

How to deal with duplicate(error)stock-in or stock-out

If the users operate stock-in repeatedly by mistake,they can select the stock-out type of "Correction" in "Stock Management → Stock-out Management "interface.

If the users operate stock-out repeatedly by mistake,they can select the stock-in type of "Correction" in "Stock Management → Stock-in Management "interface.

(Here we take the operation of stock-in repeatedly and then stock-out as examples.)

1. click in turn to enter "Stock-out Management" interface

2. Click "Add"

3. Improve the stock-out information, and select the stock-out type of "Correction" and Click "Confirm"

4. Select the stock-out date, add comments and upload attachments as needed

5. Click "Add Goods"

You can find the target item through the search bar

6. Find the target item and fill in the stock-out quantity, and the word "Select" will appear.
(The current inventory of goods may involve multiple stock-in batches.Click'Select', and the user can select the specific stock-out batches. If the user does not select here,the stock-out operation will be executed automatically according to the first-in-first-out principle

7. Click "Continue operation"

After filling in the stock-out quantity in the previous step, click "Select" to enter this interface.



Spares Name: Flare Male Connector Spare Parts Code: 0014A Location Number: 1
Equipment Info.: 空压机 / L3-56 / Deno / Cooler Group

No.	Stock-in Date	不含税单价	Stock Info.Description	Qty In Stock	Stock-out Qty	Remarks
<input checked="" type="checkbox"/>	2022-10-27	CNY6.00	P.I.C.:大管轮 Storage Location:备件间 Supplier: ①	4(Piece)	<input type="text" value="4"/>	<input type="text"/>
<input checked="" type="checkbox"/>	2022-10-08	CNY6.00	P.I.C.:大管轮 Storage Location:备件库 Supplier: ①	12(Piece)	<input type="text" value="2"/>	<input type="text"/>

The first batch in storage will be automatically ticked Users can tick the stock-out batches as needed here.
If you do not select it here, the stock-out operation will be executed automatically according to the first-in-first-out principle

Click "Confirm" if a specific stock-out batch is selected.



← Create Stock-out Order

Stock-out Object: Victory Type: Spares Stock-out Type: Consume Stock-out Dept.: Engine Dept.
Stock-out Date: 2023-01-30 Recipient: Victory Requisitioner Dept.: Engine Dept.

Stock-out Remarks:

[Upload Attachment](#)
The size of a single uploaded file cannot exceed 1GB.

[+ 添加备注](#)

No.	Eqpt Name/Comp...	Spares Name	Spars Type	Stock-in Date	不含税单价	在库信息	Current Stock	Stock-out Qty	Remark	Operation
2	Air Compressor/Cooler Group	Flare Male Connector	0014A	2022-10-27	CNY6.00	P.I.C.:大管轮 Storage Location:备件间 Supplier: ①	4	<input type="text" value="4"/>	<input type="text"/>	<input checked="" type="checkbox"/>
				2022-10-08	CNY6.00	P.I.C.:大管轮 Storage Location:备件库 Supplier: ①	12	<input type="text" value="2"/>	<input type="text"/>	<input checked="" type="checkbox"/>

8. You can reconfirm the relevant information in stock-out record interface, and finally click "Submit"

Please Select Workflow

出库单 消耗 审批流程

Process Description:
9. Select the approval process and click "Confirm"

Stock-out After the stock-out record is submitted, the document will enter the workflow, and will be transferred to the workbench of personnel with approval authority for stock-out documents

Keywords Searching

No.	Stock-out No.	Stock Type	Stock-out Ty...	Stock-out Obj...	Stock-out De...	Stock-out Items	Recipient	Requisitioner ...	Related Docu...	Operation Time	Operator	Status	Operation
1	SO-P23013001	Spare Parts	Consume Stock Out	Victory	Engine Dept.	2	Victory	Engine Dept.	N/A	2023-01-30 16:44:36	高银	Approving	Export

Conclusion: If you stock-in more, then stock-out. If you stock-out more, then stock-in !