

Materials Returned

To enter materials that have been returned click on the "Open Jobs" button , select your customer ,Once you have selected the customer make sure you have selected "Entries " then double click on "Enter Materials Returned". Here you can Enter and Add any Materials Returned. Click on the Return button to return to the main menu.

The screenshot shows a software interface with a menu bar (File, Bank Transaction, Global Reports, Settings, Window, Layout, Help) and a toolbar (New Job, Open Job, Create Transaction, Find Transaction, Check Reconciliation, Check Register, Global Report, Fee Category, Exit). Below the toolbar is a 'JOB TITLE:' section with 'Entries' selected and circled in red. A callout box labeled 'Select Entries' points to this button. Another callout box labeled 'Open Job to select customer' points to the 'Open Job' button in the toolbar. A 'Materials Returned' dialog box is open, showing 'Customer: Betty Darling' and 'JOB NO: 512'. It has fields for 'Date' (7/ 5/2016) and 'Amount' (0.00), and a 'Description:' text area. At the bottom are 'Save and add another', 'Save', and 'Return' buttons. To the right of the dialog, the 'Enter Materials Returned' button is circled in red, with a callout box labeled 'Double click Enter Materials Returned' pointing to it. Other buttons like 'Edit / Delete Scope of Work' and 'Change Order' are also visible.