Return a Purchase

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Overview

This guide will help you record an authorized return of purchased goods to a supplier.

Muhasib records the return and may reduce stock and supplier payable or create supplier debit/refund balances.

Who can do this

You need access to Purchase Return plus supplier, item, location, batch/serial, tax, and account.

Before you start

Locate the original purchase and confirm return quantity, reason, stock source, supplier authorization, credit/refund expectation, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Purchases & Suppliers → Purchase Return.

Return a Purchase

Step 1: Start Purchase Return and select the original purchase when supported

Step 2: Confirm supplier and source document

Step 3: Select returned lines and eligible quantities

Select returned lines and allowed quantities.

Step 4: Confirm cost, discount, tax, location, batch, serial, and reason

Step 5: Enter supplier return authorization/reference

Step 6: Review expected debit/refund treatment and save once

Check your work

Compare and Confirm return to original purchase, physical dispatch, stock ledger, supplier ledger, tax, cost, and general ledger.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not return more than the allowed stock/source quantity.
- Check for existing return records before retrying.

Related guides

- Create a Purchase
- Add Supplier Debit
- Record Payment or Refund From a Supplier

What to do next

Create a Purchase.

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