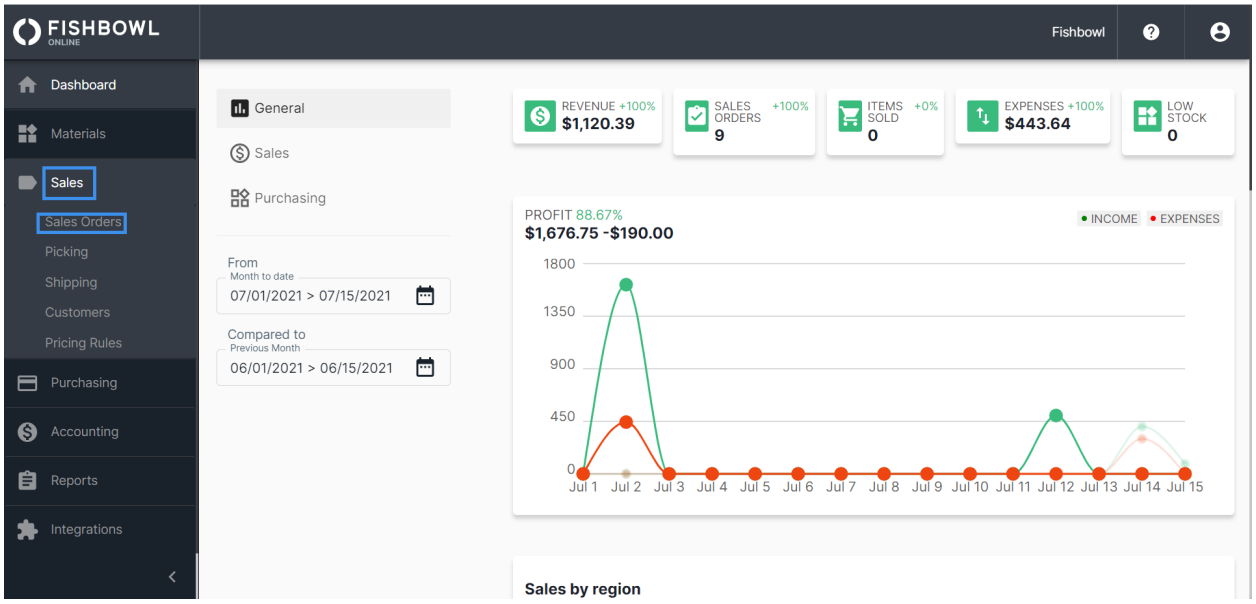
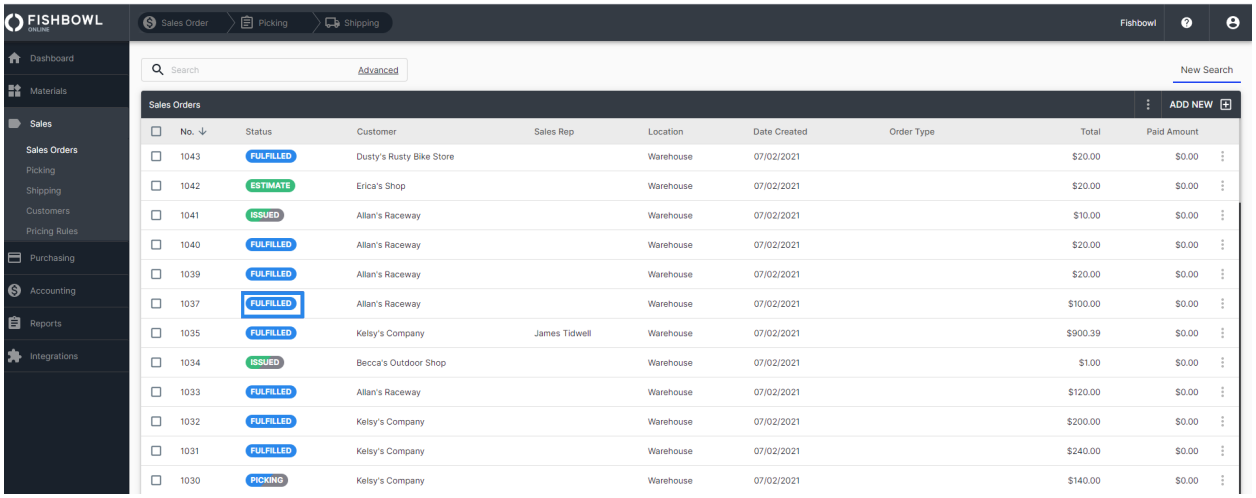
Credit Return

