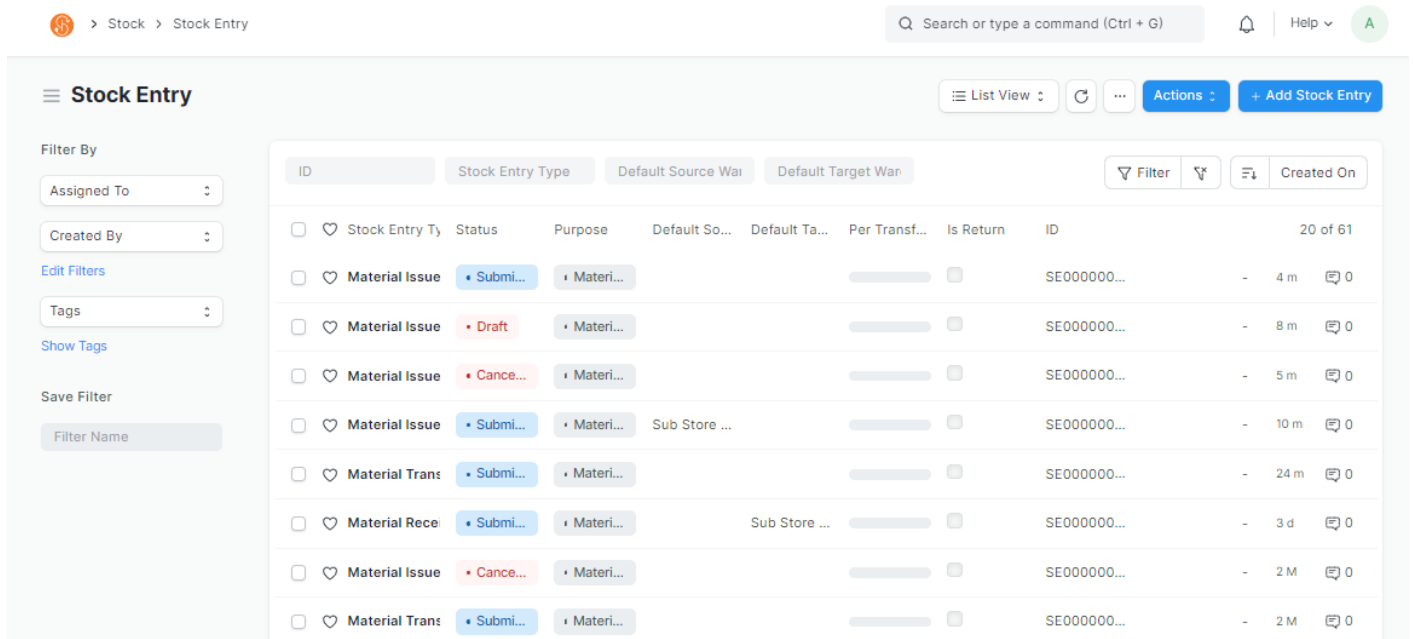


Cancelling and Amending Stock Entries

This guide shows you how to cancel a Stock Entry in the system. Cancellation of Stock Entries are usually due to errors in the submitted Stock Entry document, i.e. wrong date, Employee or quantity was set

Document Path: *Stock > Stock Transactions > Stock Entry*


1. Go to Stock Entry List View and select the Submitted Stock Entry that needs to be cancelled. Do note that only Submitted Stock Entries can be cancelled





The screenshot displays the 'Stock Entry' list view in a software application. The interface includes a top navigation bar with a search bar and a user profile icon. Below the navigation bar, there's a sidebar with filter options and a main table area. The table lists various stock entries with columns for ID, Stock Entry Type, Status, Purpose, Default Source, Default Target, Per Transf..., Is Return, and ID. The table shows 20 of 61 entries. The entries are categorized by status: Submitted (blue), Draft (red), and Cancelled (red). The 'Cancel' button is visible in the table, indicating that only Submitted Stock Entries can be cancelled.

ID	Stock Entry Type	Status	Purpose	Default Source	Default Target	Per Transf...	Is Return	ID	Created On
<input type="checkbox"/>	Material Issue	Submitted	Material...					SE000000...	- 4 m 0
<input type="checkbox"/>	Material Issue	Draft	Material...					SE000000...	- 8 m 0
<input type="checkbox"/>	Material Issue	Cancelled	Material...					SE000000...	- 5 m 0
<input type="checkbox"/>	Material Issue	Submitted	Material...	Sub Store ...				SE000000...	- 10 m 0
<input type="checkbox"/>	Material Trans	Submitted	Material...					SE000000...	- 24 m 0
<input type="checkbox"/>	Material Rece	Submitted	Material...	Sub Store ...				SE000000...	- 3 d 0
<input type="checkbox"/>	Material Issue	Cancelled	Material...					SE000000...	- 2 M 0
<input type="checkbox"/>	Material Trans	Submitted	Material...					SE000000...	- 2 M 0

2. In the Stock Entry, click on **Cancel**


> Stock > Stock Entry > SE00000051


Help ▾



Material Issue

Submitted

View ▾

<

>



...

