

Register Retur Report

Report Module Guide: Return Register Report

Module Location

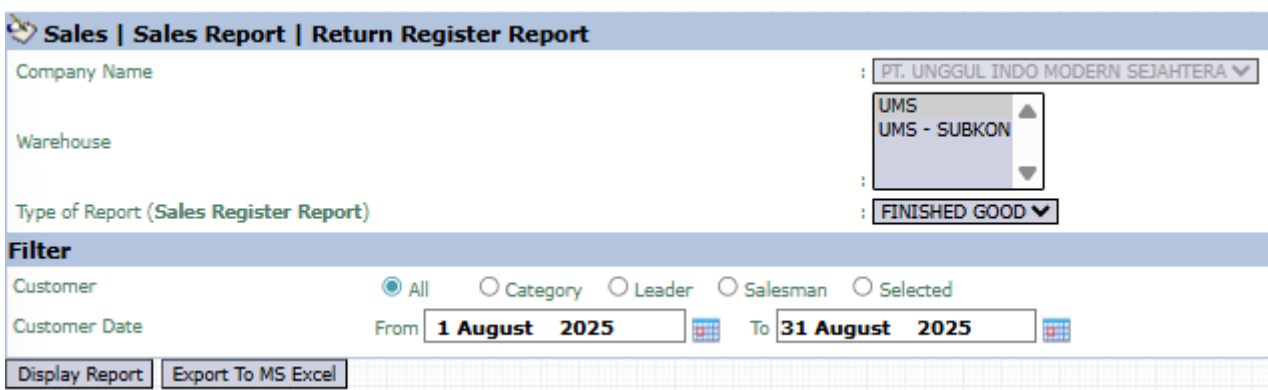
Sales > Reports > Sales Return Reports > Return Register Report

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.



The screenshot displays the 'Return Register Report' form. At the top, the breadcrumb trail reads 'Sales | Sales Report | Return Register Report'. The form includes several dropdown menus: 'Company Name' is set to 'PT. UNGGUL INDO MODERN SEJAHTERA', 'Warehouse' is set to 'UMS - SUBKON', and 'Type of Report (Sales Register Report)' is set to 'FINISHED GOOD'. Below these is a 'Filter' section with radio buttons for 'Customer' (selected), 'Category', 'Leader', 'Salesman', and 'Selected'. The 'Customer Date' section shows a date range from '1 August 2025' to '31 August 2025'. At the bottom, there are two buttons: 'Display Report' and 'Export To MS Excel'.

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).

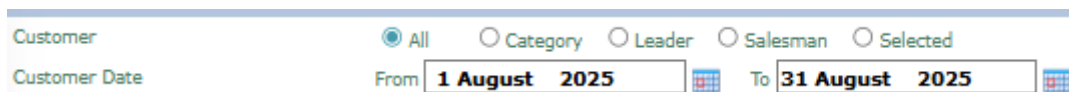
- **Customer Date:**

- 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.



The screenshot shows a form with two sections. The first section is labeled 'Customer' and contains five radio button options: 'All' (which is selected), 'Category', 'Leader', 'Salesman', and 'Selected'. The second section is labeled 'Customer Date' and contains two date input fields. The first field is labeled 'From' and contains the text '1 August 2025'. The second field is labeled 'To' and contains the text '31 August 2025'. Both date fields have a small calendar icon to their right.

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.

Export To MS Excel

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.

Revision #1

Created 8 August 2025 10:11:08 by Muhammad Ali Akbar

Updated 8 August 2025 10:33:20 by Muhammad Ali Akbar