

## Credit Account – Returned Merchandise

From the Main Menu select the following options:

- #1 Sales
- #1 Invoices, Estimates, and Work Orders

On the screen where you enter part numbers, put an “R” in the Code to Credit for Returned Item (far left side of screen). Type in Part Number and Quantity Returned

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: Customer-----: 80000 SOUTH POINT SYSTEMS
: Sales Person--: 016 SARAH HARRIS
: Tax Number----: Tax Rate: .070000 Extra Dsct Pct:
: Labor Category: 101 BILLABLE HOURS (Extra Info)
: Hold Backords: No Ship Complete: No
:-----:-----:-----:-----:-----:-----:-----:-----:-----:-----:
Recrd Lne Part Number Ordrd Shippd BckOrd C STD Avl Unit Price Extd Gross
CTN Description Serial Number SlsShp T N/S Avl Messages
:-----:-----:-----:-----:-----:-----:-----:-----:-----:
Code: R Line Code: SWS Scan/Enter Part Number: A3049 Qty: 1
Non-Inventory Sale (X) :
F1 - CORRECT/VIEW LINE F5 - PAGE BACKWARDS F10 - QUANTITY DISCOUNT
F2 - REVIEW F6 - RECALL MEMORY PART F13 - CHANGE OPTIONS
F3 - DISPLAY HELP F8 - REPEAT LINECODE F14 - VIEW PARTS/LABOR
F4 - END PROCESSING F9 - ENTRY COMPLETED F20 - CATALOG
F24 - PART INQUIRY
  
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Field Exit

Returned Merchandise will be displayed in the mid section of the screen.

F9 Entry Completed

F7 Print Invoice

**Tips: If you give certain customer discounts, or quantity discount you may want to make sure you return the item for the same price as what it was sold. Also, by returning the parts through the invoice program, you automatically correct your inventory.**

If you need additional information, email [support@southpoint.net](mailto:support@southpoint.net) or call our office.