Release Item Reserved

Module Guide: Un-release Reserved Stock

Module Location

Inventory > Item/Service > Un-release Reserved Stock

Module Objective

The **Un-release Reserved Stock** module is used to cancel the allocation or reservation of stock that was previously reserved for a Sales Order. This module is used to "release" the goods back into the **available stock** so they can be sold to another customer, typically after a customer cancels or changes their order.

1. Main View (Sales Order List)

The main page of this module displays a list of all Sales Orders that likely have stock currently being reserved.

View and Usage Explanation

- **Filter**: Use the **DocType** filter to select the document type, in this case, **Sales Order**.
- **Order List**: The system displays a list of all relevant Sales Orders.
- **How to Use**: Find the Sales Order number whose reservation is to be canceled, then click on that row to open its details.

2. Steps to Un-release Reserved Stock

Step 1: Open the Order Details

After selecting a Sales Order from the list, you will see a detail page that breaks down the ordered items.

Step 2: Enter the Quantity to be Un-released (Important!)

In the detail table, pay attention to the **Order Quantity** column (the quantity ordered/reserved) and the **Quantity to be Un-released** input column. Enter the quantity of goods you wish to return to the available stock in this column. You can un-release a partial amount or the entire quantity.

Step 3: Perform the Un-release

Click the **[Un-release]** button at the bottom of the page. After processing, the stock you have un-released will now return to being **available stock** in the warehouse.

Tips & Important Notes

- This module is the reverse of the stock allocation or reservation process that usually occurs when a Sales Order is created.
- Use this module **only if you are certain a customer's order has been canceled or changed**, as this action will make the stock that was held for one customer available for another order.
- This is an important functional module for the **Sales Administration and Warehouse Logistics** teams.

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