Wholesale Distribution Package - MULTICAT COMBINED 'TOB' FLOOR RETURNS UPDATE

- **Customer Returns (Saleable / Unsaleable)**
  Manual Entry:
  > Enter Negative Quantity
  > Prompt 'Return to Stock Y/N' (N = Unsaleable)

- **Floor Returns to Manufacturer (Inventory Adjustment or PO Posting)**

  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 Adjustment/PO credit 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.

  Adjustments
  > Set option before entering adjustment(s)
  > Options | Adjust as 'UNSALEABLE – RETURN TO MANUAFCTURER'
  > Enter Negative Quantity

  PO Entry
  > When entering a negative quantity you will receive a prompt.
  > Select one of the following:
  >> Regular credit
  >> UNSALEABLE credit (not reported as Floor Return)
  >> UNSALEABLE - Return to Vendor (reported as Floor Return)

- **Correcting Mistakes / Modifying Data**
  This is only used when a negative adjustment or PO has been posted incorrectly. Note: You can only update the reference/status field to include/exclude a previously created entry.

  Main Menu | Edit | MSA Unsaleable / Floor Returns Management

  > Select / View Negative Adjustments and negative PO postings
  > Select Record
  > Update Status to one of the following:

  >> Regular credit to inventory
  >> UNSALEABLE credit to inventory (not reported as Floor Return)
  >> UNSALEABLE* - Return to Vendor credit to inventory (reported as Floor Return)

- **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
  Unlock Security
  Select 'Selected - Enabled' or 'Selected - Disabled' as default
  ('Selected – Disabled' prevents you from sending old format)