Register Retur Report

Report Module Guide: Return Register Report

Module Location

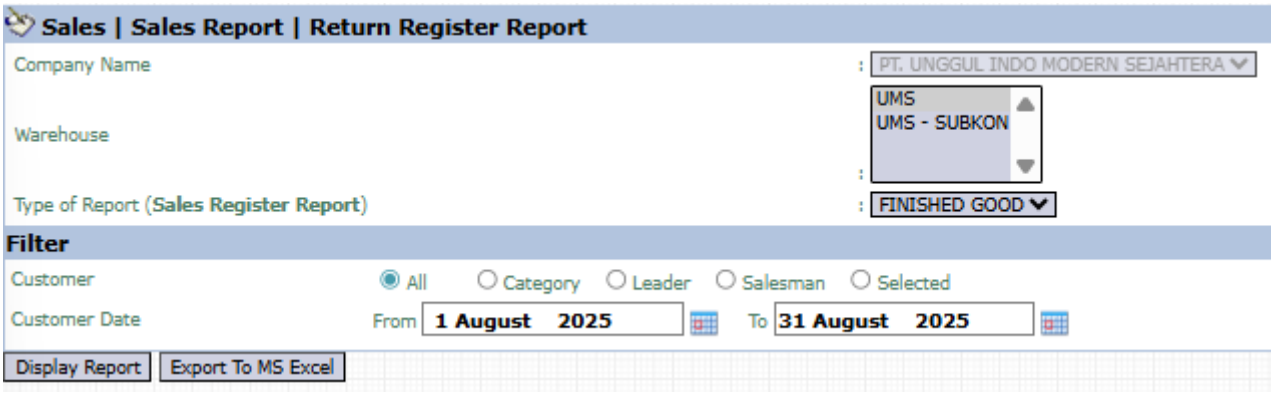
Sales > Reports > Sales Return Reports > Return Register Report

Module Objective

The **Return Register Report** module is used to generate a "register book" or a highly detailed transactional record of all sales return activities. This report provides raw, line-by-line data from each return, making it highly suitable for audits, in-depth tracing, and data verification.

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:

- **Warehouse**:

- Use this list box to filter the report based on the warehouse where the returned goods were received.

- **Customer**:
  - Select the customer scope for the report: **All**, **Category**, **Leader**, **Salesman**, or **Selected** (for a specific Customer).

- **Customer Date**:
  - 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

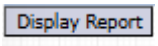
Step 1: Set Report Parameters

Define the parameters you need, especially selecting the **Customer** scope and the **Customer Date** range.

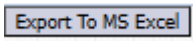


Step 2: Generate the Report

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 register report directly on your screen. 

- **Export To MS 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.

Report Explanation: This report presents return data in a highly detailed register or log format, displaying one row for each item that was returned.

Key Columns:

- **Notes Number**: The reference number of the return document.
- **Customer Name**: The name of the customer who made the return.
- **Warehouse**: The destination warehouse for the returned goods.
- **Item Code, Item Name**: Details of the product that was returned.
- **Qty, Price, Amount**: The quantity and value details of each returned item.
- **Salesman**: The name of the salesperson associated with the original transaction.

Tips & Important Notes

- Use this report for **audit purposes** or when you need the most complete details of every return transaction.
- This report is a recapitulation of the raw data from the **Sales Return** module.
- The **Export to MS Excel** feature is very useful for further processing of this register data, for example, to create pivot analyses.

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