Please Note: You cannot void a completed sales order if it has already been exported to QuickBooks Desktop or QuickBooks Online.

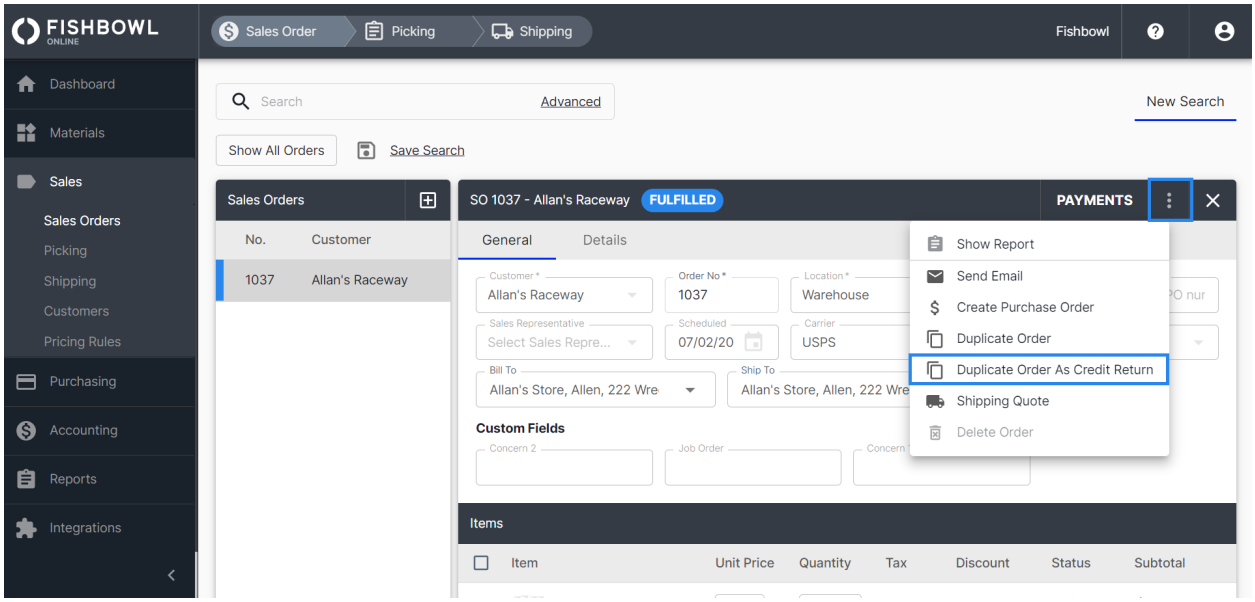
1. ‘Sales’>‘Sales Orders’



