

Sales Return

How to Process a Sales Return

Sales returns can be handled in **two different ways**, depending on your requirement.

Method 1: Modify the Original Sale (Recommended)

This method is quick and best suited for simple returns.

Steps:

1. Open **Invoice** → **List Sell Return**.



1. Locate the sale you want to adjust.
2. Click **Edit** for that invoice.
3. Either:
 - Remove the item completely, or
 - Decrease the quantity being sold.
4. Save the changes.

What Happens:

- The system automatically puts the returned quantity back into inventory.
- No separate sales return entry is needed.

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