Purchase Return Inbox

Module Guide: Purchase Return Inbox

Module Location

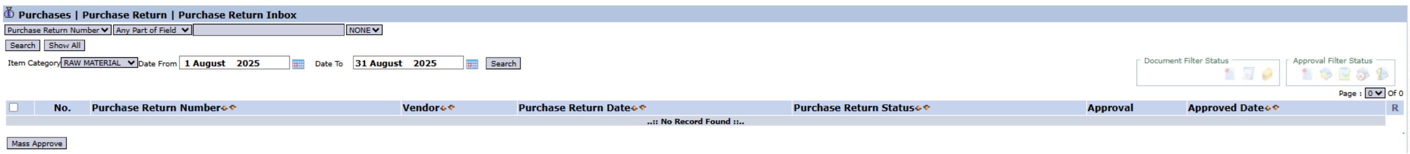
Purchasing > Purchase Return > Purchase Return Inbox

Module Objective

The **Purchase Return Inbox** module serves as the approval center for all **Purchase Return** documents that have been created and submitted. This module is used by a superior or manager to conduct a review and provide approval before the goods are physically returned to the supplier and a financial adjustment (Debit Note) is created.

1. Main View (Return List)

The main page of this module is an "inbox" that displays all Purchase Return documents requiring your action.



View Explanation & Filters

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

- **Filters**: You can search for a specific return by **Purchase Return Number**, **Item Category**, or a date range (**Date to / Date from**).

- **Request List**: The table below will display all returns awaiting action. The table currently shows "...No Record Found...".

Column Explanation

- **Purchase Return Number**: The unique number of the Purchase Return document.

- **Vendor**: The name of the supplier who will receive the returned goods.

- **Purchase Return Date**: The date the return document was created.

- **Purchase Return Status / Approval**: Icons that indicate the document's status and the approval process status.

Button Functions

- **Mass Approve**: The main action button to approve one or more selected purchase returns simultaneously.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Purchase Return Inbox** module to see the list of returns that require approval.

Step 2: Review the Return Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the details of the returned products, the quantity, and the reference to the original receipt document.

Step 3: Provide Approval

After you have reviewed and are certain about the submitted return data:

1. Return to the main **Inbox** page.

2. Check the box in the leftmost column for one or more return rows you wish to approve.

3. Click the **Mass Approve** button located in the bottom-left section of the page to process the approval. 

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., a warehouse staff) creates a document in the **Purchase Return** module.

2. **Entering the Queue**: The **Confirmed** return document automatically enters the queue in this **Purchase Return Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Further Processing**: After approval, the return document becomes the valid basis for the **Warehouse team to ship the goods back** and for the **Accounting (AP) team to create a Debit Note** to reduce the payable to the vendor.

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