



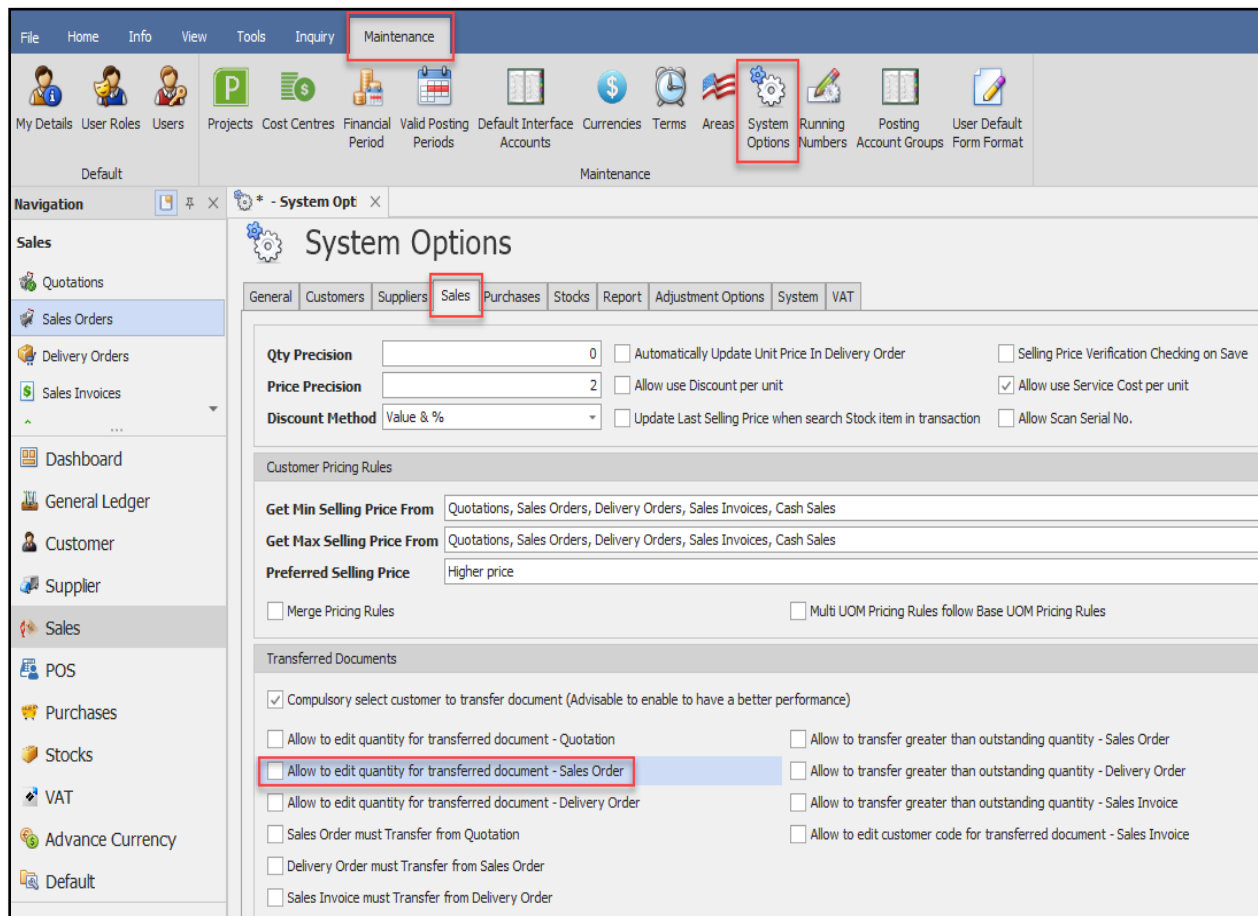
## How to Allow Editing of Quantity for Transferred Sales Order

### Overview:

In the system, by default, editing the quantity on the Sales Order that has been already transferred is disabled. But in some cases, the quantity needs to be changed or corrected. Making changes to quantity for transferred Sales Order can be controlled in the system. It's either to allow modification or not.

### Procedure:

Go to **Maintenance > System Options** and click the **Sales** tab. Look for 'Allow to edit quantity for transferred document - Sales Order.' Tick to enable and untick to disable.



