

Goods Receipt Cancellation Inbox

Module Guide: Goods Receipt Cancellation Inbox

Module Location

Inventory > Goods Receipt > Goods Receipt Cancellation Inbox

Module Objective

The **Goods Receipt Cancellation Inbox** module serves as the approval center for all requests to **void** Goods Receipt Note (GRN) documents. This is a crucial control step where a manager must provide authorization before the system officially reverses a goods receipt transaction.

1. Main View (Cancellation List)

The main page of this module is an "inbox" that displays all GRN cancellation requests requiring your action.

View Explanation

This page provides a summary of all cancellation requests that are awaiting approval.

- **Filters:** You can search for a specific document by its cancellation number or a date range.

- **Document List:** The table below will display all documents awaiting action, with columns such as **Goods Receipt Cancellation No.**, **Goods Receipt Number** (the original document to be canceled), **Supplier**, and **Approval Status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Goods Receipt Cancellation Inbox** module to see the list of requests that require approval.

Step 2: Review the Cancellation Details

Click on one of the rows in the table to open the detail view of that cancellation request. In the detail page, you can check all the information, including the details of the original GRN to be canceled and the reason given for the cancellation (e.g., "date revision").

Step 3: Provide Approval

At the bottom of the page, on the row with your name, change the **Status** to "Accepted" or "Approved" and provide a note if necessary. Click the save button to record your approval.

Workflow & Integrated Business Process

1. A GRN cancellation request is created (usually from a separate module).
2. The request automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.

4. After approval, the system will finally:
- **Reduce the stock quantity** that was previously added by the original GRN.
 - **Cancel the accounting impact** of the initial receipt.
 - **Re-open the quantity on the related Purchase Order (PO)** so it can be used for a correct receipt process.

Tips & Important Notes

- This approval process is very important because voiding a GRN will change the stock records and potentially affect the payment process to the vendor.
- Always check the **Reason** column to understand why this cancellation is necessary.
- This module is typically accessed by a **Warehouse Supervisor or Logistics Manager**.

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