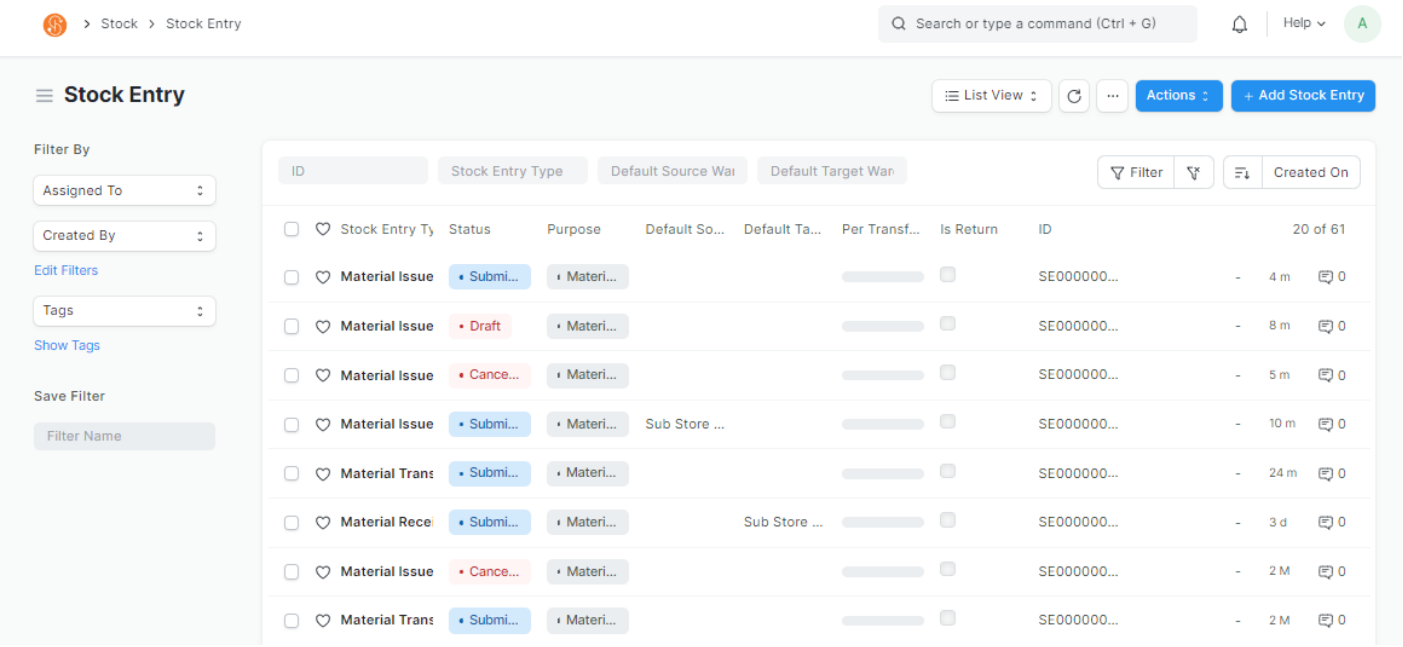
Cancelling and Amending Stock Entries

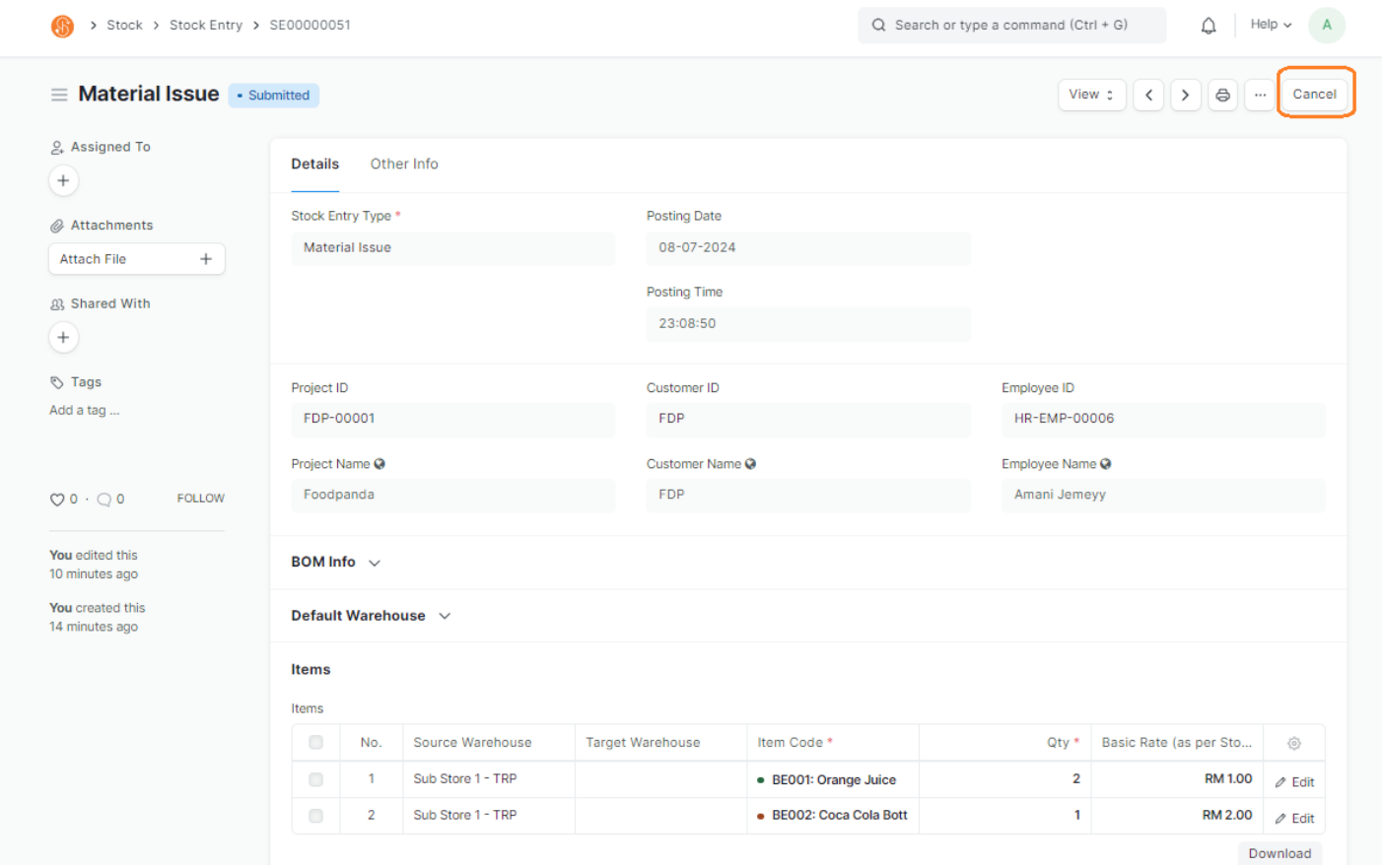
This guide shows you how to cancel a Stock Entry in the system. Cancellation of Stock Entries are usually due to errors in the submitted Stock Entry document, i.e. wrong date, Employee or quantity was set

