

Enter a purchase with a negative amount, just make sure the **acc #** is the same as what you used for the initial purchase

Account No.	Amount
5-1001	-\$200.00

Then it will show up under this heading **'Returns & Debits'**

The screenshot shows a software interface with a navigation menu at the top containing 'All Purchases', 'Quotes', 'Orders', 'Open Bills', 'Returns & Debits', and 'Closed Bills'. The 'Returns & Debits' tab is selected. Below the menu is a search bar with the placeholder text 'Enter text to search...' and a red 'X' icon. Underneath the search bar is a table with the following columns: 'Date', 'PO No.', 'Supplier In...', and 'Supplier'. The table is currently empty, and the text 'No purchases c' is visible in the lower right area of the table. At the bottom of the interface, there are two buttons: 'Receive Refund' (with a dollar sign icon) and 'Apply to Purchase' (with a document icon).

The in the bottom left corner is **'Receive Refund'**, click this and you can receive the payment this way