

Sales Order Confirm Qty

Confirming your quantity on the sales order can be done in multiple ways.

- 1. Receive quantity single check items
- 2. Receive all quantity
- 3. Barcode scan products to check the correct stock picked and quantity
- 4. Import ScanSKU barcode scan order

Once a sales order is under confirmed status

Go to Debtors **Module> Activity> Sales Order Confirm**

To confirm quantity click start

Sales Order Quantity Confirmation

Attachments Confirm Qty Confirm All Un-Confirm All Confirm Scan Print Picking Slip ScanSKU Print Save Close

Basic Address Shipping Scan Sales Order Log

Sales Order No.: SO10798

Debtor Code: OTS001

Debtor Name: Otsile

Sales Order Date: 2024-07-11

Description: Test 1

Reference: Test 1

Order No.: 125

Invoice Date: 2024-07-11

Start

Stop

Process

Locked:

Picking Started by Otsile Loate at 2024-08-21 02:42:50

Total Qty Order 17

Total Picked 0

229.9

Total O/S 17

% Complete 0 %

Page 1 of 1

Paging Add Edit Delete Close Line Show Lines Item Info

Displaying 1 - 2 of 2

#	Sequence No	LS	Item	Description	Order Qty	Available Qty	Confirmed Qty	Invoiced Qty	Balance Qty	Reserved Qty	Qty In Invoice	Bin
1	1		111100060	Below Zero Water	2.00	85			2.00		19.00	
2	2		101142	Below Zero Man...	15.00	1815			15.00		26.00	

Confirm Qty

Confirm qty allows you to confirm each stock item based on how much stock needs to be invoiced out or is available to be picked

Click confirm qty

The screen below will pop up

Then confirm all quantities, click next if you do not wish to confirm qty

If you add a number you wish to confirm and click next, the confirmed qty won't save

Click qty add the quantity you want to confirm then save and new to confirm a new stock item

Sales Order Quantity Confirmation

Attachments **Confirm Qty** Confirm All Un-Confirm All Confirm Scan Print Picking Slip ScanSKU Print Save Close

Basic Address Shipping Scan Sales Order Log

Sales Order No.: **SO10798** Description: Test 1 **Start**
Debtor Code: OTS001 Reference: Test 1 **Stop**
Debtor Name: Otsile
Sales Order Date: 2024-07-11
Locked: Picking Start

Total Qty Order **17**

Page 1 of 1

#	Sequence No	LS	It
1	1		1
2	2		1

Confirm Quantity

Serial Numbers Inventory Overview

Stock Item: **111100060 - Below Zero Water**

Ordered Qty:	2.00	On Hand Qty:	85.00
Balance Qty:	2.00	In Invoice Qty:	19.00
Reserved Qty:	0.00	Available Qty:	85.00
Confirmed Qty:	0.00	Confirm Qty:	1
Invoiced Qty:	0.00		

