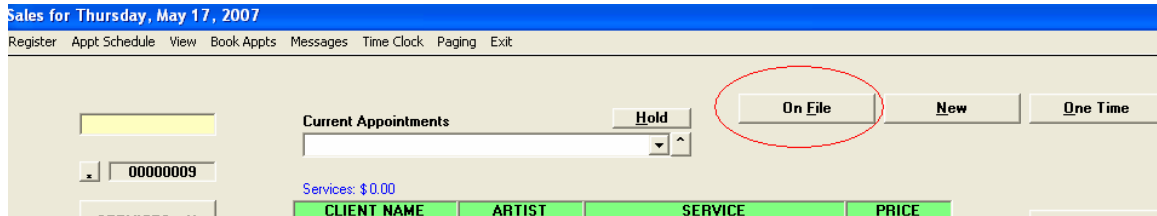


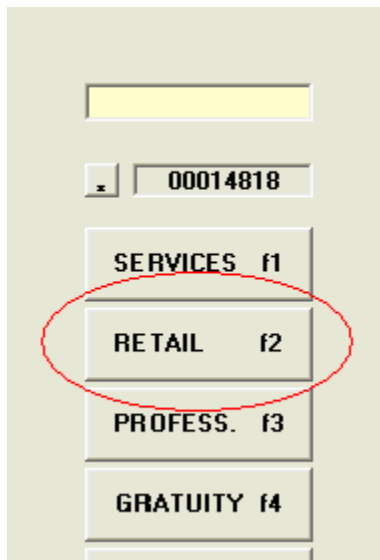
Merchandise Returns

Returning a product is almost identical to actually selling the product with one minor difference.

- 1) Go to the 'Sales' screen, and select the client who is returning the product from the 'On File' button (or 'One Time' if the client info was not added at the time of sale).



- 2) Select the 'Retail' button.



- 3) In the Retail window enter the product SKU, UPC, Vendor #, or search for the product to be returned. When the product information appears in the window change the quantity from '1' to '-1' (negative one), showing that the products are coming in rather than being sold. Click the 'Last' button, or click 'More' if there are more products to be returned.

PRODUCT SALE

Sku Upc Vendor

Product Number	Qty	Price	Sale By
10	-1	7.00	Parlor Sale ▼

Avante Barbell Qt In QOH = 49

Manufacturer
Precision Tattoo ▼

Category
Jewelry ▼

Products
Avante Barbell Qt In ▼

Include Professional Products

4) Once back in the sales screen, click the “payment” button.

REGISTER1, DRAWER1 ON THURSDAY, MAY 24, 2007 OPENED

Register Appt Schedule View Book Appts Messages Time Clock Paging Exit

Current Appointments

00000616

SERVICES f1
RETAIL f2
PROFESS. f3
GRATUITY f4
NOTES f5
SERIES f6
GIFT CERT f7
MEMBERSHIP

CLEAR Ctrl+B

PAYMENT f8

Services: \$-7.00

CLIENT NAME	ESTH.:	SERVICE	PRICE

Products: \$-7.00

CLIENT NAME	SOLD BY	DESCRIPTION	QTY	PRICE	TOTAL
Adam, Chase	Spa Sale	0010 Enhance Treatment 2	-1	7.00	-7.00

Modify Price Remove Item
Discounts Unselect Item

SUB-TOTAL -7.00
SALES TAX -0.58
TOTAL -7.58
AMT PAID 0.00
CHANGE 7.58

3:12 PM

CLIENT INFO
APPTS
HISTORY
SET POPUP
DAY VIEW
WEEK VIEW
PRE-PRINT
DUPLICATE RECEIPT

5) Select how you will be reimbursing the client, if you will be giving them a "credit," select "on account" as the method of payment and click the "accept" button.

PAYMENT

Cash

Payment Types

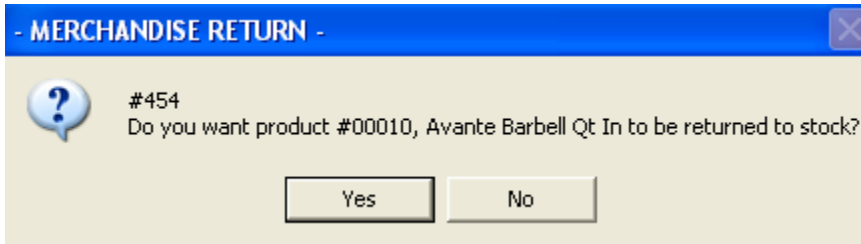
- [f1] Cash
- [f2] Check
- [f3] Credit Card
- [f4] Gift Card
- [f5] Series
- [f6] On Account
- [f7] Hotel Charge
- [f8] Traveller's Check
- [f9] Other

Payee
Chase Adam

Amount Tended
-7.58

Enter amount tendered.

- 6) Click the final 'Accept' button in the sales screen. You will then be asked if you wish to return the product to inventory.



You have completed the merchandise return.

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