



Partially-Delivered Order? It is Not Lost Yet

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If you delivered or received partial quantity of an order or sales quotation, you can adjust the quantity of the item in the base document if required.

For example, you delivered 10 units out of the 20 that were ordered, the customer decided to reduce the total quantity to 15. All you need, is to open the original order and change the quantity to 15. The open quantity is updated accordingly. This way, you can avoid creating unnecessary documents. The change of the quantity is documented in the change log.

Sales Order

Customer: C20000
 Name: Maxi-Teq
 Contact Person: Max Teq
 Customer Ref. No.:
 Local Currency:

No. Primary: 358
 Status: Open
 Posting Date: 03/15/2016
 Delivery Date: 03/15/2016
 Document Date: 03/15/2016

Contents		Logistics	Accounting	Attachments			
Item/Service Type	Item	Summary Type		No Summary			
#	Item No.	Item Description	Quantity	Delivered Qty	Open Qty	Unit Price	Total (LC)
1	A00001	J.B. Officeprint 1420	8	3	5	600.00 \$	4,800.00 \$
2							

Sales Employee: Sales Manager
 Owner:

Remarks:

Total Before Discount: 4,800.00 \$
 Discount: %
 Freight:
 Rounding
 Tax: 288.00 \$
 Total: 5,088.00 \$

OK Cancel Copy From Copy To

Note that the quantity can be reduced to the quantity that was already delivered, but not below.

This functionality is supported by Sales Quotation, Sales Order, and Purchase Order.

Available in SAP Business One, version for SAP HANA and SAP Business One.

This tip and all the other tips are available in:

http://scn.sap.com/blogs/b1_tip_of_the_week/2016/02/17/sap-business-one-tips-are-one-click-away



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