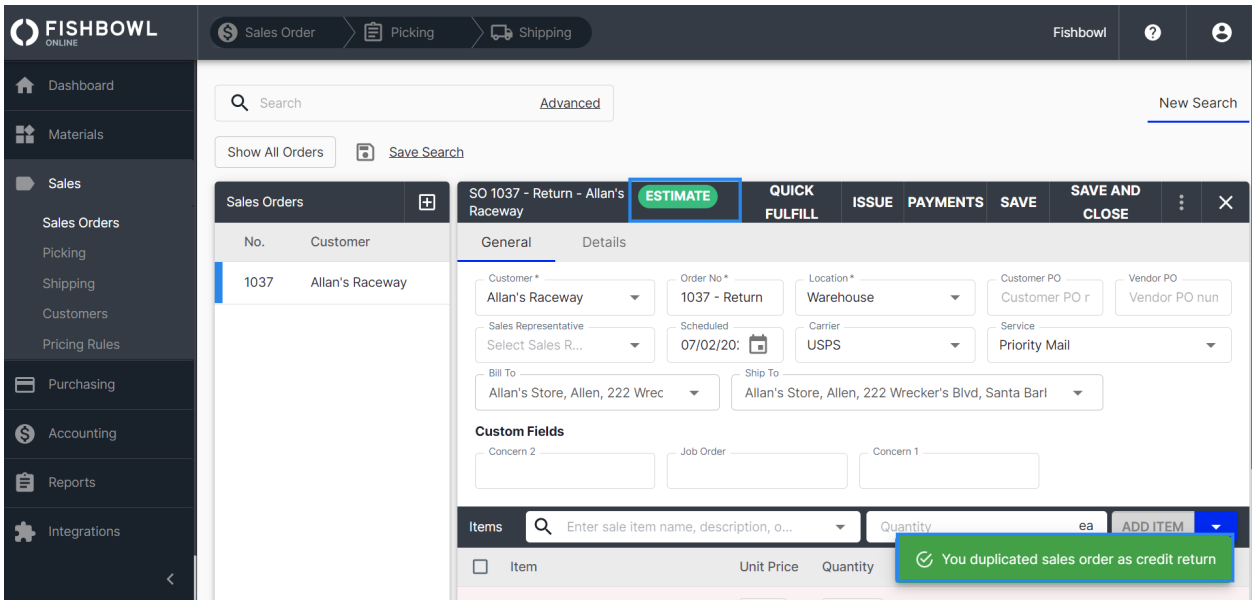
2. Select a ‘Fulfilled’ Sales Order



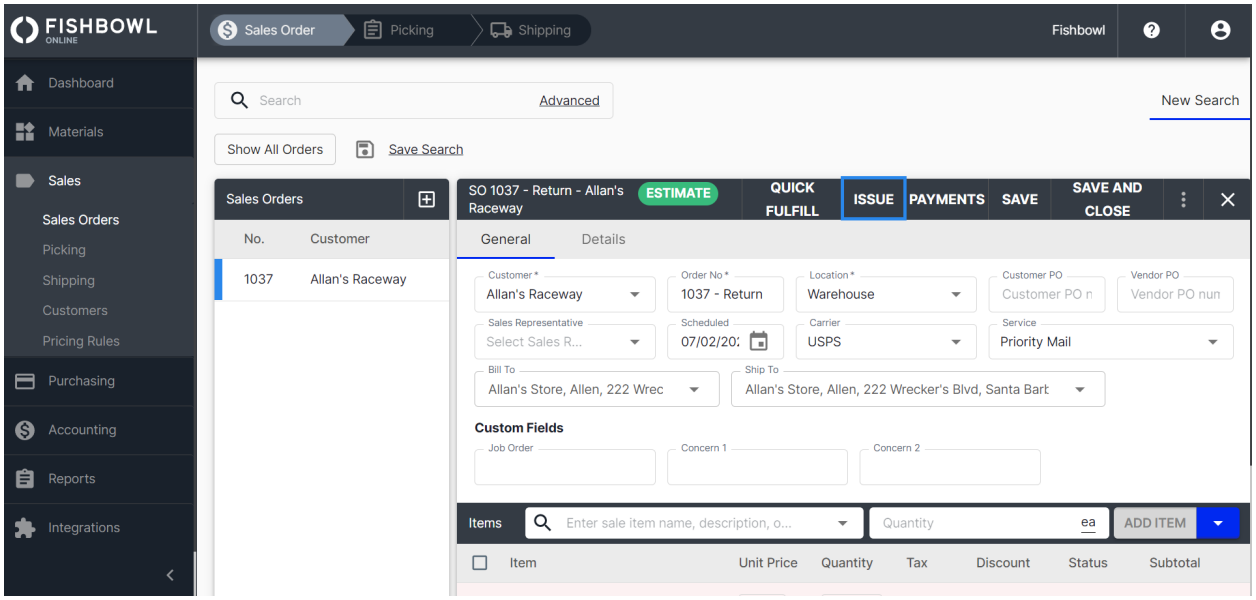
3. Select the Ellipse (three vertical dots)> Choose ‘Duplicate Order As Credit Return



