

Removing Quantity from a Ship Doc

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Overview:

This article explains how to remove quantity off of a Ship Doc when that Ship Doc has Lot / Serial Number Tracking.

Case:

On a Ship Doc there were multiple items. One of the items, Item A, is tracking Lot / Serial Numbers. The ordered amount of Item A was 1. Two of Item A were accidentally added to the Ship Doc. Now I can not delete one of them.

Resolution:

When an Item is tracking Lot / Serial Number you can not adjust the quantity of that item on a Ship Doc with out specifying which Lot / Serial Number of that item you want to add/remove. To do this you will click on the greyed out quantity. This will open an additional box allowing you to choose which item to remove.

The screenshot shows a 'Ship Doc - 1228' interface. It includes sections for General, Bill Address, Ship Address, and Summary. Below these is a navigation bar with tabs like 'Items', 'Details', 'Memo & Instructions', etc. A search bar is present above a table of items.

ITEM	DESCRIPTION	QUANTITY	UOM	PRICE	EXT.	LINE INSTRUCTIONS	LINKED ORDERED QUANTITY	ACTIONS
94-100-055-2	Collar	2.00	EA	115.00	230.00		2	
80-050-325-3	Pin	1.00	EA	85.00	85.00		1	
80-050-335-1	Pin	2.00	EA	85.00	170.00		1	
94-100-055-3	Collar	1.00	EA	95.00	95.00		1	

Home Sales Purchasing Production Warehouse Reports

Sales > Ship Docs > Ship Doc Line

Create New Open Full List

Recent Records

- 80-050-335-1
- 706
- 1228
- FulfillmentBatch - 131
- 767
- Woodville Plant
- 2001315
- 770
- 769

Ship Doc Line for Ship Doc 1228

Item: 80-050-335-1 Line No. 3

Ordered Quantity 1
Filled 2
Open Quantity 0

General Custom Lot / Serial #s Available

Bin F10315 VREC

BIN	LOT / SERIAL NUMBER	QUANTITY	DESCRIPTION	ACTIONS
F10315	5	1		☑
VREC	1	1		☑

Total Records: 2

If the Ship Doc is already closed and has synced with your accounting that is okay.

You will need to "undo sync" to make it editable again. Make your edit and then change the status to closed again to get it back into the sync que.