Cancel

Assigned To

+

Attachments

Attach File

+

Shared With

+

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this

10 minutes ago

You created this

14 minutes ago

Details

Other Info

Stock Entry Type *

Material Issue

Posting Date

08-07-2024

Posting Time

23:08:50

Project ID

FDP-00001

Customer ID

FDP

Employee ID

HR-EMP-00006

Project Name

Foodpanda

Customer Name

FDP




Employee Name

Amani Jemeyy

BOM Info ▾

Default Warehouse ▾

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Sto...	
<input type="checkbox"/>	1	Sub Store 1 - TRP		BE001: Orange Juice	2	RM 1.00	 Edit
<input type="checkbox"/>	2	Sub Store 1 - TRP		BE002: Coca Cola Bott	1	RM 2.00	 Edit

Download

3. Once Cancelled, Stock Entry status will change to **Cancelled**. The stock movement will also be reverted in the system. For example if an Item is issued out from a warehouse, upon cancel the stock of that item will increase accordingly. Upon cancellation, the **Amend** will also appear, allowing users to amend if needed.

Stock > Stock Entry > SE00000051

Search or type a command (Ctrl + G)

Help

Material Issue

Cancelled

Assigned To

Attachments

Shared With

Tags

0 · 0

You edited this just now

You created this 16 minutes ago

View

Amend

Details

Other Info

Stock Entry Type *

Material Issue

Posting Date

08-07-2024

Posting Time

23:08:50

Project ID

FDP-00001

Customer ID

FDP

Employee ID

HR-EMP-00006

Project Name

Foodpanda

Customer Name

FDP

Employee Name

Amani Jemeyy

BOM Info

Default Warehouse

Items

	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Sto...	
	1	Sub Store 1 - TRP		BE001: Orange Juice	2	RM 1.00	Edit
	2	Sub Store 1 - TRP		BE002: Coca Cola Bott	1	RM 2.00	Edit

Download

4. To amend a cancelled Stock Entry, click on **Amend**. This will navigate you to a new screen to adjust the Stock Entry. In the screen, information from the cancelled Stock Entry will be copied over to a **New Stock Entry** screen

New Stock Entry
 Not Saved

Create
 Get Items From
 ...
 Save

Details
 Other Info

Series *	Posting Date	<input checked="" type="checkbox"/> Edit Posting Date and Time
SE.#####	08-07-2024	
Stock Entry Type *	Posting Time	
Material Issue	23:08:50	
Project ID	Customer ID	Employee ID
FDP-00001	FDP	HR-EMP-00006
Project Name	Customer Name	Employee Name
Foodpanda	FDP	Amani Jemeyy

BOM Info

Default Warehouse

Scan Barcode

Items

	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Stock U...	
<input type="checkbox"/>	1	Sub Store 1 - TRP		BE001: Orange Juice	2	RM 1.00	Edit
<input type="checkbox"/>	2	Sub Store 1 - TRP		BE002: Coca Cola Bottles	1	RM 2.00	Edit

Add Multiple
 Add Row

Download
 Upload

- The system links the new Stock Entry with the Original Stock Entry, which can be seen under **Other Info Tab > Amended From field**

New Stock Entry
 Not Saved

Create
 Get Items From
 ...
 Save

Details
 Other Info

Printing Settings

More Information

Is Opening	Per Transferred
No	0%
Remarks	Total Amount
	RM 4.00
	Amended From
	SE00000051

5. Once you've adjusted the necessary information and saved the new Stock Entry by clicking on **Save**, the Stock Entry status will change to **Draft** and the Stock Entry ID will be generated with a revision number. The revision number indicates the number of times the document is revised

Stock > Stock Entry > SE00000051-1

Search or type a command (Ctrl + G)

Help

Material Issue

Draft

Create

Get Items From

<

>

Submit

Assigned To

Attachments

Attach File

Shared With

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this just now

You created this just now

Submit this document to confirm

Details

Other Info

Stock Entry Type *

Material Issue

Posting Date

08-07-2024

☒ Edit Posting Date and Time

Posting Time

23:08:50

Project ID

FDP-00001

Customer ID

FDP

Employee ID

HR-EMP-00006

Project Name

Foodpanda

Customer Name

FDP

Employee Name

Amani Jemeyy

BOM Info

6. Continue to Submit the Stock Entry as per the steps in the Stock Entry guide

Revision #2
Created 8 July 2024 15:27:41 by Admin
Updated 8 July 2024 17:15:00 by Admin