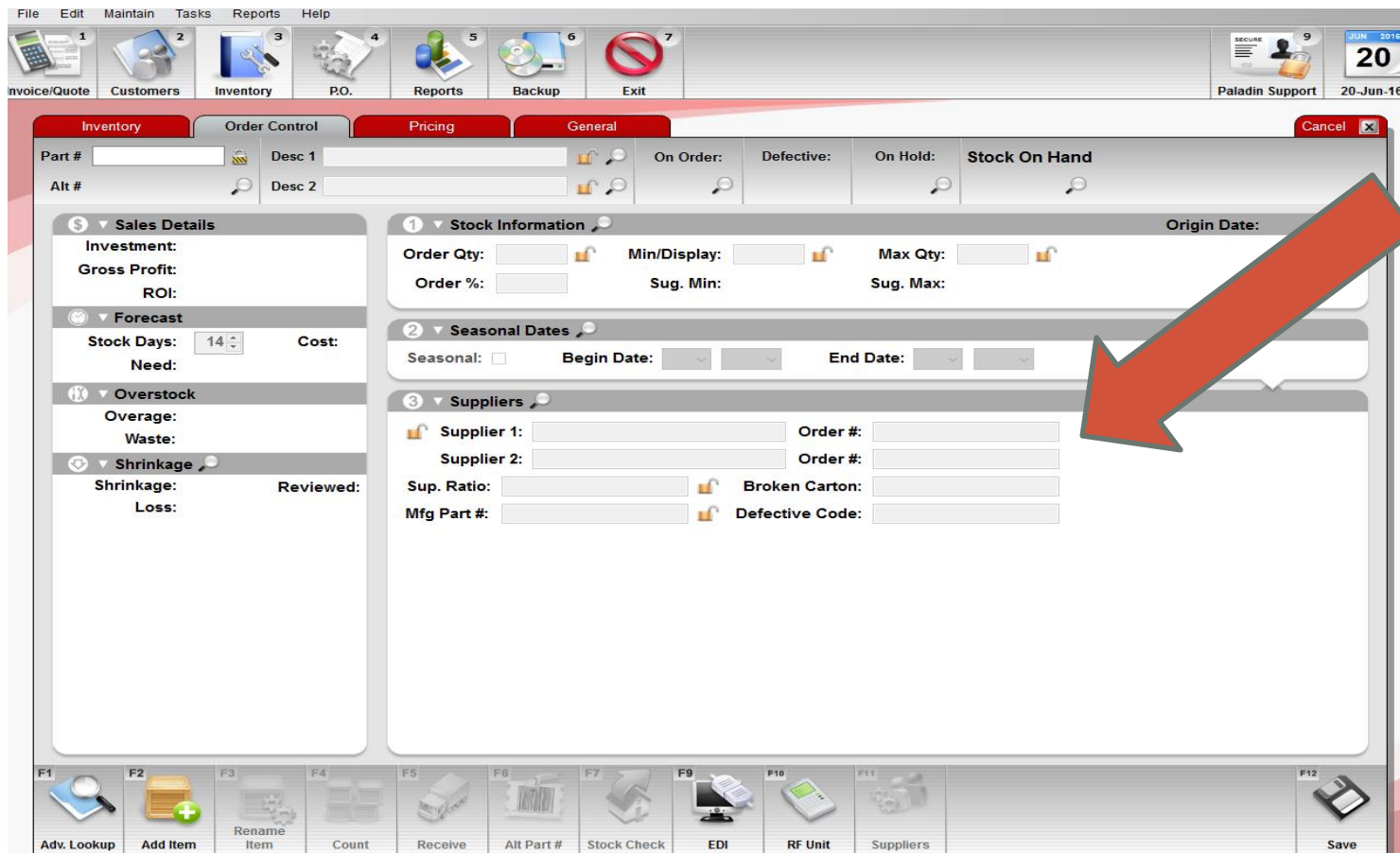
- 1.
- 2.
- 3.



