

**PM STARS / MSA Reporting Version 6.00 MULTICAT COMBINED 'TOB' FLOOR RETURNS UPDATE**

- **Customer Returns (Saleable / Unsaleable)**

Manual Entry:

Enter Negative Quantity

Prompt 'Return to Stock Y/N' (N = Unsaleable)

- **Counted Inventory Adjustments – 'Floor Returns' to Manufacturer**

Note: 'Floor Returns' are defined by MSA as follows:

**("Floor Returns") Returns from wholesaler to manufacturer, its reclamation center or the original supplier, where the product never shipped to any retailer, sub-jobber or non-direct distributor.**

Some distributors may never need to create an Inventory Adjustment for a floor return. The new file format will place a '0' in required 'floor returns' field when no floor returns are found within reporting week. Make sure to only create a 'floor return' entry for transactions that meet the above definition/criteria.

Set option before entering adjustment(s)

Options | Adjust as 'UNSALEABLE – RETURN TO MANUFACTURER'

Enter Negative Quantity

- **Correcting Mistakes / Modifying Data**

Main Menu | Utilities

Edit Customer Returns Status (Saleable / Unsaleable)

Edit FLOOR RETURN Adjustment Status

Note: Status 1 = Yes and 0 = No. Records must be updated to be edited.

- **Importing From 3<sup>rd</sup> Party Software (Quick Books, RMS, etc)**

Set default for credits/returns. All credits imported will use this setting (unless set in item).

From the Main Menu: Edit | Options

Customer Returns: Return to Stock (Saleable)

If not selected, all returns will be considered 'Unsaleable' (unless set in item)

If an item is always reported as either 'Saleable' or 'Unsaleable', credit status can be set in the item

Main Menu | Inventory

Credits (Unsaleable Status) Set to: Default/Saleable/Unsaleable

You can edit exceptions, if necessary, using utilities listed under 'Correcting Mistakes / Modifying Data'

- **Creating a file: MULTICAT 'COMBINED TOB FILE' (same procedure as before)**

To create file select 'MULTICAT: COMBINED TOB' and click 'Generate Manufacturer File'.  
Select your Week Ending Date and under 'Options', click 'Report Unsaleable/Floor Returns  
File name in Floor Return format will be <week ending date>F. TOB (Example: 20160430F.TOB)  
Send through iDT software as before

Once approved, you can set 'Floor Returns' format as your default selection:

From the Main Menu: Edit | Options  
Select 'MSA Reporting: FLOOR RETURNS FORMAT'