

# 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. The table contains the following data:

ID	Stock Entry Type	Default Source War	Default Target War	Filter	Created On
<input type="checkbox"/>	Material Issue	Submitted	Materi...		SE0000000... - 4 m
<input type="checkbox"/>	Material Issue	Draft	Materi...		SE0000000... - 8 m
<input type="checkbox"/>	Material Issue	Cancel...	Materi...		SE0000000... - 5 m
<input type="checkbox"/>	Material Issue	Submitted	Materi... Sub Store ...		SE0000000... - 10 m
<input type="checkbox"/>	Material Trans	Submitted	Materi...		SE0000000... - 24 m
<input type="checkbox"/>	Material Rece	Submitted	Materi... Sub Store ...		SE0000000... - 3 d
<input type="checkbox"/>	Material Issue	Cancel...	Materi...		SE0000000... - 2 M
<input type="checkbox"/>	Material Trans	Submitted	Materi...		SE0000000... - 2 M

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

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

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

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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.

**Material Issue** • Cancelled

View < > ... **Amend**

Assigned To

+

Attachments

Attach File +

Shared With

+

Tags

Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this 16 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

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	
<input type="checkbox"/>	2	Sub Store 1 - TRP		• BE002: Coca Cola Bott	1	RM 2.00	

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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 \* SE.##### Posting Date 08-07-2024  Edit Posting Date and Time

Stock Entry Type \* Material Issue 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 Jemey

BOM Info

Default Warehouse

Scan Barcode

Items

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

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 No Per Transferred 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

The screenshot shows a web interface for a Stock Entry document. The document is in 'Draft' status. The breadcrumb navigation shows 'Stock > Stock Entry > SE00000051-1'. The main header includes a search bar and a 'Submit' button. The left sidebar contains options for 'Assigned To', 'Attachments', 'Shared With', and 'Tags'. The main content area is titled 'Material Issue' and contains a 'Submit this document to confirm' button. Below this, there are two tabs: 'Details' and 'Other Info'. The 'Details' tab is active and shows the following information:

Stock Entry Type *	Posting Date	<input checked="" type="checkbox"/> Edit Posting Date and Time
Material Issue	08-07-2024	
	Posting Time	
	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

At the bottom of the details section, there is a 'BOM Info' dropdown menu.

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

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