# Purchase Return Requisition

## Module Guide: Purchase Return Requisition

### Module Location

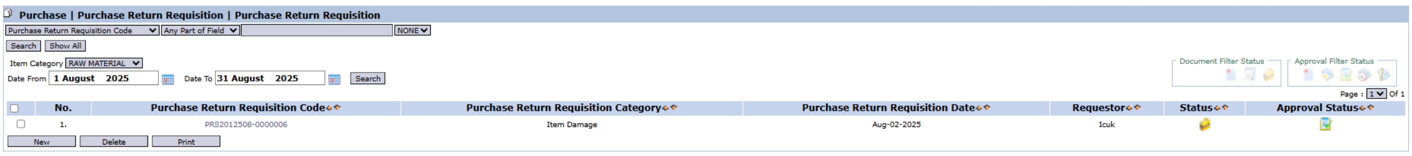
Purchasing > Purchase Return Requisition > Purchase Return Requisition

### Module Objective

The **Purchase Return Requisition** module is used to create an official request document to initiate the process of returning goods to a supplier (vendor). This is the first step in the return workflow, where a department (e.g., Warehouse or Quality Control) submits a return request which then needs to be approved before the goods are physically returned.

## 1. Main View (Return Requisition List)

The main page of this module displays a list of all Purchase Return Requisition documents that have been created.




### View Explanation & Filters

This page is for viewing and managing all return requisitions.

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

- **Requisition List**: The table below will display all requisitions that match the filters, with columns such as **Purchase Return Requisition Code**, **Category**, **Date**, **Requestor**, and **Approval Status**.

### Button Functions

- **New**: The primary button to create a new Return Requisition.
- **Delete**: To delete a selected requisition.
- **Print**: To print the details of a selected return requisition.

## 2. Steps to Create a Purchase Return Requisition

### Step 1: Create a New Requisition

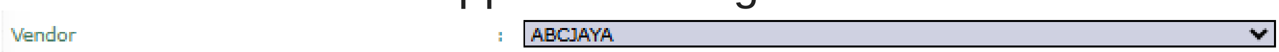
From the Main View, click the **New** button to open the **Add Purchase Return Requisition** form. 


### Step 2: Fill in Header Information

On the form that appears, fill in the general information for the return request:

- **Purchase Return Requisition Date**: Enter the date you are creating the request.



- **Vendor**: Select the supplier whose goods are to be returned.


- **RR Number**: **Important!** Select the original **Receiving Report** number. This will link the return to the initial shipment from the vendor and load the item details automatically. 


- **Purchase Return Requisition Category**: Select the category or reason for the return (e.g., 'Item Damage'). 


### Step 3: Detail the Items to be Returned

After selecting the RR Number, the item details will appear in the table below. Enter the quantity of goods to be returned in the **Return Quantity** column.

### Step 4: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the requisition as a draft. 


- **Confirm**: To finalize the requisition and send it into the approval workflow.


- **Cancel**: To cancel the entry. 


## Workflow & Integrated Business Process

- A requisition that has been **Confirmed** will go to the **Purchase Return Requisition Inbox** to be approved.

- After approval, this document becomes the basis for creating the actual **Purchase Return** document and subsequently an

**AP Debit Note** to reduce the payable to the vendor.

# Tips & Important Notes

- Always refer to the original **RR Number** to ensure the return data is accurate and can be traced back to its initial receipt transaction.
- This module is typically used by the **Warehouse or Quality Assurance teams**, who are the first to identify the need to return goods.

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Revision #1
Created 13 August 2025 08:53:57 by Muhammad Ali Akbar
Updated 13 August 2025 09:04:32 by Muhammad Ali Akbar