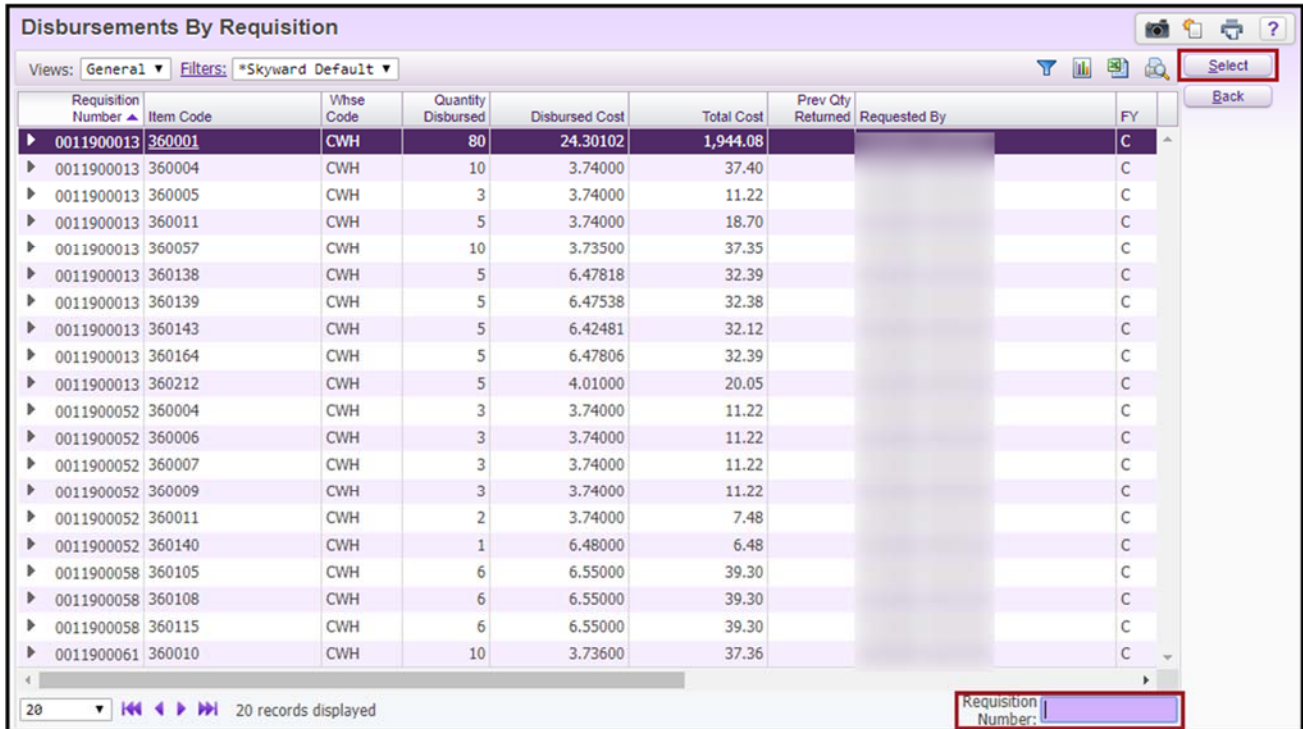


# RETURNING AN INVENTORY ITEM IN SKYWARD

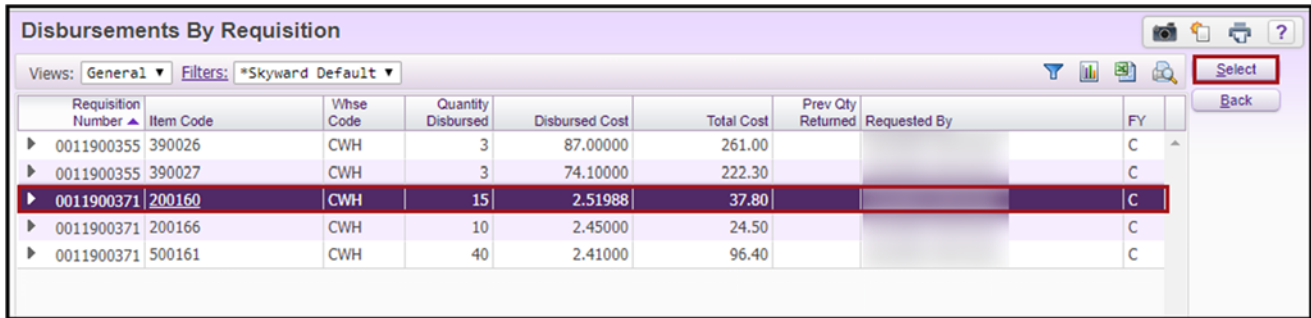
Click the **INVENTORY** Tab.



Type your Inventory Requisition number in the box below, then click **SELECT**.



Highlight the item that you want to return, then click **SELECT**.



Enter the Quantity you want to return, then click the down arrow next to **Return Type** and select **RETURN TO WAREHOUSE – DO NOT REORDER**. Click **SAVE**.


**Return Items - Maintenance**

Disbursement - Master Information  
Requisition Number: 0011900371  
Group:   
Fiscal Year: 2018 - 2019  
Requested By:   
Item Code: (200160) GLOVES, MEDIUM NURSE

Disbursement - Detail  
Disbursed Quantity: 15  
Previously Returned: 0  
Original Unit Cost: 2.51988  
Total Amount: 37.80

Return Detail  
\* Quantity to Return:   
Unit Cost:   
Total Amount:   
Return Type: R - Return to Warehouse - Reorder  
Return Note:

Asterisk (\*) denotes a required field



R - Return to Warehouse - Reorder  
R - Return to Warehouse - Reorder  
RD - Return to Warehouse - Do Not Reorder

**That concludes this tutorial**