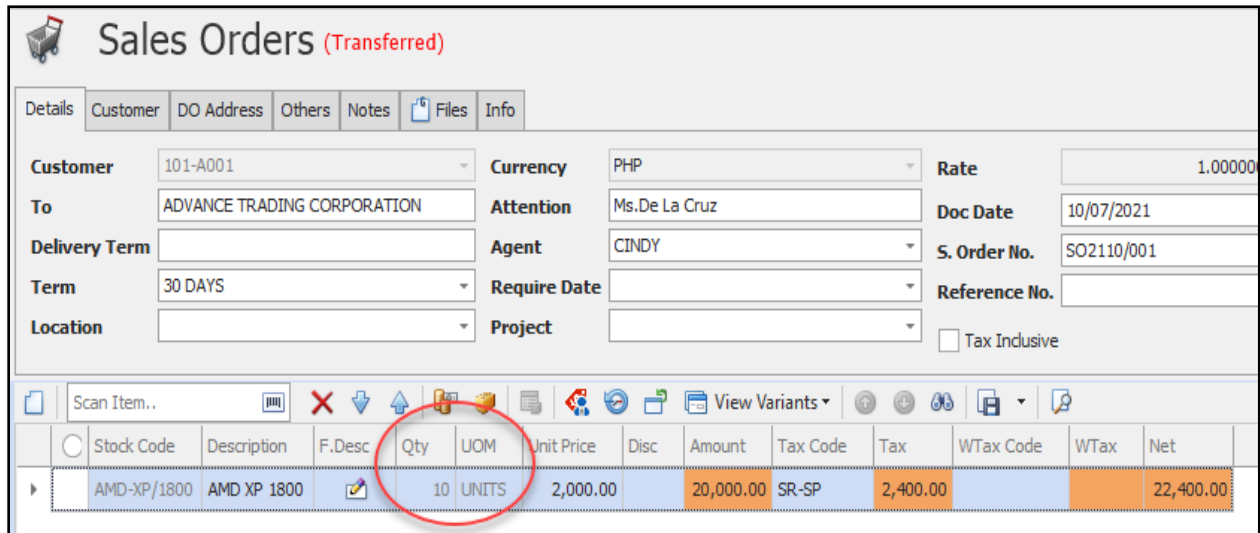
The screenshot shows the QNE System Options interface. The 'Maintenance' menu is highlighted in the top bar. The 'System Options' window is open, and the 'Sales' tab is selected. The 'Transferred Documents' section contains several checkboxes. The checkbox 'Allow to edit quantity for transferred document - Sales Order' is highlighted with a red box, indicating it should be checked to enable editing.

General	Customers	Suppliers	Sales	Purchases	Stocks	Report	Adjustment Options	System	VAT
<b>Qty Precision</b> <input type="text" value="0"/> <input type="checkbox"/> Automatically Update Unit Price In Delivery Order <input type="checkbox"/> Selling Price Verification Checking on Save <b>Price Precision</b> <input type="text" value="2"/> <input type="checkbox"/> Allow use Discount per unit <input checked="" type="checkbox"/> Allow use Service Cost per unit <b>Discount Method</b> Value & % <input type="checkbox"/> Update Last Selling Price when search Stock item in transaction <input type="checkbox"/> Allow Scan Serial No. <b>Customer Pricing Rules</b> <b>Get Min Selling Price From</b> Quotations, Sales Orders, Delivery Orders, Sales Invoices, Cash Sales <b>Get Max Selling Price From</b> Quotations, Sales Orders, Delivery Orders, Sales Invoices, Cash Sales <b>Preferred Selling Price</b> Higher price <input type="checkbox"/> Merge Pricing Rules <input type="checkbox"/> Multi UOM Pricing Rules follow Base UOM Pricing Rules <b>Transferred Documents</b> <input checked="" type="checkbox"/> Compulsory select customer to transfer document (Advisable to enable to have a better performance) <input type="checkbox"/> Allow to edit quantity for transferred document - Quotation <input type="checkbox"/> Allow to transfer greater than outstanding quantity - Sales Order <input checked="" type="checkbox"/> Allow to edit quantity for transferred document - Sales Order <input type="checkbox"/> Allow to transfer greater than outstanding quantity - Delivery Order <input type="checkbox"/> Allow to edit quantity for transferred document - Delivery Order <input type="checkbox"/> Allow to transfer greater than outstanding quantity - Sales Invoice <input type="checkbox"/> Sales Order must Transfer from Quotation <input type="checkbox"/> Allow to edit customer code for transferred document - Sales Invoice <input type="checkbox"/> Delivery Order must Transfer from Sales Order <input type="checkbox"/> Sales Invoice must Transfer from Delivery Order									

How does it work?

