Create a Receipt for Returns

> ⊘ If items are being returned, they must be received first and then returned
>
> See Create a Receipt for Receiving
>
> Also, if this is an Amazon order, please see the Amazon FAQ's to learn how to return those items.

Step-by-step guide

1. On the YoMart Shopping-**Home Page** select **Orders Search Purchase Orders**

2. Enter the **Purchase Order #**

3. Add or change any filter fields as needed hit **Enter** or click **Search**

4. Click on the **PO Number** to open up the purchase order

5. Click on the **Receipts** tab and click the **Plus** Icon to add a receipt

6. Select **Create Quantity Receipt**
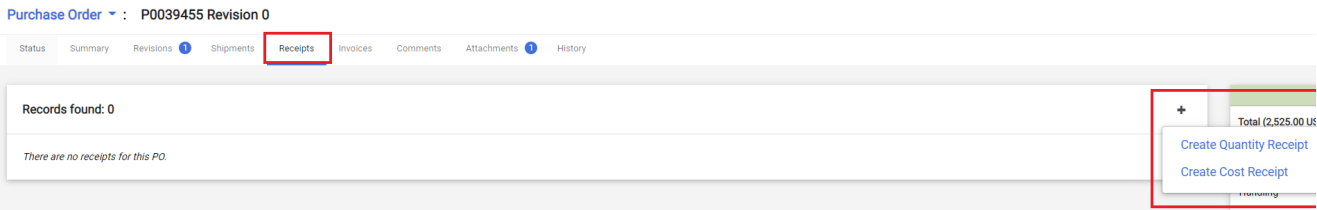
5. Scroll down to the **Receipt Lines** section

6. If an item needs to be returned, enter the **Quantity** to be returned and change the Line Status to **Returned**

7. Remove all other line items from the receipt by clicking the **Remove Line** button for that line item

8. When all line items have either been marked **returned** or the lines has been **removed**, scroll to the bottom of the page and click **Complete**

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