

Project Material Return

Module Guide: Project Material Return

Module Location

Project > Project Material Return

Module Objective

The **Project Material Return** module is used to record the process of returning leftover or unused materials or goods from a project back to the warehouse. This process is crucial for ensuring the accuracy of inventory stock and for crediting the cost of unused materials back from the total project cost.

1. Main View (Return List)

The main page of this module displays a list of all goods return documents from projects that have been created.

View Explanation

- **View:** This page is a history of all project goods return documents. You can see the **Goods Return Code**, the related **Project Name**, and its status.
- **Action Buttons:**
 - **[New]:** The primary button to create a new return document.

2. Steps to Record a Goods Return

Step 1: Create a New Return Document

From the Main View, click the **[New]** button to open the **Add Return** form.

Step 2: Select the Transaction Reference (Important!)

On the form that appears, search for and select the original transaction references:

1. Select the **Project Code** from which the goods are originating.
2. Select the **Goods Shipment Requisition Code** (this is the document number from when the goods were issued from the warehouse).

Step 3: Verify and Input the Return Quantity

1. After you select the reference, the system will display the details of the items that were previously shipped to the project, including the **Quantity shipped**.
2. In the **Return Quantity** input column, enter the actual quantity of each item you are returning to the warehouse.

Step 4: Confirm the Return

After all the return quantities have been filled in, click the **[Confirm]** button to finalize the process. This action will trigger the process of adding the stock back into the warehouse.

Workflow & Integrated Business Process

- This module is the **reverse process** of the **Material Requisition Shipment**.

- After being confirmed and approved, this transaction will:
 - Add the stock quantity back to the warehouse.
 - Create a journal to credit the cost from the project, making the actual project cost calculation more accurate.

Tips & Important Notes

- Always reference the original shipment document to ensure the **traceability** of materials moving in and out of the project.
- Recording the return of leftover material is crucial for the accuracy of the **final project cost** and the accuracy of **stock data**.
- This is an important module for **Project Administrators and Warehouse Staff**.

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