Purchase Return Report

Report Module Guide: Purchase Return Report

Module Location

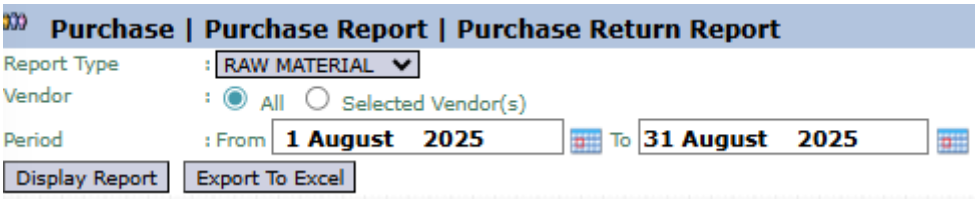
Purchasing > Reports > Purchase Return Report

Module Objective

The **Purchase Return Report** module is used to generate a detailed list of all return transactions or goods returns made to suppliers (vendors) within a specific period. This report is used to monitor, summarize, and analyze purchase return activities.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.



Here is an explanation for each parameter:

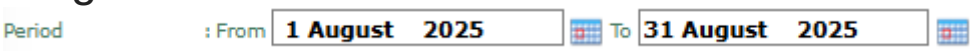
- **Report Type**:
  - Use this dropdown to filter the report by the type or category of the returned product (e.g., RAW MATERIAL).

- **Vendor**:
  - Select the vendor scope for the report: **All** or **Selected Vendor(s)**.
- **Period**:
  - Specify the **From** and **To** date range to define the period of returns to be displayed (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

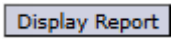
Select all the parameters you need, especially defining the **Period** range.



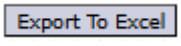
Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the return report directly on your screen.



- **Export To Excel**: To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every return transaction and links it to the initial documents.



Print Close

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Purchase Return Report

Period : From 01 Aug 2025 To 31 Aug 2025
Report Type : RAW MATERIAL

No.	Purchase Return		Goods Receipt		Purchase Order		Item Code	Item Name	Dimension	Qty	Measurement
	Number	Date	Number	Date	Number	Date					
..:: NO RECORDS ::..											

Report Explanation: This report will display a list of all purchase return documents.

Key Columns:

- **Purchase Return**: Displays the Number and Date of the return document.
- **Goods Receipt**: Displays the Number and Date of the original goods receipt document.
- **Purchase Order**: Displays the Number and Date of the original Purchase Order.
- **Item Code, Item Name, Qty**: Details of the product and the quantity that was returned.

Tips & Important Notes

- Use this report to **analyze return trends** from a specific vendor or for a specific product.
- This report is a recapitulation of the data input in the **Purchase Return** module. Ensure all return data has been

recorded correctly.

- This report is very useful for the **Procurement and Warehouse teams** to track the complete document flow and goods return process.

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