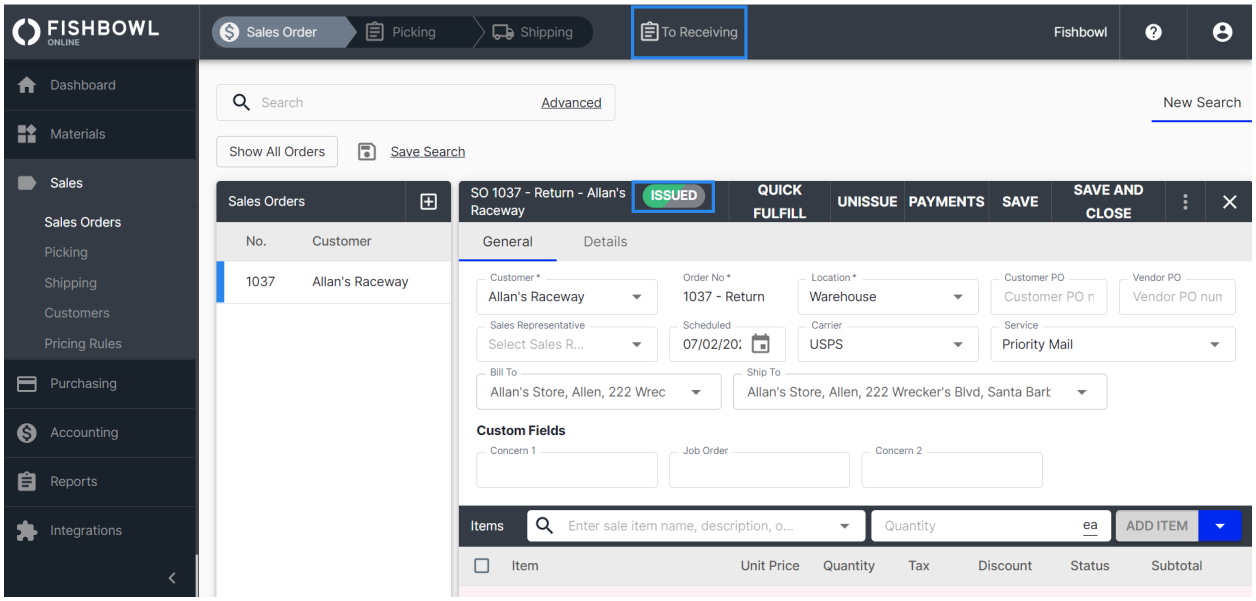
4. Once selected, the order will now change it's status to 'Estimate'