### When Disabled

The sample Sales Order below is already transferred to Delivery Order. Notice that the Quantity field (as well as the UOM) is grayed out as editing it is not allowed.



**Sales Orders (Transferred)**

Details Customer DO Address Others Notes Files Info

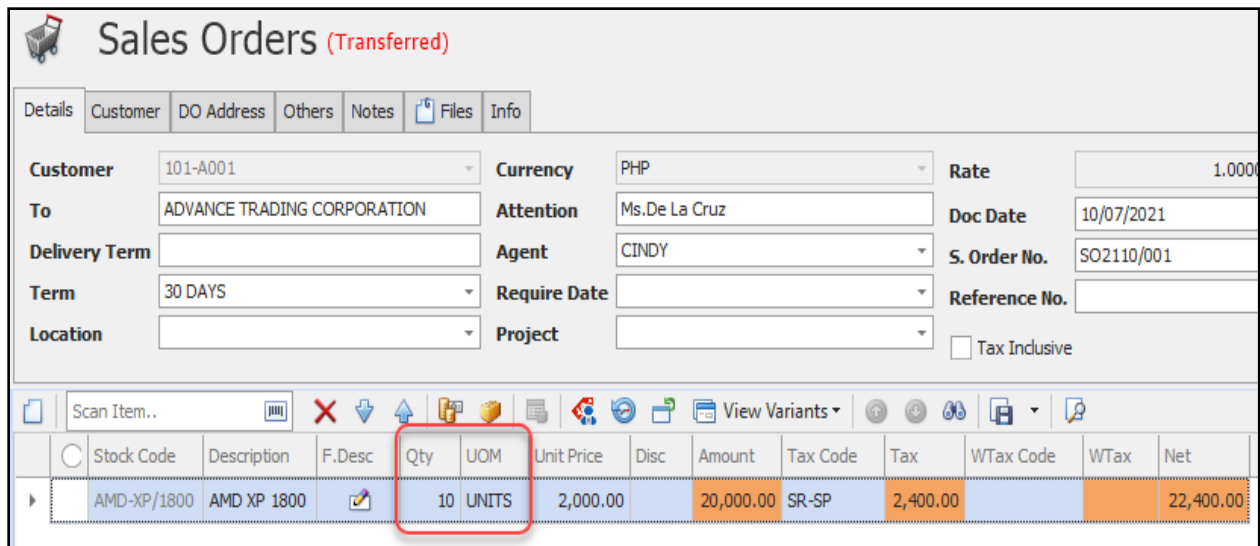
Customer: 101-A001 Currency: PHP Rate: 1.00000  
 To: ADVANCE TRADING CORPORATION Attention: Ms.De La Cruz Doc Date: 10/07/2021  
 Delivery Term: Agent: CINDY S. Order No.: SO2110/001  
 Term: 30 DAYS Require Date: Reference No.:  
 Location: Project: ☐ Tax Inclusive

Scan Item.. View Variants

Stock Code	Description	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
AMD-XP/1800	AMD XP 1800		10	UNITS	2,000.00		20,000.00	SR-SP	2,400.00			22,400.00

### When Enabled

The Quantity (and UOM) is no longer grayed out and can be edited.



**Sales Orders (Transferred)**

Details Customer DO Address Others Notes Files Info

Customer: 101-A001 Currency: PHP Rate: 1.0000  
 To: ADVANCE TRADING CORPORATION Attention: Ms.De La Cruz Doc Date: 10/07/2021  
 Delivery Term: Agent: CINDY S. Order No.: SO2110/001  
 Term: 30 DAYS Require Date: Reference No.:  
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Scan Item.. View Variants

Stock Code	Description	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
AMD-XP/1800	AMD XP 1800		10	UNITS	2,000.00		20,000.00	SR-SP	2,400.00			22,400.00

**Note:**

You can edit the quantity by increasing or decreasing. Increasing the quantity results in Outstanding Sales Order for that additional quantity. Decreasing the quantity results in over-delivered items.

In the example below, the original quantity was 10 and were all already transferred to the Delivery Order. The quantity in the Sales Order is changed to 15 and now has an outstanding quantity of 5.

Outstanding Sales Order									
Options Inquiry									
View Variants									
Document Date	Stock Code	Qty	Unit Price	Net Amount	Tax Amount	Customer Code	Delivered Date	Delivered Qty	Outstanding Qty
▼ 502110/001 101-A001 - ADVANCE TRADING CORPORATION									
10/07/2021	AMD-XP/1800	15	2,000.00	33,600.00	3,600.00	101-A001	10/13/2021	10	5



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>