Sales Return

POS & Sales · https://spos.pk/docs/sales-return/

Accept a returned item, give the refund or exchange, and put the stock back correctly.

How to record a sales return

1. Open the original sale from the sales list or by scanning the invoice barcode.
2. Choose the items being returned and the quantity for each.
3. Pick refund, exchange or store credit, and note the reason for the return.
4. Confirm — stock returns to the branch and the customer's balance is updated.
5. Check the return in the sales reports so refunds match the register.

Tip: Always return against the original invoice — it keeps stock, tax and the customer's balance accurate.