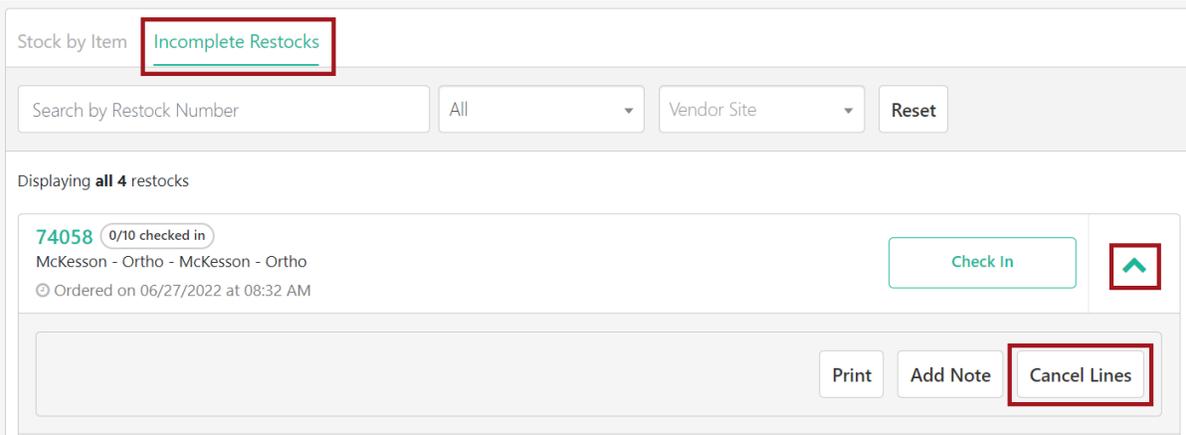


# CANCELLING LINES ON PLACED RESTOCKS

New functionality called **Cancel Lines** has been added to Restocks that will allow Users to better manage open Restocks. If a Restock has been Placed and transmitted to the vendor, the Cancel Lines option will allow Admin Users to cancel some/all lines or some/all quantities of items on a Restock if they know those items or quantities will not be shipped per the vendor. Restocks that have been Created, but not Placed can still be fully cancelled. The Cancel Lines functionality is not available on Restocks submitted to a Warehouse since the Warehouse can short ship a Restock to its Satellite location.

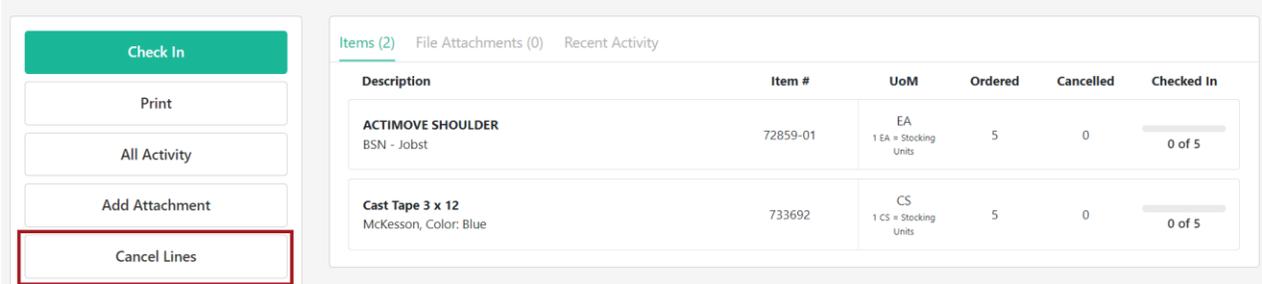
The new **Cancel Lines** option is accessible in two places on a Placed Restock.

From the Incomplete Restocks tab, expand the restock with the down arrow and a new button called Cancel Lines is visible.



Clicking into the Placed Restock, a new action button on the left called Cancel Lines is visible.

**74058** McKesson - Ortho - McKesson - Ortho  
Restock for DJO Orthopedics on 06/27/2022



## CANCELLING LINES ON PLACED RESTOCKS

### Cancelling One Line on a Placed Restock:

To cancel a line on a Restock, click the Cancel Lines button. User are brought to a new page with the header Cancel Lines with the Restock number. A new column labeled Previously Cancelled is visible along with a Quantity to Cancel column.

**Cancel Lines 74058** Vendor McKesson - Ortho  
Restock for DJO Orthopedics on 06/27/2022

DJO Orthopedics 2 Items

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Previously Cancelled (UoM)	Quantity Open (UoM)	Quantity to Cancel (UoM)
ACTIMOVE SHOULDER <small>BSN - Jobst</small>	72859-01	EA	5 of 5	0	0	5	<input style="width: 80%;" type="text" value="0"/> Max: 5 <small>EA (1 EA = 1 Stocking Units)</small>
Cast Tape 3 x 12 <small>McKesson - Color: Blue</small>	733692	EA	5 of 5	0	0	5	<input style="width: 80%;" type="text" value="0"/> Max: 5 <small>CS (1 CS = 1 Stocking Units)</small>

To Cancel Lines, increase the quantity in the Quantity to Cancel column, some or all quantities on the line can be cancelled. After adding the quantity, click the **Cancel Lines** button.

