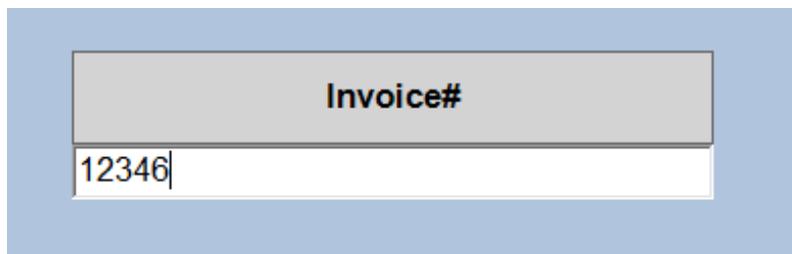


RGA Credit Memo Report

This new report generates an RGA Credit Memo report. This report can be either Previewed, Printed or sent to a PDF.

How it works:

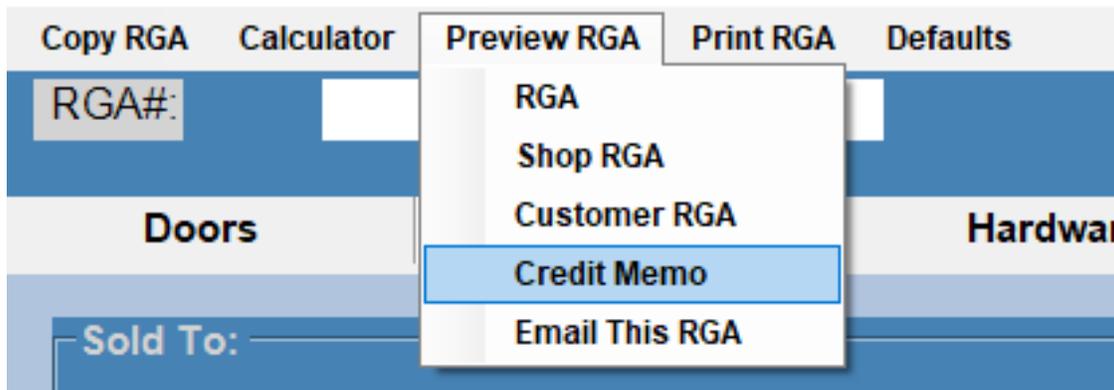
1. Launch Software for Hardware and from the Logo screen click the *RGA* menu selection.
2. Click the *RGA* form opens.
3. To create a Credit Memo simply inter an invoice number into the *Invoice#* field.



A screenshot of a software interface showing a form with a field labeled "Invoice#". The field contains the number "12346". The field is highlighted with a blue border.

4. To preview the Credit Memo click on the *Preview RGA* menu selection.

RGA (Returned Goods Authorization)



5. A new *Credit Memo* selection appears in the menu.
6. Clicking *Credit Memo* will generate the new *RGA Credit Memo Report*.



West Coast Supply
 1409 S. Garfield Street
 Suite J
 Kennewick, WA 99336
 Phone# (509)582-8888 Fax# (509)582-1888
 www.mycompanywebsite.com

**CREDIT MEMO
 123456**

RGA#
 6

Order Date: 03/27/2019

Page 1 of 1

Printed: 4/20/2020

Sold To:
 Blue Mountains Contractors and Builders
 123 Blue Mountain Road
 Suite 245
 Dayton, WA 99332
 USA
 Phone: (509)299-3333 Fax: (509)765-4321

Ship To:
 Blue Mountains Contractors and Builders
 1234 Sample Lane
 My Town, WA 99335
 USA

Salesperson: John Doe

Customer PO Num	Approved By

Frames

CECO Door Products

ORD QTY	B/O QTY	MATERIAL	SERIES	SIZE	TYPE	HAND	LABEL	GA	ELEV	HEAD	ANCHOR	PRICE	EXT PRICE
1	0	CRS	SU	3-0 X 7-0 X 5 3/4	KD	N/A		16		2"		211.00	211.00
Machining Code: Frame Code													
1		Prep Codes: CR										6.75	6.75
Door#: 100													
SUB-TOTAL												-217.75	

Doors

CECO Door Products

ORD QTY	B/O QTY	MATERIAL	SERIES	SIZE	HAND	GA	LABEL	FINISH	ELEV	PRICE	EXT PRICE		
1	0	CRS	MS	3-0 X 7-0 X 1 3/4	N/A	18		Primed		917.00	917.00		
Core: Steel Stiff22GACR Machining Code: MachCode2													
1		Prep Codes: CR										8.50	8.50
Door#: 100													
SUB-TOTAL											-925.50		

Prep Code: CR
Prep Description: Closer Reinforcement

MATERIAL SUB-TOTAL -1,143.25
Sales Tax (.0000%) -0.00
GRAND TOTAL -1,143.25

7. There is also a *Credit Memo* option within the *Print RGA* menu.