



TIPS & TRICKS

Inventory: How to account for returned items

1. Click on the “Add Return” button located in the Inventory section.

2. Enter the item number and click on “Search”.

3. Select your item, validate the quantity and date, enter an authorization number, as well as a reason for the return, and click on “Save” to end the transaction.

4. The return will appear in the “Return” tab.

Co.	Supplier	Return Date	Description	Qty	Status	Invoice date	Invoice No.	Authorisat
001	Infinity	04/01/2008	Via Spiga, Candela	1	Sent	04/05/2007	28556	10808
001	Infinity	04/01/2008	Via Spiga, Este	1	Sent	30/08/2007	31836	10808