Purchase Return Requisition Inbox

Module Guide: Purchase Return Requisition Inbox

Module Location

Purchasing > Purchase Return Requisition > Purchase Return Requisition Inbox

Module Objective

The **Purchase Return Requisition Inbox** module serves as the approval center for all **Purchase Return Requisition** documents that have been submitted. This module is used by a superior or manager to conduct a review and provide approval before the process of returning goods to a supplier can proceed.

1. Main View (Return Requisition List)

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

View Explanation & Filters

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

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

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

Column Explanation

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

- **Purchase Return Requisition Date**: The date the request was created.

- **Requested By**: The name of the requestor or the department that submitted the return.

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

Button Functions

- **Approve**: The main action button to approve one or more selected return requisitions.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Purchase Return Requisition Inbox** module to see the list of return requisitions that require approval.

Step 2: Review the Requisition 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 items to be returned, the quantity, and the reason for the return.

Step 3: Provide Approval

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

1. Return to the main **Inbox** page.
2. Check the box in the leftmost column for one or more rows you wish to approve.
3. Click the **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 or QA staff) creates a document in the **Purchase Return Requisition** module.
2. **Entering the Queue**: The **Confirmed** requisition automatically enters the queue in this **Purchase Return Requisition Inbox** module.
3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.
4. **Further Processing**: After approval, the Return Requisition becomes the valid basis for the **Warehouse team to prepare the return of the goods** and for the **Accounting (AP) team**

to create a Debit Note to reduce the payable to the vendor.

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