1. How to identify defective items
2. How to create a defective inventory item report
3. Demo
 - EDI supplier
 - Non-EDI supplier
 - Best practices
4. Q&A



Return to Sender: Defective Items



How to identify defective items

1. In **Inventory** module, open an inventory item.
2. Click the **Order Control** tab.
3. In the **Suppliers** pane, defective items are identified using the following values:
 - Broken Carton
 - Defective Code

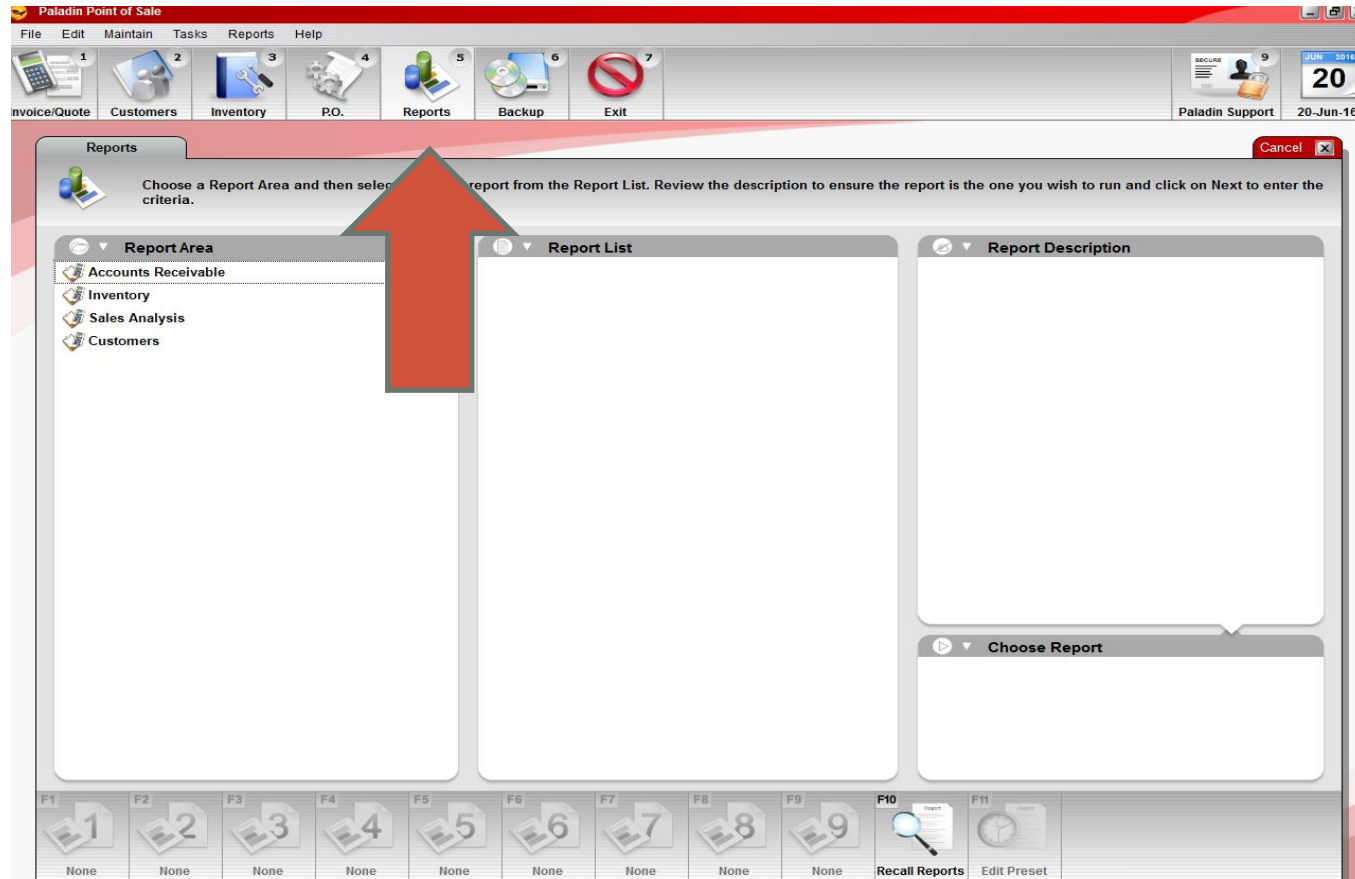


PALADIN DATA CORPORATION™

BizCoach Webinars



Return to Sender: Defective Items