**Cancel Lines 74058** Vendor McKesson - Ortho  
Restock for DJO Orthopedics on 06/27/2022

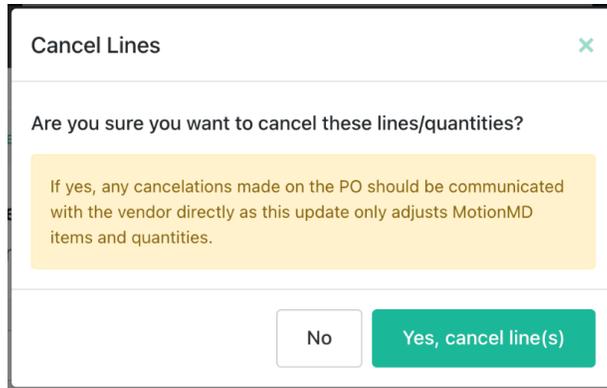
DJO Orthopedics 2 Items

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Previously Cancelled (UoM)	Quantity Open (UoM)	Quantity to Cancel (UoM)
ACTIMOVE SHOULDER <small>BSN - Jobst</small>	72859-01	EA	5 of 5	0	0	5	<input style="width: 80%;" type="text" value="0"/> Max: 5 <small>EA (1 EA = 1 Stocking Units)</small>
Cast Tape 3 x 12 <small>McKesson - Color: Blue</small>	733692	EA	5 of 5	0	0	5	<input style="width: 80%; border: 2px solid red;" type="text" value="5"/> Max: 5 <small>CS (1 CS = 1 Stocking Units)</small>

## CANCELLING LINES ON PLACED RESTOCKS

### Cancelling One Line on a Placed Restock (Continued):

After clicking the **Cancel Lines** button, Users are presented with a confirmation modal asking to confirm the items and quantities should be cancelled. There is also a notice that canceling the items and quantities on the Restock are **ONLY** adjusting MotionMD Stock Records. If a Restock or items on a restock need to be cancelled with the Vendor, Users must contact the Vendor directly to communicate any cancellations. This includes restocks placed to DJO/Enovis.



Once lines or quantities are cancelled on a Restock, they are visible on the Incomplete Restock tab or on the Restock page under the new column labeled **Cancelled**. Users will also see the quantity of items cancelled will decrease the quantity for Check In.

**NOTE:** Any quantity cancelled on a Restock will automatically show up as Needing Restock under Restock X Items section as the system is expecting they will need to be reordered if they are not arriving for Check In.

Restock 1 Items

Manual Restock

View All Restocks

View/Add Usage

Inventory Counts

Download Stock

Inventory Settings

Delivery Address  
1430 Decision St., Vista, CA 92081

View More Settings

Customer References

Stock by Item Incomplete Restocks

All
Vendor Site
Reset

Displaying all 4 restocks

74058 (0/5 checked in)
McKesson - Ortho - McKesson - Ortho
Check In
^

Print
Add Note
Cancel Lines

Description	Item #	UoM	Ordered	Cancelled	Checked In
ACTIMOVE SHOULDER BSN - Jobst	72859-01	EA 1 EA = Stocking Units	5	0	0 of 5
Cast Tape 3 x 12 McKesson, Color: Blue	733692	CS 1 CS = Stocking Units	5	5	0 of 0

## CANCELLING LINES ON PLACED RESTOCKS

### Cancelling One Line on a Placed Restock (Continued):

The remaining items on the Restock can be checked in to close the Restock. Users will now be able to view any quantities cancelled on any items on the restock from the Check In page. The Restock will show up under the Checked In filter on the All Restocks page.

**Check In 74058** Vendor McKesson - Ortho  
Restock for DJO Orthopedics on 06/27/2022

DJO Orthopedics 2 Items Set All to Max

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Previously Cancelled (UoM)	Quantity Open (UoM)	Quantity to Check In (UoM)
ACTIMOVE SHOULDER <small>BSN - Jobst</small>	72859-01	EA	5 of 5	0	0	5	<input style="width: 40px;" type="text" value="5"/> Max: 5
Cast Tape 3 x 12 <small>McKesson - Color: Blue</small>	733692	EA	0 of 5	0	5	0	<input style="width: 40px;" type="text" value="0"/> Max: 0

Cancel
Check In

### Cancelling All Lines on a Placed Restock:

If all lines on a restock are being cancelled, the steps are the same, click the Cancel Lines button, increase quantities to max on all lines and click Cancel Lines button.

**Cancel Lines 74059** Vendor McKesson - Ortho  
Restock for DJO Orthopedics on 06/27/2022

DJO Orthopedics 1 Item

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Previously Cancelled (UoM)	Quantity Open (UoM)	Quantity to Cancel (UoM)
Cast Tape 3 x 12 <small>McKesson - Color: Blue</small>	733692	EA	5 of 5	0	0	5	<input style="width: 40px;" type="text" value="5"/> Max: 5

Cancel
Cancel Lines

**CANCELLING LINES ON PLACED RESTOCKS**

**Cancelling All Lines on a Placed Restock (Continued):**

The fully cancelled Restock can be found under the Cancelled filter on the All Restocks page.