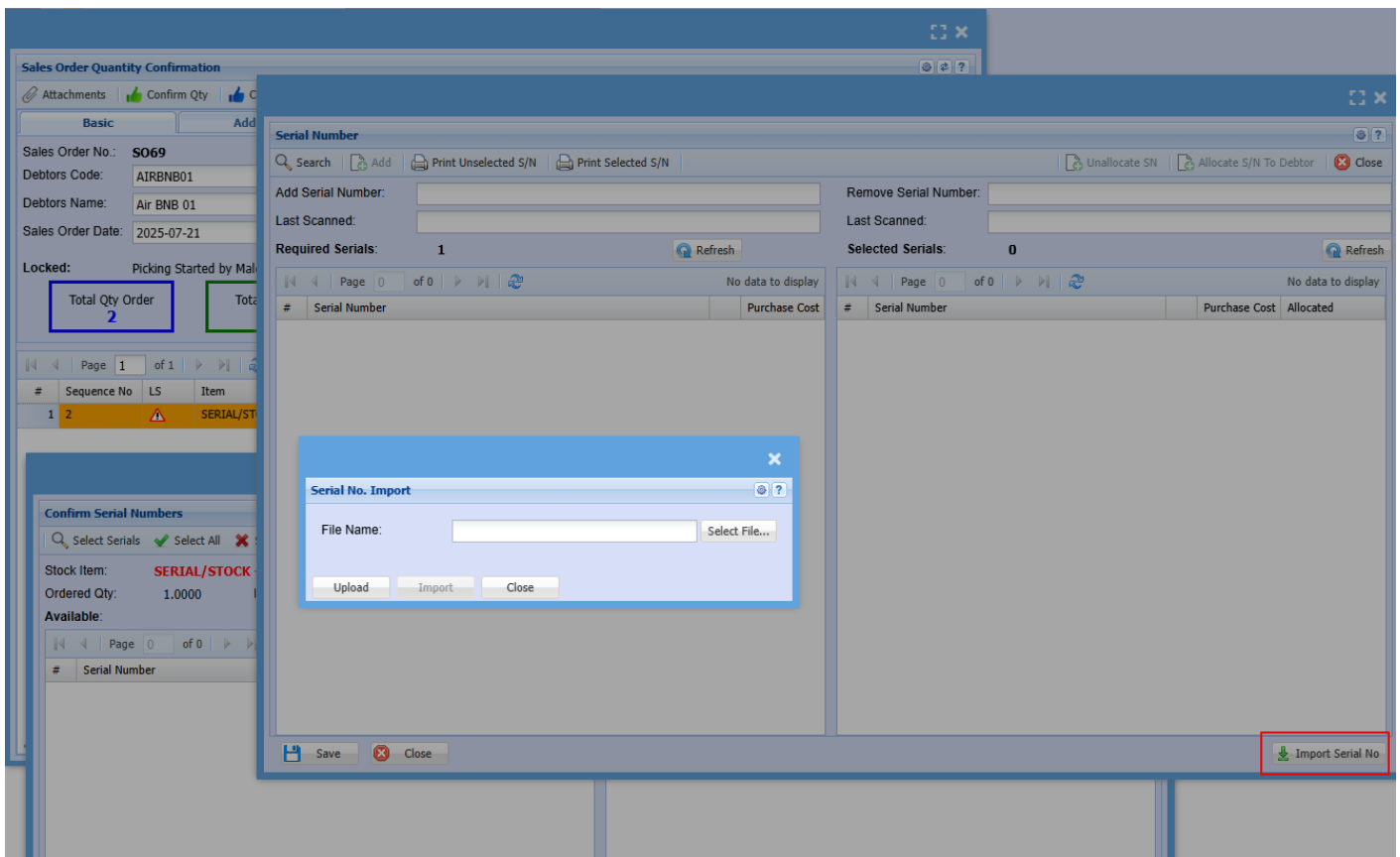
[Clear Confirmed Qty](#)

Save And Next Save And Close Next Close

Serial number confirm and import

File is a .csv file layout

First column is SerialNumber



Confirm All

This is a quick button to confirm that all quantities on the sales order are fully received.

Click [here](#) for a step-by-step manual on un-confirm All

Sales Order Quantity Confirmation

AttachmentsConfirm QtyConfirm AllUn-Confirm AllConfirm ScanPrint Picking SlipScanSKUPrintSaveClose

BasicAddressShippingScanSales Order Log

Sales Order No.:SO10798

Debtor Code:OTS001

Debtor Name:Otsile

Sales Order Date:2024-07-11

Description:Test 1

Reference:Test 1

Order No.:125

Invoice Date:2024-07-11

Start

Stop

Process

Locked:

Picking Started by Otsile Loate at 2024-08-21 02:42:50

Total Qty Order17

Total Picked17

Total Weight27.2

Total O/S0

% Complete100 %

Page 1 of 1

PagingAddEditDeleteClose LineShow LinesItem Info

Displaying 1 - 2 of 2

#	Sequence No	LS	Item	Description	Order Qty	Available Qty	Confirmed Qty	Invoiced Qty	Balance Qty	Reserved Qty	Qty In Invoice	Bin
1	1		111100060	Below Zero Water	2.00	85	2.00				19.00	
2	2		101142	Below Zero Man...	15.00	1815	15.00				26.00	

Un-Confirm All

Un-Confirm All allows you to clear all confirmed quantities on a sales order

Sales Order Quantity Confirmation

AttachmentsConfirm QtyConfirm AllUn-Confirm AllConfirm ScanPrint Picking SlipScanSKUPrintSaveClose

BasicAddressShippingScanSales Order Log

Sales Order No.:SO10798

Debtor Code:OTS001

Debtor Name:Otsile

Sales Order Date:2024-07-11

Description:Test 1

Reference:Test 1

Order No.:125

Invoice Date:2024-07-11

Start

Stop

Process

Locked:

Picking Started by Otsile Loate at 2024-08-21 02:42:50

Total Qty Order17

Total Picked17

Total Weight27.2

Total O/S0

% Complete100 %

Page 1 of 1

PagingAddEditDeleteClose LineShow LinesItem Info

Displaying 1 - 2 of 2

#	Sequence No	LS	Item	Description	Order Qty	Available Qty	Confirmed Qty	Invoiced Qty	Balance Qty	Reserved Qty	Qty In Invoice	Bin
1	1		111100060	Below Zero Water	2.00	85	2.00				19.00	
2	2		101142	Below Zero Man...	15.00	1815	15.00				26.00	

Barcode Confirm Scan

Using a barcode scanner, scan each item to confirm that it is the correct item with the correct picked stock item