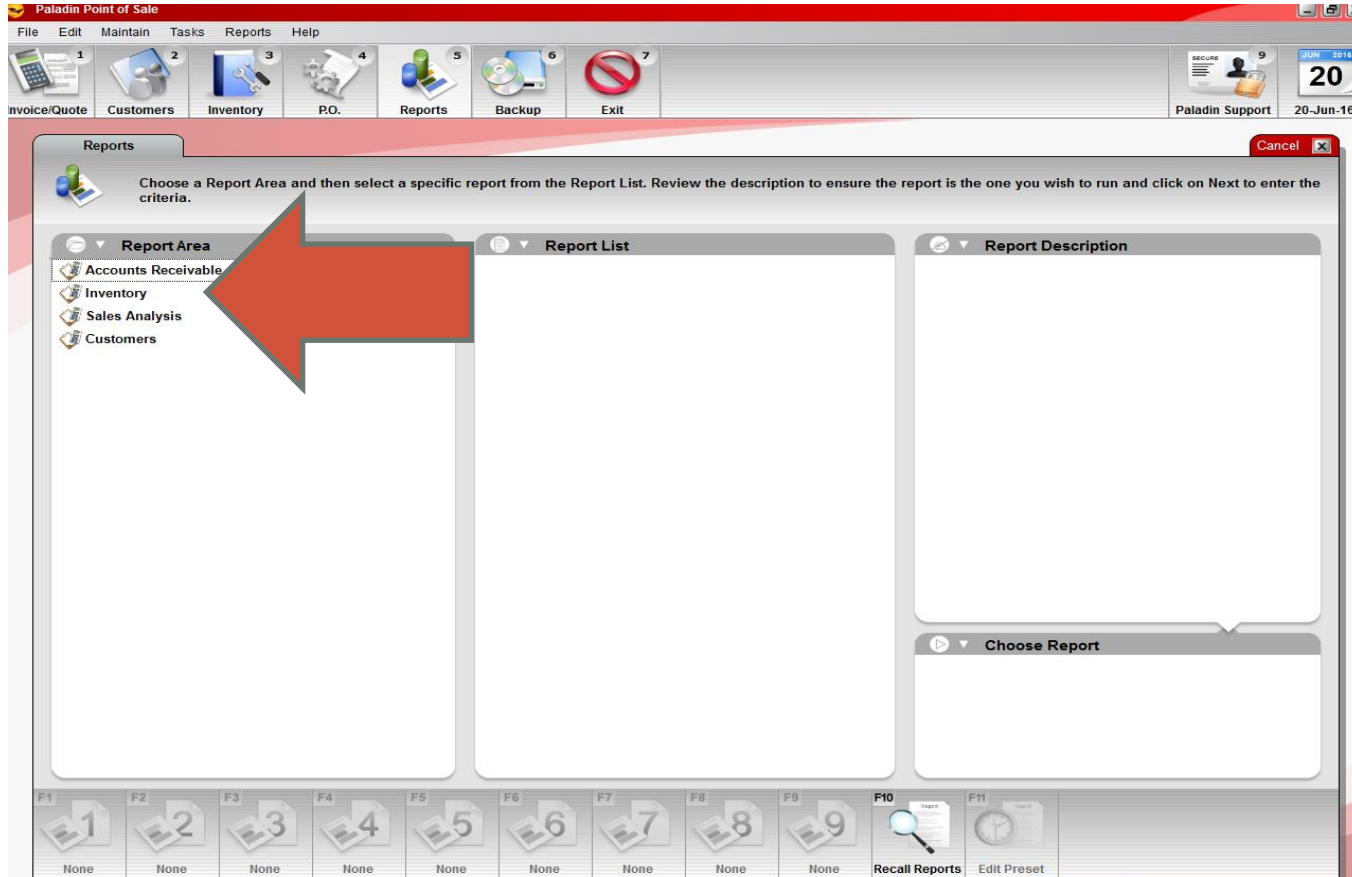


How to create a defective inventory item report

1. Click the Reports module.



Return to Sender: Defective Items

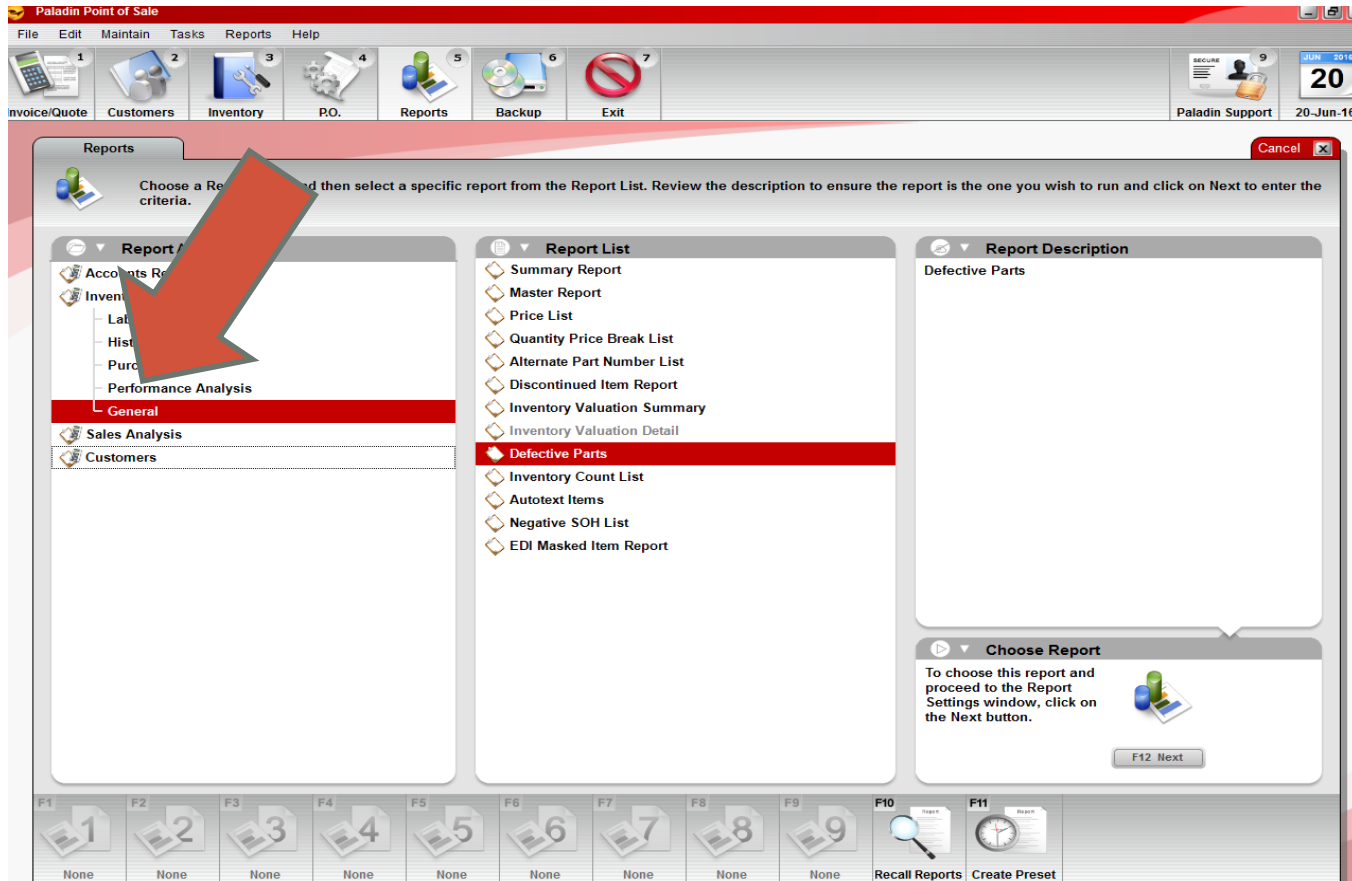


How to create a defective inventory item report (cont'd)

