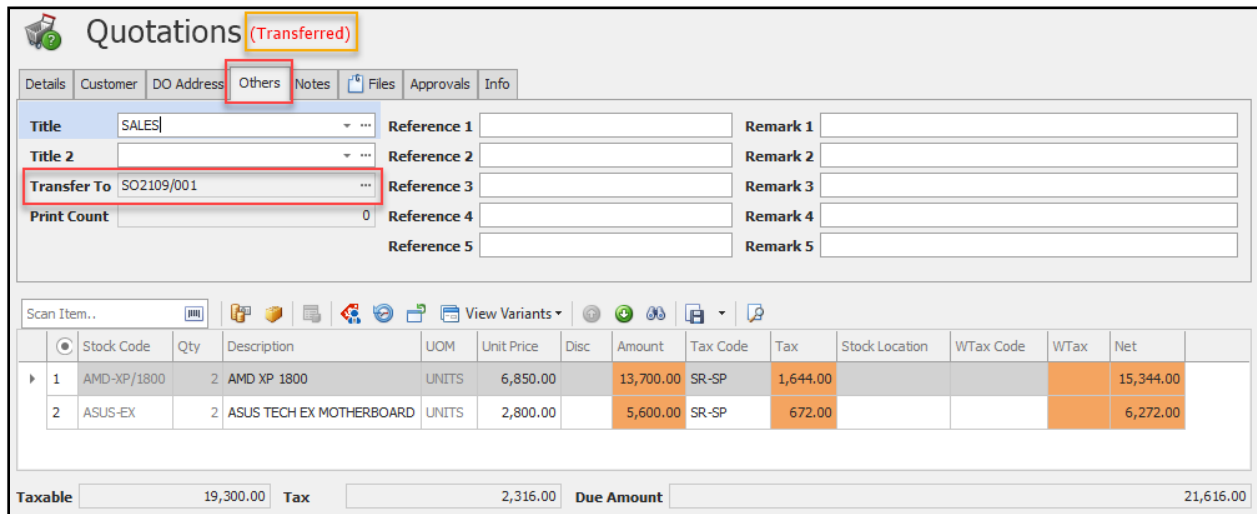




How to Undo the Transfer of a Particular Document

Once a document (e.g. Quotation) has already been transferred, to undo the transfer, you will have to cancel the document where it has been transferred to (e.g. Sales Order).

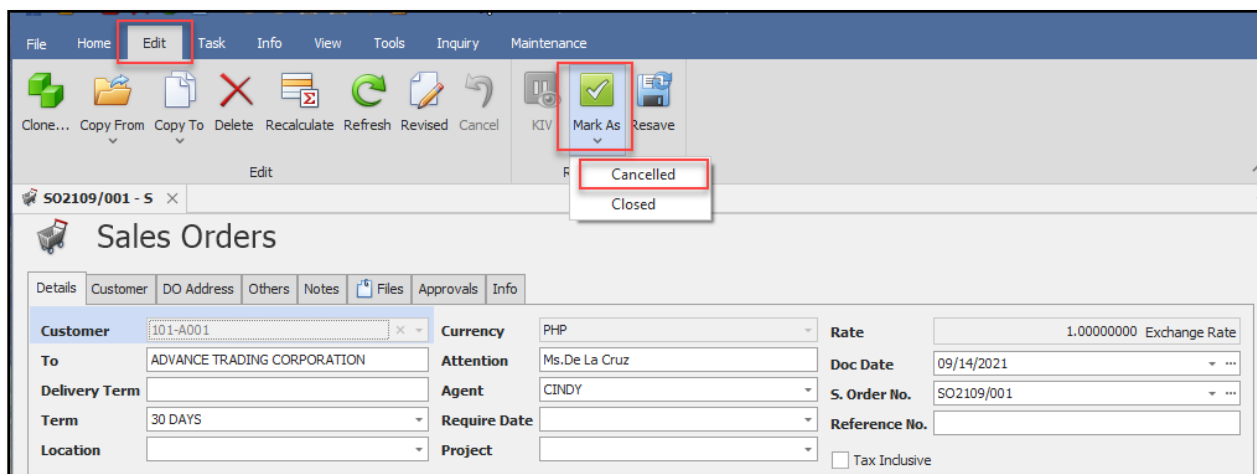
The sample Quotation below has already been fully transferred. To quickly identify where it was transferred to, click on the **Others** tab and the Document# is shown in the **Transfer To** field.



Stock Code	Qty	Description	UOM	Unit Price	Disc	Amount	Tax Code	Tax	Stock Location	WTax Code	WTax	Net
1	AMD-XP/1800	2	AMD XP 1800	UNITS	6,850.00	13,700.00	SR-SP	1,644.00				15,344.00
2	ASUS-EX	2	ASUS TECH EX MOTHERBOARD	UNITS	2,800.00	5,600.00	SR-SP	672.00				6,272.00

Taxable: 19,300.00 Tax: 2,316.00 Due Amount: 21,616.00

Go find and open that Document#. Go to **Edit** Ribbon tab > **Mark As** and click on **Cancelled**.



File Home **Edit** Task Info View Tools Inquiry Maintenance

Clone... Copy From Copy To Delete Recalculate Refresh Revised Cancel

Edit

SO2109/001 - S

Sales Orders

Details Customer DO Address Others Notes Files Approvals Info

Customer: 101-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

To: ADVANCE TRADING CORPORATION Attention: Ms.De La Cruz Doc Date: 09/14/2021

Delivery Term: Agent: CINDY S. Order No.: SO2109/001

Term: 30 DAYS Require Date: Reference No.:

Location: Project: ☐ Tax Inclusive

The document will have a tag **(Cancelled)** and some fonts will go **red**. Go to the **Home** Ribbon tab and save the document.

Sales Orders (Cancelled)

Details Customer DO Address Others Notes Files Approvals Info

Customer: 101-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

To: ADVANCE TRADING CORPORATION Attention: Ms.De La Cruz Doc Date: 09/14/2021

Delivery Term: 30 DAYS Agent: CINDY S. Order No.: SO2109/001

Term: 30 DAYS Require Date: Reference No.:

Location: Project: ☐ Tax Inclusive

	Stock Code	Description	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
1	AMD-XP/1800	AMD XP 1800		2	UNITS	6,850.00		13,700.00	SR-SP	1,644.00			15,344.00
2	ASUS-EX	ASUS TECH EX MOTHERBOARD		2	UNITS	2,800.00		5,600.00	SR-SP	672.00			6,272.00

Taxable: 19,300.00 Tax: 2,316.00 Due Amount: 21,616.00

Go back to the source document (the Quotation) and click the **Refresh** button. The **Transferred** tag will be removed and the document is now allowed to be transferred to another document.

Quotations

Details Customer DO Address Others Notes Files Approvals Info

Customer: 101-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

To: ADVANCE TRADING CORPORATION Attention: Ms.De La Cruz Doc Date: 09/14/2021

Delivery Term: 30 DAYS Agent: CINDY Quotation No.: QT2109/001

Term: 30 DAYS Validity: Reference No.:

Location: Project: ☐ Tax Inclusive



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

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