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

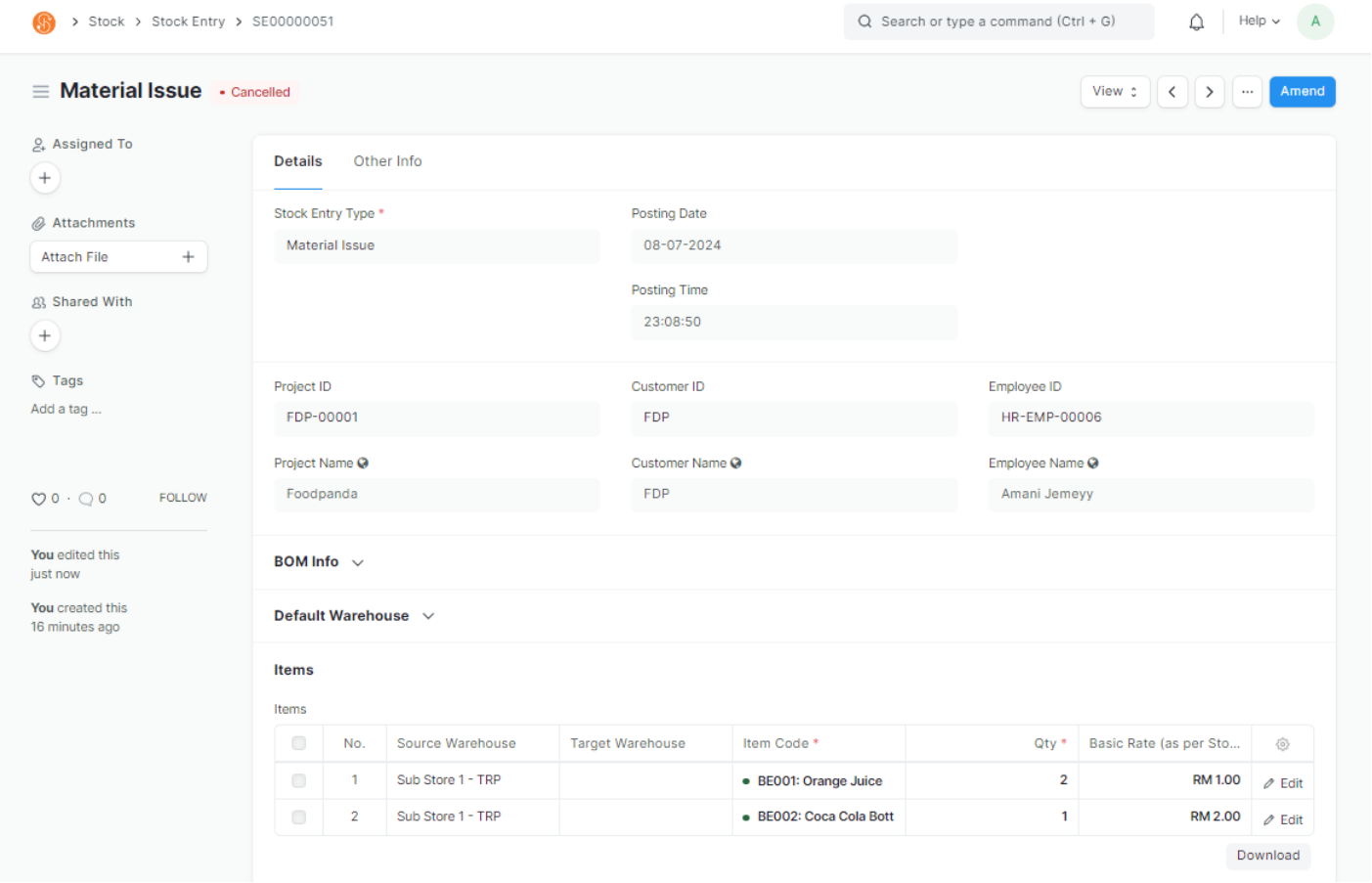
1. Go to Stock Entry List View and select the Submitted Stock Entry that