2. In the Report Area pane, click Inventory.



Return to Sender: Defective Items

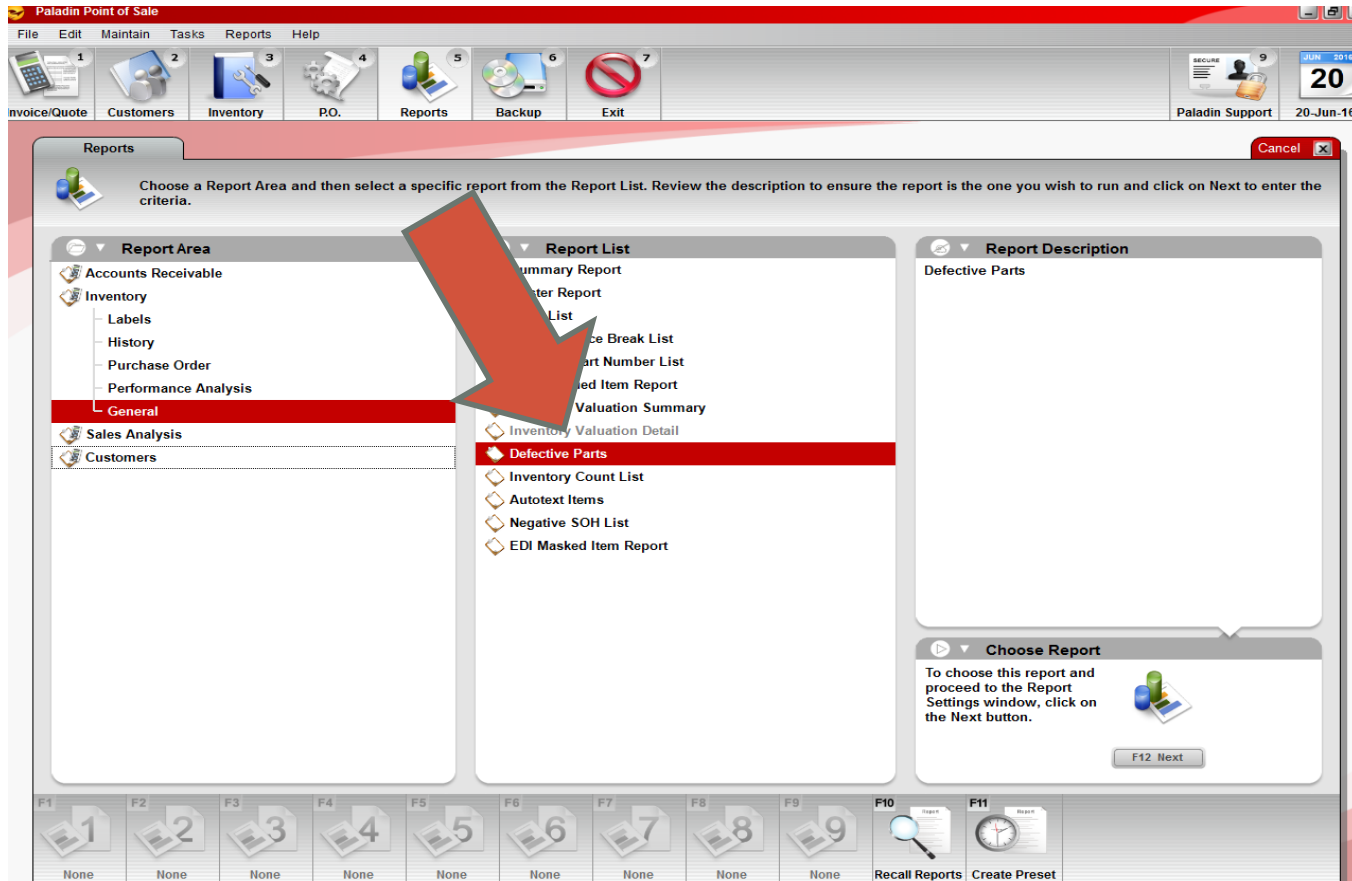


How to create a defective inventory item report (cont'd)

