Sales and Purchase Module one by one document Mark as Close and Mark as Close By Batch

[1.0]

Cheng Kah Poh

[09/11/2020]

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Sales and Purchase Module one by one document Mark as Close and Mark as Close By Batch	Cheng Kah Poh	09/11/2020	

Amendment Record

SCENARIO

There is a scenario that maybe the supplier is not enough 10QTY of the item and only can delivered for 8 QTY, the customer(User) may just accept it and no intend to follow up anymore, so the user just accept to close the purchase order.

Example: Purchase Order created with 10QTY of ASUS-MB

But Transfer only 8QTY to Goods Receive Note.

there still outstanding 2 unit in Purchase Order

And in Good Receive Note, and Purchase invoice transfer from Purchase order screen, will always remain it still have 2 qty of stock not transfer yet

We can mark as close for this Outstanding Document.

If, we have many same situation transaction, we can mark as close by Batch.

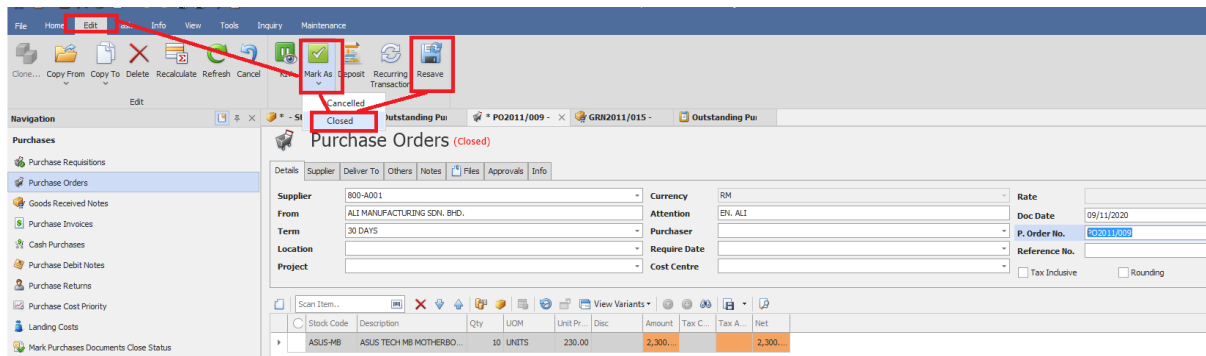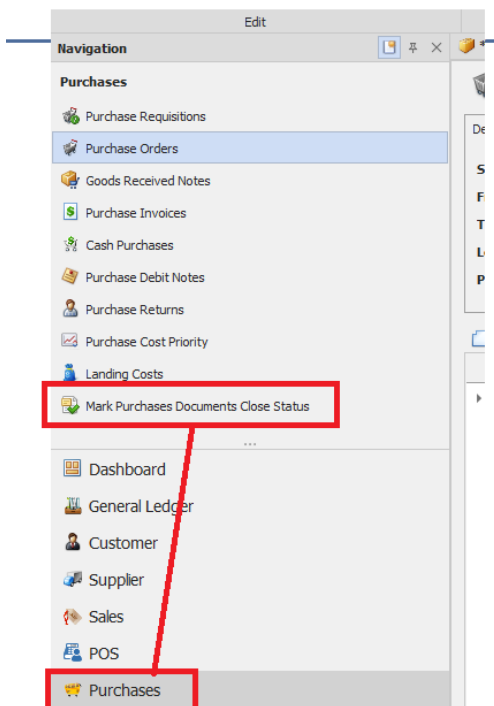## SOLUTION

To Mark as close for one document.

Click Edit → Click Mark As → Click Closed, and Click Resave.

To Mark as Close by Batch, Click Purchases→ Click Mark Purchase Document Close Status.

Click Purchase Order Tab→ Click Inquiry.

Tick the transaction you want to close→ Click Save.

Result:

Transaction Closed.

And Outstanding Purchase order no more appear the closed Purchase Order (PO2011/009)

And transfer screen also no more appear the close Purchase Order (PO2011/009).

Same feature is applied into Purchase and Sales Module.