Project Material Return Inbox

Module Guide: Project Material Return Inbox

Module Location

Project > Project Material Return > Project Material Return Inbox

Module Objective

The **Project Material Return Inbox** module serves as the approval center for all **Project Material Return** documents. Every return of leftover material from a project to the warehouse must be reviewed and approved here by authorized personnel (e.g., a Warehouse Head) before the goods are officially received back into inventory stock.

1. Main View (Return List)

The main page of this module is an "inbox" that displays all project goods return documents requiring your action.

View Explanation

This page provides a summary of all returns that are awaiting approval.

- **Filters**: You can search for a specific document by **Goods Return Code** or a **Date** range.
- **Document List**: The table below will display all documents awaiting action, with columns such as **Goods Return Code, Project Name,** and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Project Material Return Inbox** module to see the list of transactions that require approval.

Step 2: Review the Return Details

Click on one of the rows in the table to open the detail view of the return document. In the detail page, you can check what items are being returned, their quantity, and which project the goods came from. Compare this data with the physical goods you have received.

Step 3: Provide Approval

After you review the return details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Project Material Return document is created and submitted by the project team.
2. The document automatically enters the queue in this **Inbox**.
3. A Warehouse Manager reviews, verifies the physical goods, and approves it.
4. After approval, the system will finally **add the stock quantity back to the warehouse** and **credit the cost from the respective project**.

Tips & Important Notes

- The approval process here is the **final verification** that the goods returned from the project are correct and have been physically received by the warehouse.
- This is an important control step to ensure the accuracy of both **stock and project cost calculations**.
- This module is typically accessed by a **Warehouse Head or Inventory Administrator**.

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