# 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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