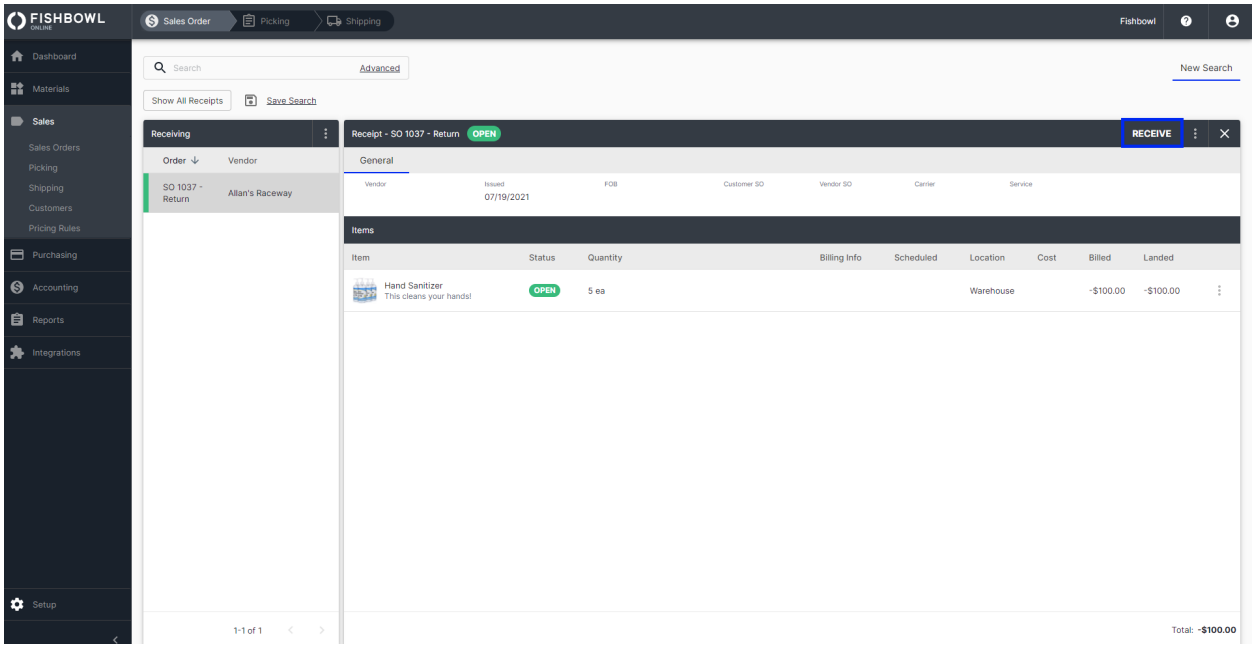
5. Select 'Issue'



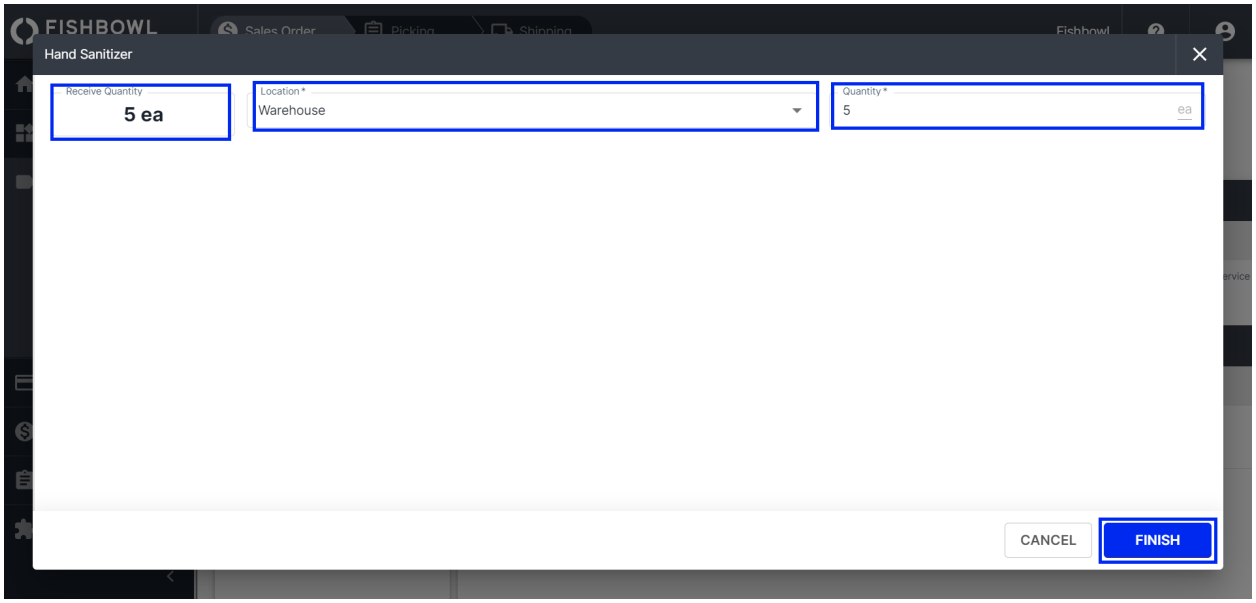
6. Once ‘Issued’ you will have the option to now receive the returned items back to inventory. In order to receive the items, select ‘To Receiving’ once selected, you can find the returned order in ‘Purchasing’ under the ‘Receiving’ module



