

## X-6. Removing/Canceling Returned Goods – FPARTRN

Use this process to cancel Returned Goods that have been created in error.

### To Process Removing/Canceling Return Goods:

Go To... FOIDOCH [Enter]

**Document Type:** Enter 'PO' for purchase order type [TAB]

**Document Code:** Enter the PO number. [TAB]

**Next Block [Ctrl+Pg Down]** to populate all information associated with that purchase order.

**Receiver:** To view information on the Receiver document:

Highlight the Receiver document number

Choose **Receiver Information [FPIRCVD]** from the **Options** menu.

**Next Block [Ctrl+Pg Down]** to view Receiver Information

**Next Block [Ctrl+Pg Down]** to view Packing Slip and Purchase Order Information

**Next Block [Ctrl+Pg Down]** to view Commodity Information.

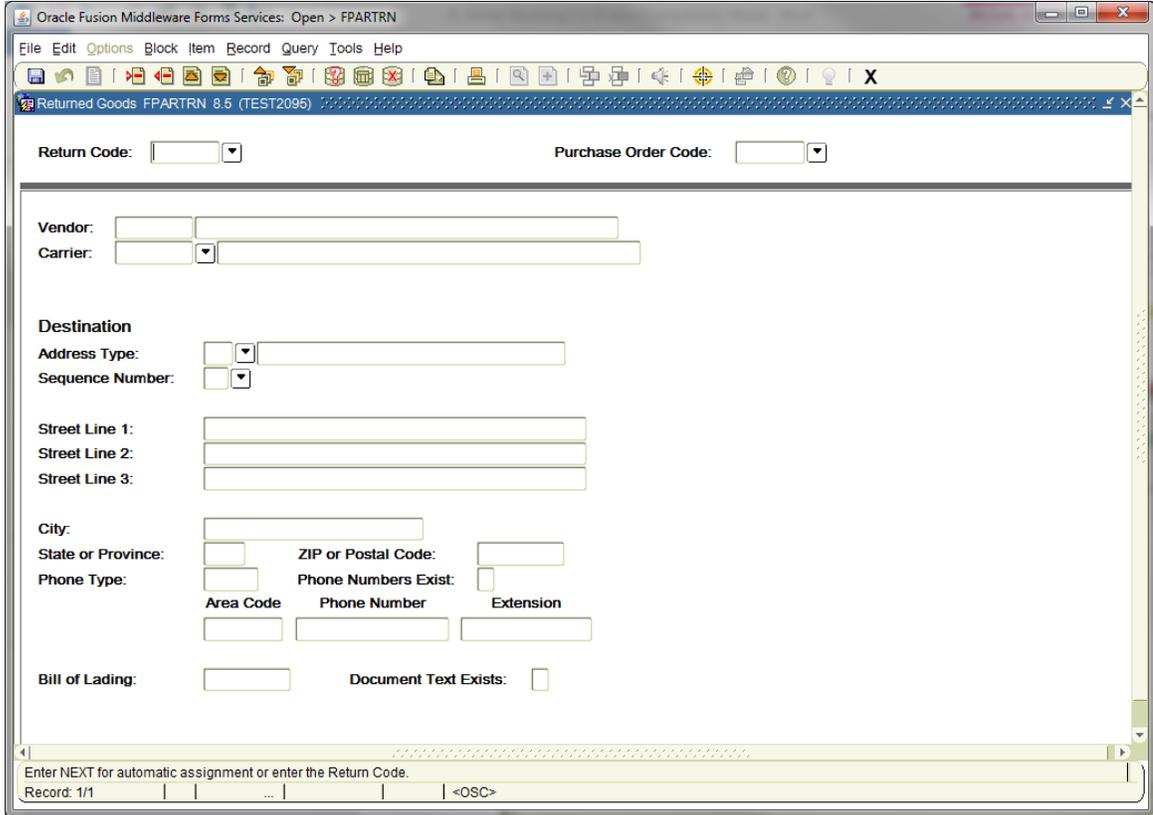
*NOTE: Arrow Down to view multiple commodity line items.*

**Exit [Ctrl+Q]** to return to FOIDOCH

**Return:** Highlight the Return document number to remove/cancel. Copy [Ctrl+C] or write down the Return document number.

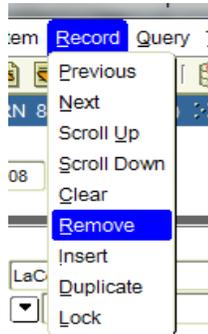
**Exit [Ctrl+Q]** Document History FOIDOCH and return to the main menu.

Go To... **FPARTRN [Enter]**



**Return Code:** **Paste [Ctrl+V]** or enter the Return document number.  
**Next Block [Ctrl+Pg Down]**

Choose **Remove** from the **Record** menu.



A message will appear 'All Returned Goods records will be deleted'. Click **OK** to complete the process.



**Exit [Ctrl+Q]** to return to the main menu.