Purchase Return

Module Guide: Purchase Return

Module Location

Purchasing > Purchase Return > Purchase Return

Module Objective

The **Purchase Return** module is a transactional module used to create the official document for returning goods to a supplier (vendor). This document is created after an approved Purchase Return Requisition. Its function is to authorize the physical release of goods from the warehouse and to become the basis for the accounting department to issue a Debit Note to reduce the payable.

1. Main View (Purchase Return List)

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



View Explanation & Filters

This page is for viewing and managing all purchase return transactions.

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

- **Return List**: The table below will display all returns that match the filters, with columns such as **Purchase Return Number**, **Vendor**, **Purchase Return Date**, and **Purchase Return Status**.

Button Functions

- **New**: The primary button to create a new Purchase Return document.
- **Delete**: To delete a selected return document.

2. Steps to Create a Purchase Return

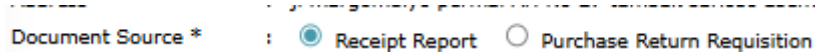
Step 1: Create a New Return Document

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

Step 2: Select the Source Document

On the form that appears, fill in the header information:

- **Vendor**: Select the supplier whose goods are to be returned (e.g., PT. ABCAWA).


- **Document Source**: **Important!** Select the source document that is the basis for the return.


  - **Purchase Return Requisition**: The recommended method, which is to select from an already approved return request.

    - **Receipt Report**: Selecting directly from the initial goods receipt document.

- **Receipt Report Number**: After selecting the source, choose its specific document number.

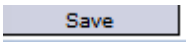


Step 3: Verify the Returned Items

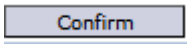
After selecting the source document, the detail table at the bottom will be automatically populated with the relevant items. Verify the **Item Code** and **Qty** (quantity) to be returned.

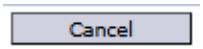
Step 4: Save and Confirm

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

- **Save**: To save the return document as a draft. 

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



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

Workflow & Integrated Business Process

- This module is the follow-up to an approved **Purchase Return Requisition**.

- A **Confirmed** and approved Purchase Return document will become the basis for the **Accounts Payable (AP) team to create a Debit Note** to reduce the payable to the vendor.

- This process will also instruct the **Warehouse to release the goods and reduce the inventory records**.

Tips & Important Notes

- To maintain data integrity, always create a Purchase Return based on a valid source document, ideally from an approved **Purchase Return Requisition**.

- This document is the formal proof of the release of returned goods from the company.

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