Expense Refund

Expense Management · https://spos.pk/docs/expense-refund/

An expense refund is money you get back after an expense has already been recorded, for example a supplier refunds a damaged item, or a deposit is returned. Recording the refund in Smart POS reduces the expense and puts the money back into the right account, so your reports stay accurate.

Expense refund

1. Go to the expenses section in Smart POS and find the original expense that is being refunded.
2. Check the expense amount, the date and the payment account it was paid from.
3. Record a refund against that expense, entering the amount returned and the date you received it.
4. Choose the payment account the refund was paid into, and add a note explaining the reason for the refund.
5. Save the refund and check the expense record and the account balance to confirm both were updated.

Tip: Always record a refund against the original expense, rather than as a new income, so the expense report shows the true net cost.