

Return a Store Item

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You can return an item from the **Make Sale** page. Click on the **Return Item** button, and then enter the item # in the yellow highlighted line. If the item # is entered first, click on the line to highlight it yellow, and then click the **Return Item** button. The return will be indicated by a negative amount for that transaction.

This will adjust the inventory, and post a merchandise credit to the account. If you are refunding money (instead of a giving a merchandise credit), refer to **Store Refunds** for the required steps.

Select Items ?

Return Item

Returned items will have a negative amount

| Item # | Item Name | Qty | Student | Class/Event | Note | Price | Discount | End Amount |
|---------|--------------|-----|---------|-------------|--------------------------|--------|----------|------------|
| TS001AS | Team T-Shirt | 1 | | | Return: Team T-Shirt Adu | -15.00 | | -16.28 |
| | | 0 | | | | | | |

Post Fees ?

Type:* Adjustment(Debit)

Category1:

SubType:

Amount: 15.00

Discount:

Tax: 1.28

End Amount: 16.28

Session:

Student:

Class/Event:

Note:

If the customer wants money refunded instead of a merchandise credit, post an Adjustment (Debit) fee while you are processing the return.



Do not delete the merchandise credit as this will impact store reporting.