RekordPOS | Quick guide

Send goods back to the supplier.

Damaged, wrong or surplus: record the return and the stock follows.

Sometimes a delivery arrives damaged, or you sent for the wrong item. A purchase return records what went back, takes it out of your stock, and shows the value, so you can claim it from the supplier or deduct it from what you owe.

IN THIS GUIDE

1. **Find the purchase**
   Open it from the Purchase List
2. **Choose Purchase Return**
   From the row menu
3. **Say what goes back**
   Set the quantity for each product
4. **Check the returns list**
   Every return, with its amount

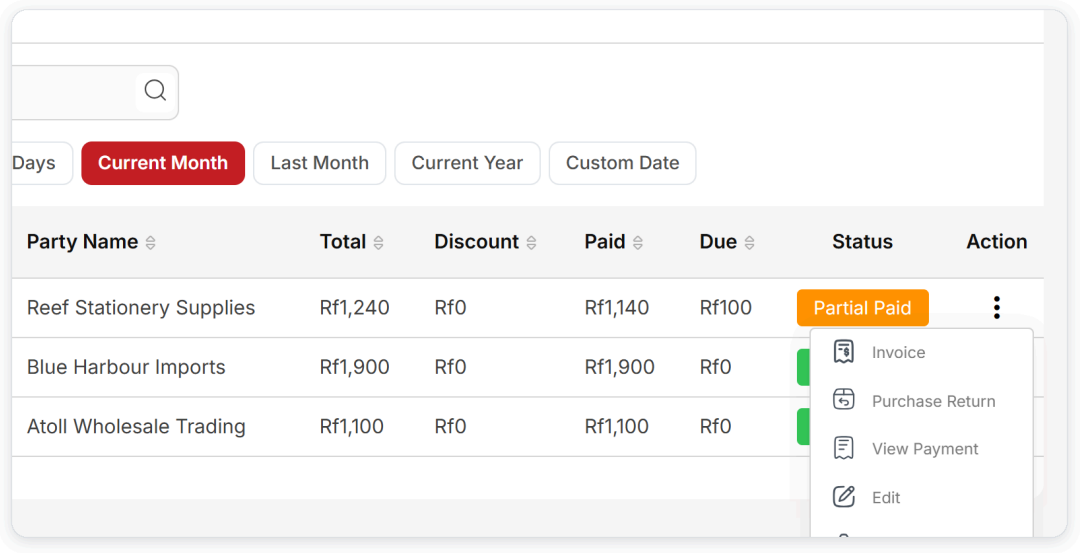
WHERE
Purchase List row menu, then Purchase Return

TIME
A minute

EFFECT
Stock goes down

1 Start from the purchase

Open **Purchases**, then **Purchase List**, and find the purchase the goods came in on. Press the three dots at the end of its row and choose **Purchase Return**. The return page opens with that purchase and its products already in place, so you do not retype anything.



The row menu of a purchase. Purchase Return is the second choice.

2 Say what is going back

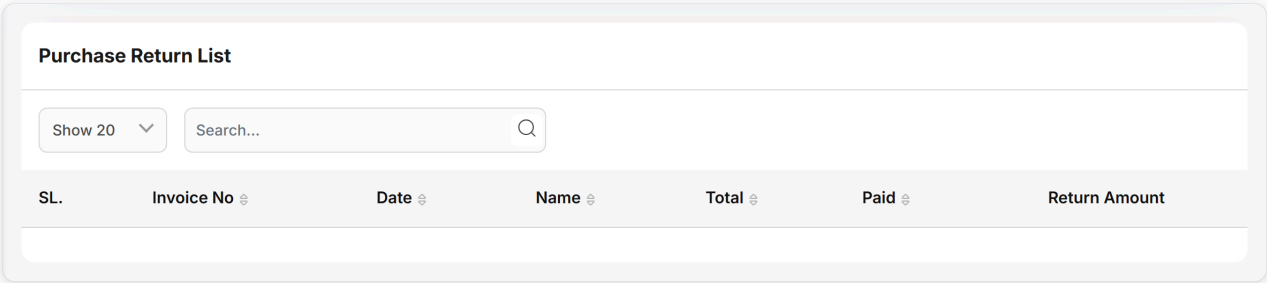
For each product, set how many are going back to the supplier. Leave a product at zero if you are keeping it. The return amount is worked out from the quantities and the prices on the purchase. Confirm to save it.

3 What changes

Your **stock** goes down by the quantities returned, so the counts stay true. The return is kept as a record against the supplier and the original purchase, which stays in your list exactly as it was.

4 The returns list

Open **Purchases**, then **Returns List**. It lists every return with its invoice number, date, supplier name, the total, what was paid and the return amount. Use the search box to find one.



Purchase Return List. A new shop starts with none.

5 Tips

Return soon

Tell the supplier and record the return the day you find the problem, while the details are fresh.

Agree the credit

Decide with the supplier whether you get money back, a replacement, or a lower bill next time.

Damaged in your shop

If the goods were damaged after you received them, it is not a supplier return. Use a stock adjustment with the reason Damaged.

Keep the paper

Keep the supplier delivery note and any photos of the damage with your records.