**Restocks for DJO Orthopedics**

130 Total Restocks

Search... Cancelled

Displaying **all 17** restocks

**74059** DJO Orthopedics 0/0 checked in  
 McKesson - Ortho - McKesson - Ortho  
 C Cancelled on 06/27/2022 at 09:13 AM
 Actions ▾

Clicking into the Restock, all items and quantities cancelled are visible from the Items tab.

**Note:** A restock cancelled before it is Placed will **NOT** show items and quantities on the Item tab since they were never ordered.

**74059** McKesson - Ortho - McKesson - Ortho  
 Restock for DJO Orthopedics on 06/27/2022

Print

All Activity

Add Attachment

[Items \(1\)](#)
[File Attachments \(0\)](#)
[Recent Activity](#)

Description	Item #	UoM	Ordered	Cancelled	Checked In
Cast Tape 3 x 12 McKesson, Color: Blue	733692	CS 1 CS = Stocking Units	5	5	<div style="width: 100%; height: 10px; background-color: #28a745; border: 1px solid #28a745;"></div> 0 of 0

From the Recent Activity tab Users can see the date and time stamp and User who Cancelled Lines on the restock.

**74059** McKesson - Ortho - McKesson - Ortho  
 Restock for DJO Orthopedics on 06/27/2022

Print

All Activity

Add Attachment

**Purchase Restock Submitted**

Purchase Restock Transmission Succeeded

**To and From**

**Inventory Location**  
DJO Orthopedics

[Items \(1\)](#)
[File Attachments \(0\)](#)
[Recent Activity](#)

**✖ Voided** Cynthia Sever on 06/27/2022 at 09:13 AM Eastern Time (US & Canada)  
 Restock for DJO Orthopedics on 06/27/2022 voided

**✔ Transmitted Successfully** on 06/27/2022 at 09:09 AM Eastern Time (US & Canada)  
 Restock for DJO Orthopedics on 06/27/2022 transmitted successfully. Order Number:

**🛒 Ordered** Cynthia Sever on 06/27/2022 at 09:09 AM Eastern Time (US & Canada)  
 Restock for DJO Orthopedics on 06/27/2022 ordered

**+ Created** Cynthia Sever on 06/27/2022 at 09:09 AM Eastern Time (US & Canada)  
 Restock 'Restock for DJO Orthopedics on 06/27/2022' was created

**CANCELLING LINES ON PLACED RESTOCKS**

**Additional Information**

**Accessibility:**

Only Users with the Admin or Inventory Admin role can see the Cancel Lines button and complete the action on Placed Restocks.

**Outstanding Restock Report:**

A new column is visible labeled 'Cancelled' and will show if a partial quantity is cancelled on a line. If all quantities are cancelled on a line, that item will not show on the Outstanding Restock report.

A	B	C	D	E	F	G	H	I	J	K	L
Restock O	Inventory Location	Vendor Name	Restock Creation Date	Open Item SKU	Open Item Name	Open I	Unit Price	Ordered	Checked In	Outstanding	Cancelled
74060	DJO Orthopedics	McKesson - Ortho	2022-06-27 13:40:27 UTC	5012-03A	Powerstep Slimtech		12.82	2	1	1	0
74060	DJO Orthopedics	McKesson - Ortho	2022-06-27 13:40:27 UTC	733692	Cast Tape 3 x 12		15	5	0	2	3
74060	DJO Orthopedics	McKesson - Ortho	2022-06-27 13:40:27 UTC	733691	Cast Tape 3 x 12		15	2	0	2	0

**Purchase Order History Report:**

A new column is visible labeled 'Cancelled' and will show any quantity that has been cancelled on a line.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Inventory Location	SKU	Vendor SKU	Product Name	Vendor	PO#	Order Date	Unit of Me	UOM Cor	Ordered	Checked In	Outstanding	Cancelled	Unit Price	Ext Price	Notes
DJO Orthopedics	72859-01		ACTIMOVE SHOULDER	McKesson	74058	6/27/2022	EA		5	5	0	0	0	0	0
DJO Orthopedics	733692		Cast Tape 3 x 12	McKesson	74058	6/27/2022	CS		5	0	0	5	15	75	
DJO Orthopedics	733692		Cast Tape 3 x 12	McKesson	74059	6/27/2022	CS		5	0	0	5	15	75	
DJO Orthopedics	5012-03A		Powerstep Slimtech	McKesson	74060	6/27/2022	ea		2	1	1	0	12.82	25	
DJO Orthopedics	733691		Cast Tape 3 x 12	McKesson	74060	6/27/2022	CS		2	0	2	0	15	30	
DJO Orthopedics	733692		Cast Tape 3 x 12	McKesson	74060	6/27/2022	CS		5	0	2	3	15	75	