Return a Store Item

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You can return an item from the **Make Sale/Post Fees** page. Click on the **Return Item** button, and then enter the item # in the yellow highlighted line. If the item # is entered first, click on the line to highlight it yellow, and then click the **Return Item** button. The return will be indicated by a negative amount for that transaction.

This will adjust the inventory, and post a merchandise credit to the account. If you are refunding money (instead of giving a merchandise credit), refer to **Store Refunds** for the required steps.

Do not delete the merchandise credit as this will impact store reporting.