Warehouse Return

Report Module Guide: Warehouse Return Report

Module Location

Inventory > Reports > Transaction > Warehouse Return

Module Objective

The **Warehouse Return Report** module is used to generate a report that specifically tracks all **internal goods return** activities. This report is used to monitor goods returned from one location to another, for example, the return of leftover raw materials from the production floor back to the raw materials warehouse.

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:

- **Return Category**:
  - The primary filter to select the type or reason for the goods return that you wish to see.
- **Period**:

- Specify the return transaction date range in the **From** and **To** fields.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Return Category** and the **Period** you wish to analyze.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the return report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a list of goods return transactions that match your filters.

This report tracks the return flow by displaying columns such as:

- **Shipping Whs.**: The location or department that is returning the goods (e.g., Production).
- **Qty. Shipped**: The quantity of goods sent back.
- **Receiving Whs.**: The main warehouse that is receiving the returned goods.

- **Qty. Received**: The quantity recorded upon receipt at the destination warehouse.

Tips & Important Notes

- This report is essentially a **Warehouse Transfer Report** that is specifically filtered for 'Return' transactions.
- Use this report to monitor and reconcile the return of leftover raw materials from production or the return of goods from subcontractors.
- This is an important control report for the **PPIC and Warehouse Manager** teams.

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