3. In the Inventory report list, click **General**.



Return to Sender: Defective Items

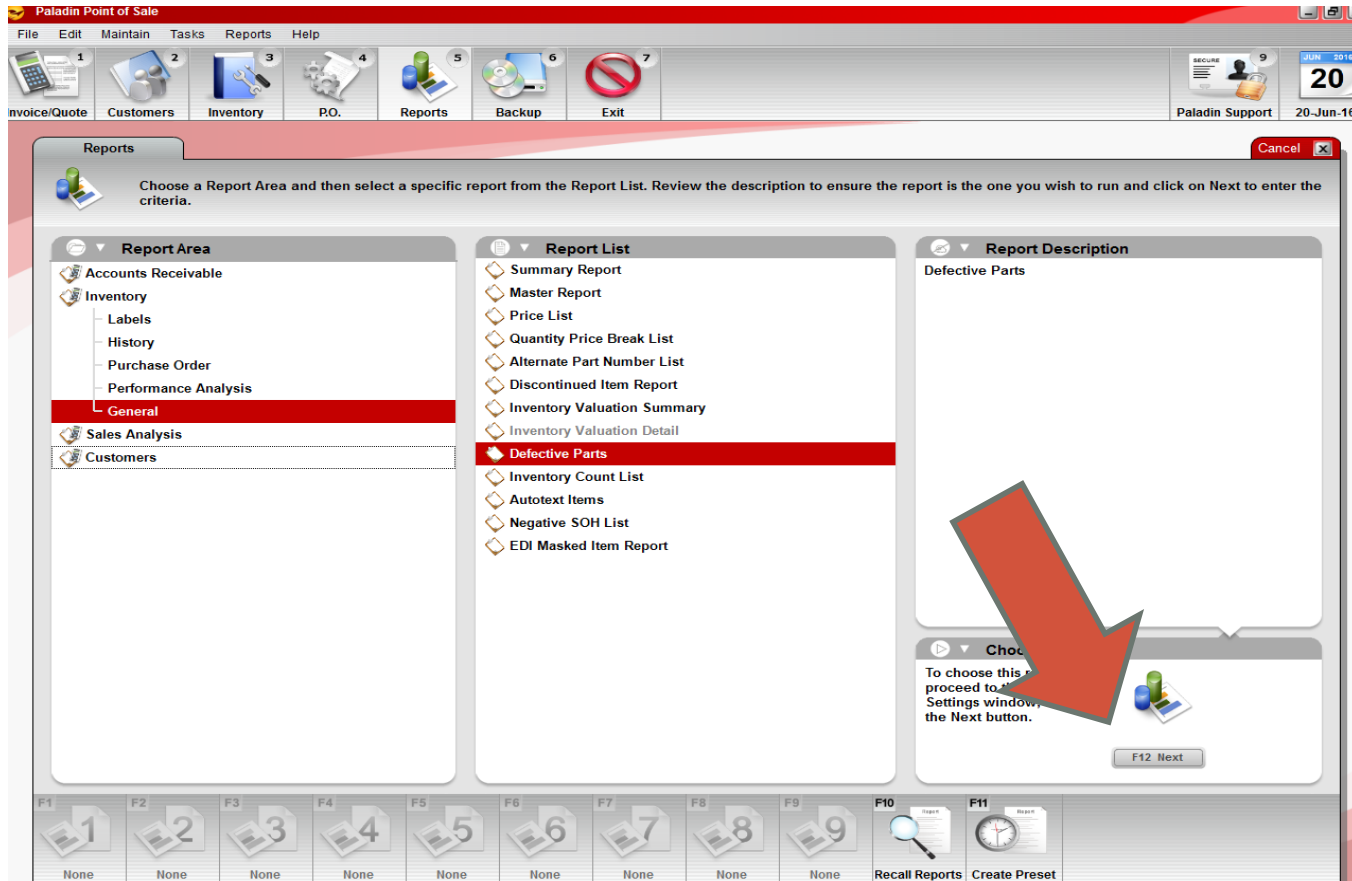


How to create a defective inventory item report (cont'd)

4. In the Report List pane, click Defective Parts.



Return to Sender: Defective Items



How to create a defective inventory item report (cont'd)

5. In the **Choose Report** pane, click **F12 Next** or press **F12**.



Return to Sender: Defective Items

The screenshot shows the 'Paladin Point of Sale' application window. The 'Reports' menu is open, and the 'Defective Parts' report is selected. The 'Defective Parts' dialog box is displayed, showing the 'Report Settings' and 'Additional Settings' panes. A red arrow points to the 'Clear defective items upon completion?' checkbox in the 'Additional Settings' pane.

Report Settings

Selection	Beginning	Ending
PartNumber		ZZZZZZZZZZZZZZZZ
Department	0	999999999
Supplier	0	999999999
Class	0	999999999
SubClass	0	999999999
Location	0	999999999

Additional Settings

Report Format: Send to PDF

Clear defective items upon completion?

Sorting Options

There are no sorting options for this report

F12 Run Report

How to create a defective inventory item report (cont'd)

6. [Optional] To remove defective inventory items from active inventory when you create the report, in the **Additional Settings** pane, click the **Clear defective items upon completion** check box to select it.



Return to Sender: Defective Items

Paladin Point of Sale

File Edit Maintain Tasks Reports Help

