

Purchase returns and debit notes

Buying and procurement

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Buying and procurement

Purchase returns and debit notes

Send goods back to a supplier and reduce what you owe them.

Intermediate · About 10 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Kuza** and **Enterprise** plans. It is not part of **Biashara**. Contact us if you want to upgrade.

Overview

When you return goods to a supplier, record both the **goods leaving your stock** and the **reduction in what you owe**.

Steps

1. Open the submitted **Purchase Receipt**.
2. Click **Create**, then **Return**.
3. Set the quantities being returned, and save and submit. Stock decreases.
4. Open the **Purchase Invoice** for those goods and click **Create**, then **Return / Debit Note**. Submit it.
5. If the supplier refunds you, record the money with a **Payment Entry** of type *Receive* against the debit note.

If the invoice itself updated stock, a single **Return / Debit Note** does both.

Practical example

Lakeview Cement Depot delivers 20 bags that arrived wet. The storekeeper returns them, and the accountant issues a debit note for KES 17,000. The amount owed to Lakeview falls by that sum.

Important notes

- Returns link to the original document, which keeps the audit trail.
- Return only what was on the original.

Common mistakes

- Returning goods but not the invoice, so you still owe the money.

Next steps

Move on to Stock and inventory.

Related documentation

- Credit notes and debit notes
- The procurement cycle