needs to be cancelled. Do note that only Submitted Stock Entries can be cancelled



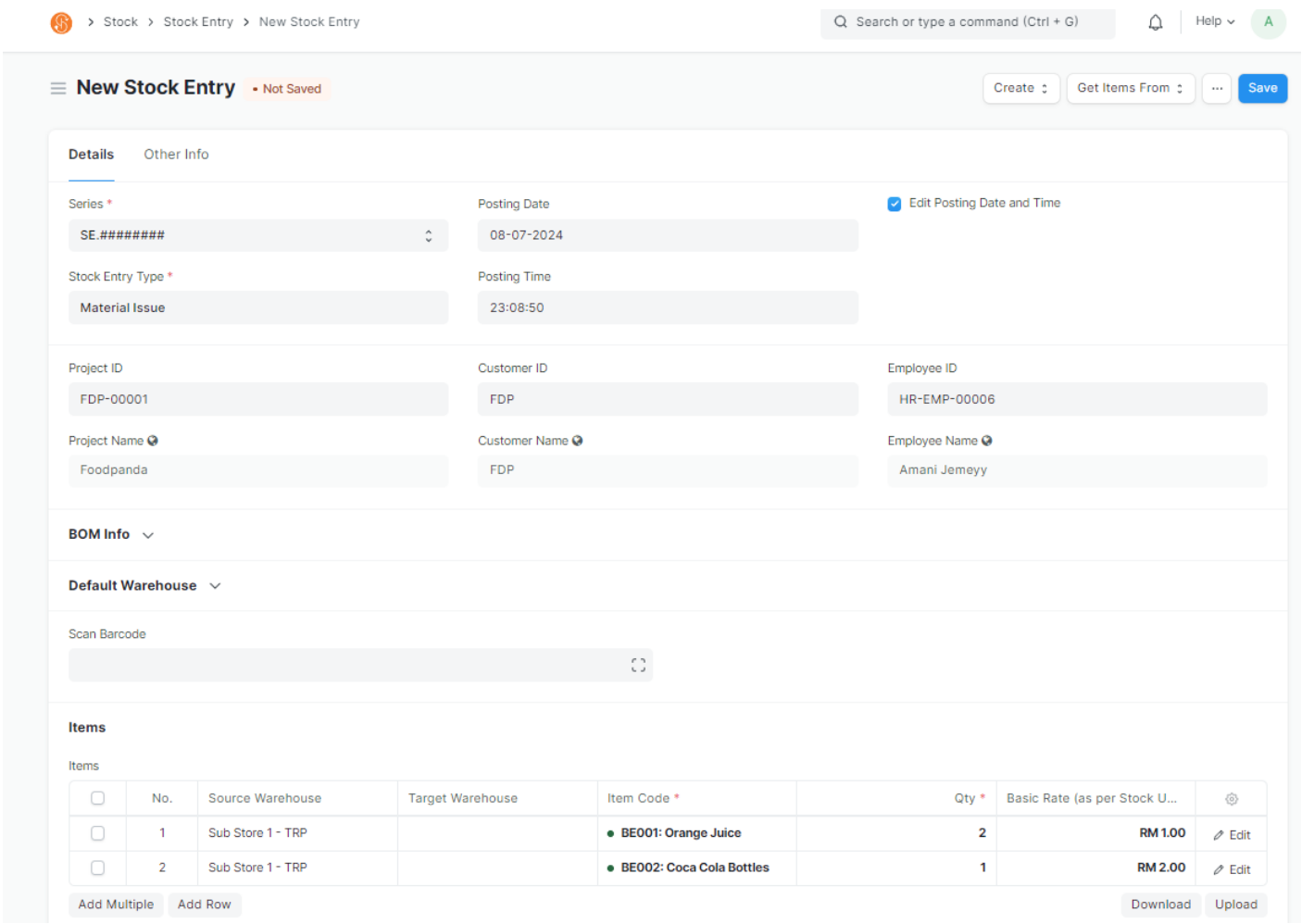
2. In the Stock Entry, click on **Cancel**



