

Purchase Return

Viewing Processed Purchase Returns

To view all processed purchase returns, follow the steps below:

1. Navigate to the **Dashboard**.
2. Click **Purchasing** from the sidebar to expand the purchase-related options.
3. Select **Purchase Returns**.

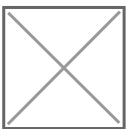


The system displays a list of all processed purchase returns.

Reviewing the Purchase Return List

Each processed purchase return is displayed as an informational card containing the following details:

- Reference Number
- Supplier name
- Payment method
- Return date
- Total return amount
- Business Location
- Attach Document
- Purchase Tax



Click anywhere on a purchase return card to view its details.

Viewing Purchase Return Details

To view detailed information about a specific purchase return:

1. Select a purchase return from the list.

2. The details page displays the purchase return number at the top, along with a **Back** button to return to the Purchase Returns list.
3. Review the return summary, which includes:
4.
 - Supplier
 - Business Location
 - Reference Number
 - Return Date
 - Attach Document



4. At the bottom of the page, review the line-item details, including:
 - - Returned products
 - Quantities returned
 - Unit prices
 - Total line amounts
 - Purchase tax
 - Sub-total amount



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