

Sales Order Unconfirm Quantity

Go to Debtors Module> Activity> Sales Orders

Search the required Sales order

You need to change the search screen status to find Sales orders that have already been confirmed and migrated from preparation status

Sales Order Confirm

Search

Edit

Clone

Reminder

View SO

Stock Request

Close / Cancel

Actions

Process

Print/Export

Basic Search

Custom Search

Expand

Sales Order No:

Debtor Status:

Customer:

L:

Status:

Confirmed And Partially Completed

Description:

Reference:

Date From:

2024-07-22

Date To:

2024-08-21

Overdue Items

0

Today Items

181

Next 7 Days

0

Once you have found the required sales order, Double-click the line

The sales order will open and you can verify the details of the order

Sales Order Quantity Confirmation

Confirm Qty

Confirm All

Un-Confirm All

Confirm Scan

Print Picking Slip

ScanSKU

Print

Close

Basic

Scan

Sales Order No.:

SO10451

Sales Order Date:

2023-07-07

Start

Debtor Code:

1002

Debtor Name:

TRACEY LEE MOODLEY

Stop

Reference:

Woodmead

Order No.:

Sales Rep.:

Erica Molefe

Description:

Stock

Locked:

Picking Started by Imraan Saljee at 2023-07-07 09:41:52

Total Qty Order

10

Total Picked

0

Total Weight

0

Total O/S

10

% Complete

0 %

Page 1 of 1

Show All Lines:

Displaying 1 - 1 of 1

#	Sequence No	Item	Description	Order Qty	Available Qty	Confirmed Qty	Invoiced Qty	Balance Qty	Reserved Qty	Qty
1	1	101145	Below Zero Pine...	10.00	10	10.00				

Note: Once item quantities have been confirmed, the line will be hidden from the grid. This is so the user can easily see which items are still outstanding in cases where you have large orders with many item lines.

To unhide these confirmed lines, click on Show All Lines button

This displays all the sales order item lines

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 Order No.: 125 Process
Sales Order Date: 2024-07-11 Invoice Date: 2024-07-11

Locked:

Total Qty Order **17** Total Picked **17** 229.9 Total O/S **0** % Complete **100 %**

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	83	2.00				19.00	
2	2		101142	Below Zero Man...	15.00	1800	15.00				26.00	

You can then search for the item you wish to un-confirm quantities on

Double-click the line

Click the Clear Confirmed Qty Button

QTY: 83

Confirm Quantity

Serial Numbers Inventory Overview

Stock Item: **101142 - Below Zero Mango 12x150ml MG**

Ordered Qty: 15.00 On Hand Qty: 1800.00
Balance Qty: 0.00 In Invoice Qty: 26.00
Reserved Qty: 0.00 Available Qty: 1800.00
Confirmed Qty: 15.00 Confirm Qty: 0
Invoiced Qty: 0.00

Clear Confirmed Qty

Save And Next Save And Close Next Close

If you have multiple item lines on the sales order that have confirmed quantities and you wish to un-confirm all the lines, then click the Un-Confirm All Button

Sales Order Quantity Confirmation

AttachmentsConfirm QtyConfirm AllUn-Confirm AllConfirm ScanPrint Picking SlipScanSKUPrintSaveClose

BasicAddressShippingScanSales Order Log

Sales Order No.:SO10798Debtor Code:OTS001Debtor Name:OtsileSales Order Date:2024-07-11

Description:Test 1Reference:Test 1Order No.:125Invoice Date:2024-07-11

StartStopProcess

Locked:Picking Started by Otsile Loate at 2024-08-21 03:11:53

Total Qty Order17

Total Picked17

Total Weight27.2

Total O/S0

% Complete100 %

Page 1 of 1PagingAddEditDeleteClose LineShow LinesItem InfoDisplaying 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	83	2.00				19.00	
2	2		101142	Below Zero Man...	15.00	1800	15.00				26.00	

You can then reconfirm the items with amended quantities, or

You can Unauthorise the sales order and this will allow you to edit the line items and add addition items if need be.