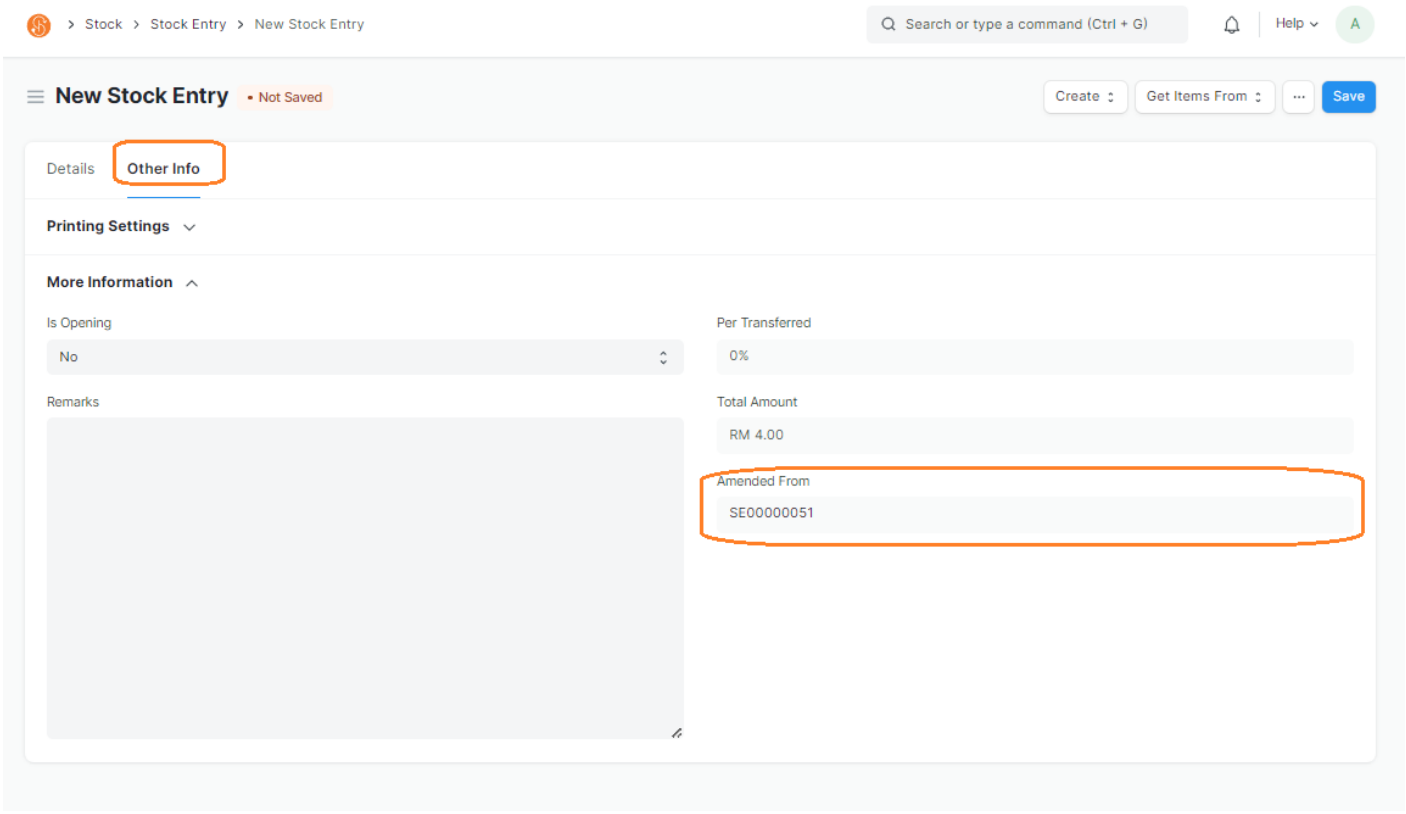
3. Once Cancelled, Stock Entry status will change to **Cancelled**. The stock movement will also be reverted in the system. For example if an Item is issued out from a warehouse, upon cancel the stock of that item will increase accordingly. Upon cancellation, the **Amend** will also appear, allowing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