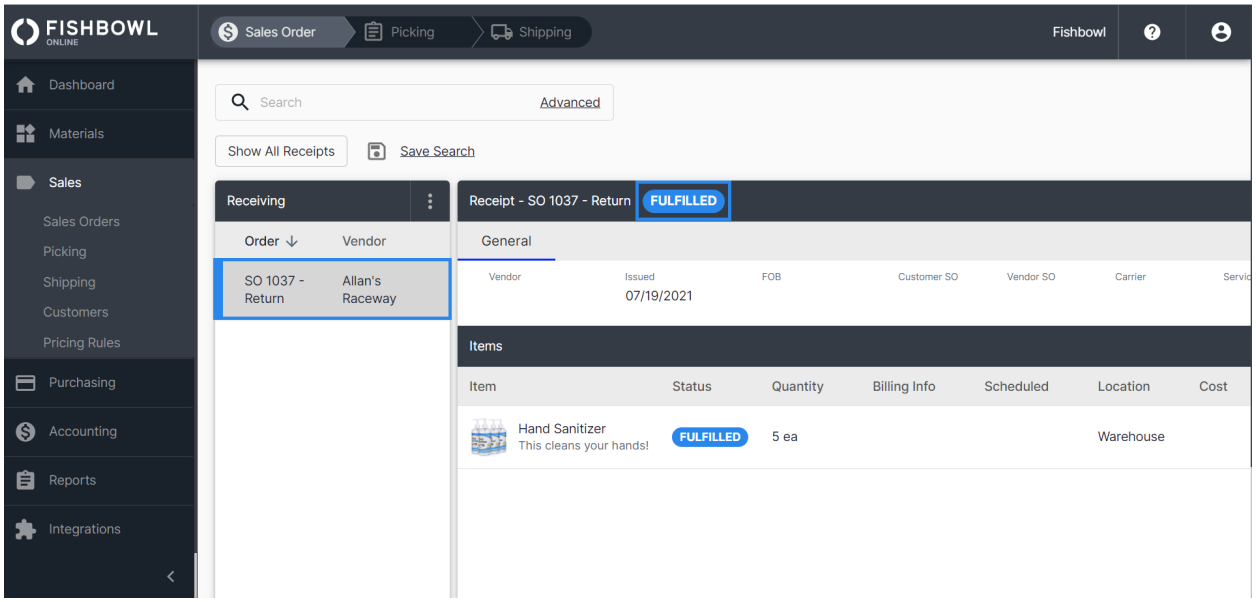
7. Select ‘Receive’ to receive the returned items back into inventory



8. You will then select the quantity returned and what location they are to be received.



9. Once ‘FINISH’ is selected, you have received the inventory back in stock and the credit return has been ‘FULFILLED’


FISHBOWL
ONLINE
Sales Order
Picking
Shipping
Fishbowl
Dashboard
Materials
Sales
Sales Orders
Picking
Shipping
Customers
Pricing Rules
Purchasing
Accounting
Reports
Integrations
Search
Advanced
Show All Receipts
Save Search
Receiving
Order
Vendor
SO 1037 - Return
Allan's Raceway
Receipt - SO 1037 - Return
FULFILLED
General
Vendor
Issued
07/19/2021
FOB
Customer SO
Vendor SO
Carrier
Items
Item
Status
Quantity
Billing Info
Scheduled
Location
Cost
Hand Sanitizer
This cleans your hands!
FULFILLED
5 ea
Warehouse