1 Invoice/Quote 2 Customers 3 Inventory 4 P.O. 5 Reports 6 Backup 7 Exit 9 Paladin Support 20-Jun-1

Reports

Choose a Report Area and then select a specific report from the Report List. Review the description to ensure the report is the one you wish to run and click on Next to enter the criteria.

Defective Parts

Selection	Beginning	Ending
PartNumber		ZZZZZZZZZZZZZZZZ
Department	0	999999999
Supplier	0	999999999
Class	0	999999999
SubClass	0	999999999
Location	0	999999999

Additional Settings

Report Format: Send to PDF

Clear defective items upon completion?

Sorting Options

There are no sorting options for this

F12 Run Report

How to create a defective inventory item report (cont'd)

7. Click F12 Run Report or press F12.

PALADIN DATA CORPORATION™

BizCoach Webinars



Return to Sender: Defective Items

DEMO

PALADIN DATA CORPORATION™

BizCoach Webinars



Return to Sender: Defective Items

Q & A



PALADIN DATA CORPORATION™

BizCoach Webinars



Return to Sender: Defective Items

Learn more

To learn more about defective items in Paladin Point of Sale, see these [Knowledge Base](#) topics:

- [About defective items](#)
- [How to clear and report a defective item](#)
- [How to mark a returned item as defective](#)
- [About the Tax, Def, and Net check boxes for each line item on an invoice](#)

To view a recording of this webinar, visit our Help Portal [Webinars](#) page (<http://portal.paladinpos.com/webinars>).

PALADIN DATA CORPORATION™

Biz Coach Webinars

FREE ADVANCED TRAINING



Return to Sender: Defective Items

Robert Casaubon



TECHNICAL LEVEL:

EASY

INTERMEDIATE

ADVANCED