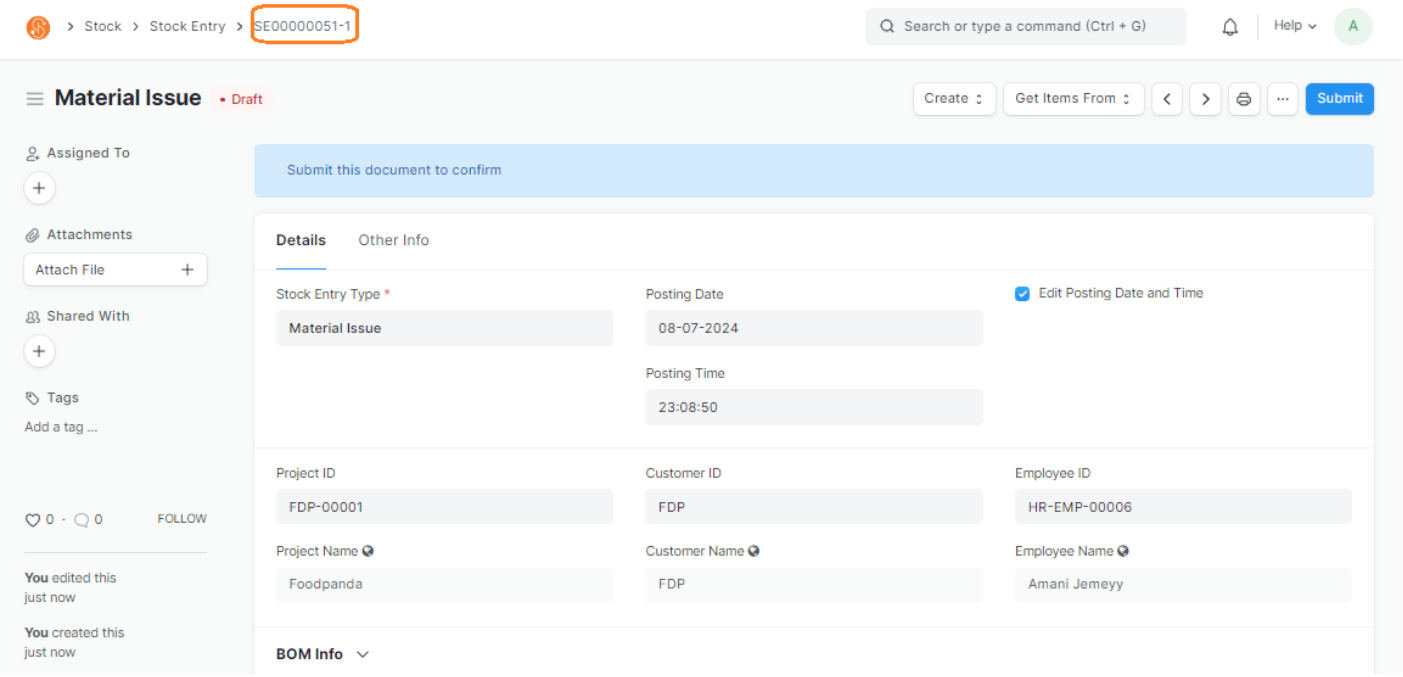
4. To amend a cancelled Stock Entry, click on **Amend.** This will navigate you to a new screen to adjust the Stock Entry. In the screen, information from the cancelled Stock Entry will be copied over to a **New Stock Entry** screen



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



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



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

---

Revision #2
Created 2024-07-08 15:27:41 UTC by Admin
Updated 2024-07-08 17:15:00 UTC by Admin