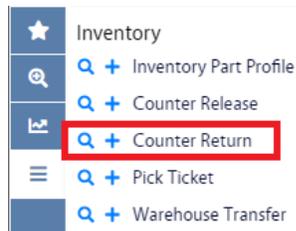
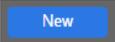


Create a Counter Return

A Counter Return is used to return stock parts to the warehouse.

- From the menu, under **Inventory Management – Counter Return**



- Click Counter Return hyperlink and then click 

a. Alternatively, you can click  from the menu.

- This will bring you to the Counter Return query screen. If you know the Counter Release number, enter it in the **Transaction** field. Otherwise, you can use the other fields to construct a search for the Counter Release you need. Click: 

AiM Counter Release Transaction Search

The screenshot shows the 'AiM Counter Release Transaction Search' interface. It features a top navigation bar with 'Execute', 'Basic Search', and 'Reset' buttons. Below this is a search criteria table with columns for 'Display Order', 'Sort', and 'Operator'. The table includes fields for Transaction, Trans Date, Description, Warehouse, Released By, Released To, Reference Number, Editor, Edit Date, and Extra Description. Below the table is a 'Counter Release Line Item' dropdown menu and another search criteria table with columns for 'Operator' and search fields for Line, Work Order, Phase, Part, Equipment, Asset, Bin, and Released.

Display Order	Sort	Operator
<input type="checkbox"/> Transaction	-	=
<input type="checkbox"/> Trans Date	-	=
<input type="checkbox"/> Description	-	contains
<input type="checkbox"/> Warehouse	-	=
<input type="checkbox"/> Released By	-	=
<input type="checkbox"/> Released To	-	=
<input type="checkbox"/> Reference Number	-	=
<input type="checkbox"/> Editor	-	=
<input type="checkbox"/> Edit Date	-	=
<input type="checkbox"/> Extra Description	-	contains

Operator
=
=
=
=
=
=
=
=
=

- You will get a list of transactions matching your criteria.

AiM Counter Release - Eligible Transactions

Action	Transaction	Warehouse	Description
Export	1001	STORES	BIOT C2+1 SINK IS CLOGGED, MOST LIKELY AGAR
View	1002	STORES	BIOT C2+1 SINK IS CLOGGED, MOST LIKELY AGAR
	1003	STORES	BIOT C2+1 SINK IS CLOGGED, MOST LIKELY AGAR
	1004	STORES	JILA S2B50 HOT WATER PRESSURE RELIEF IS LEAKING
	1011	STORES	AERO RRU216 URINAL UNABLE TO FLUSH
	1013	STORES	ANNUAL DOMESTIC BACKFLOW CERTIFICATION RECHARGE
	1015	PAINT	
	1022	STORES	GUGG 110 WATER FOUNTAIN LEAKING
	1025	STORES	
	1027	STORES	ANNUAL EYE WASH PM
	1030	DIST	TESTING MARKUP
	1031	DIST	

5. Click the Transaction hyperlink for the Counter Release you are looking for.

AiM Counter Return

Save
Cancel

View

Extra Description

Related Documents

1001
Last Edited by BEATRIZ ANTEQUERA On 1/5/23 11:09 AM

BIOT C2+1 SINK IS CLOGGED, MOST LIKELY AGAR

Released By: ANTEQUER
BEATRIZ ANTEQUERA

Released To: ANTEQUER

Release Date: Jan 5, 2023

Returned By:

Returned To:

Return Date: Apr 14, 2023

Line Items

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket	Adjustment
1	P0480	SCH 40 PVC PIPE/CONDUIT 1/2" CO12PVC	PIPE 06 P0480	1.0000	0.0000	W2000001	001	1001	

6. You will need to fill in:

- a. **Returned By**
- b. **Returned To**

7. Complete the items to be returned:

- a. If all items on the Counter Release are being returned, click Return All
- b. If out some of the items are being returned, click the hyperlink for each Line.

AiM Counter Return Line Item

Done Cancel

1 Last Edited by BEATRIZ ANTEQUERA On 1/5/23 11:09 AM

Part	P0480 SCH 40 PVC PIPE/CONDUIT 1/2" CO12PVC	Work Order	W2000001 BIOT C241 SINK IS CLOGGED, MOST LIKELY AGAR	Returned By	ACOSTAA
Bin	PIPE 06 P0480	Phase	001 BIOT C241 SINK IS CLOGGED, MOST LIKELY AGAR	Returned To	SHERMAJ
UOM	EA	Released	1.0000	Return Date	Apr 14, 2023
Unit Cost	\$7.3000	Prior Return Quantity	0.0000		
Quantity on Hand	1.0000	Return Quantity	0.0000		
Asset		Equipment		Pick Ticket	1001 BIOT C241 SINK IS CLOGGED, MOST LIKELY AGAR
				Line Item	1

c. Enter the Return Quantity and click

8. Click