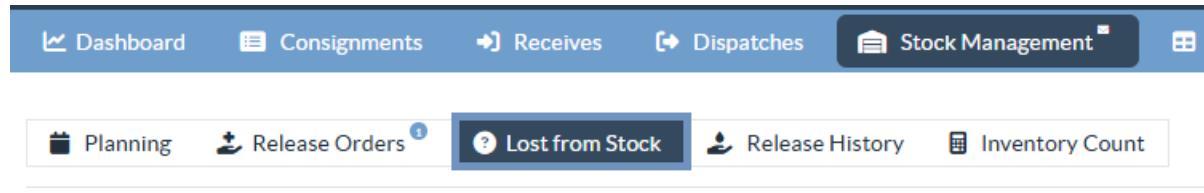


## 库存损失

如果货物在储存期间、转运点或送达客户地址后报告丢失，则会被归类为“库存丢失”。要登记遗失，用户应导航至“库存管理”选项卡并单击“库存遗失”。

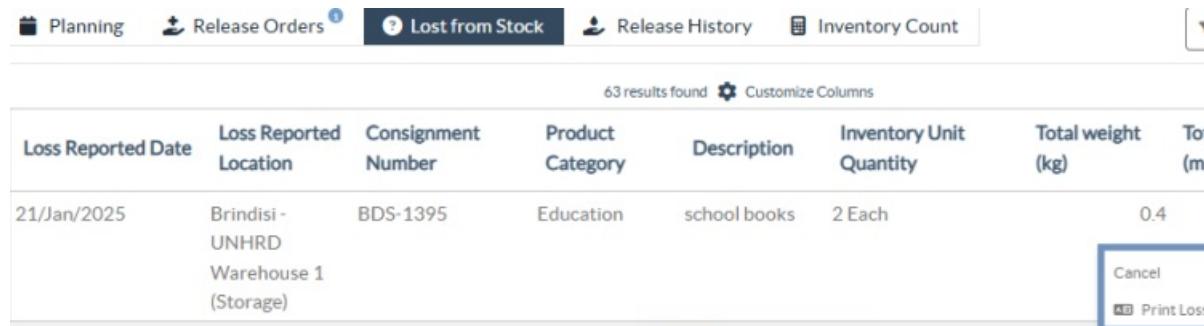


The screenshot shows the SAP Business One interface with the 'Stock Management' module selected. Below it, the 'Lost from Stock' tab is highlighted in blue, indicating it is active. Other tabs like 'Planning', 'Release Orders', 'Release History', and 'Inventory Count' are also visible.

RITA 操作员在此过程中有两个选项。

**选项 1：“取消”**选项可让 RITA 操作员取消之前登记的损失。

**选项 2：“打印损失报告”**允许 RITA 操作员自动生成托运中已登记损失物品的表格。损失报告可在登记损失物品后立即生成。请参阅库存管理-计划一章中的“打印损失报告”。



This screenshot shows a list of items registered as lost from stock. A single row is selected, showing details like the date reported, location, consignment number, product category, description, quantity, and total weight. At the bottom right of the table, there are two buttons: 'Cancel' and 'Print Loss'.

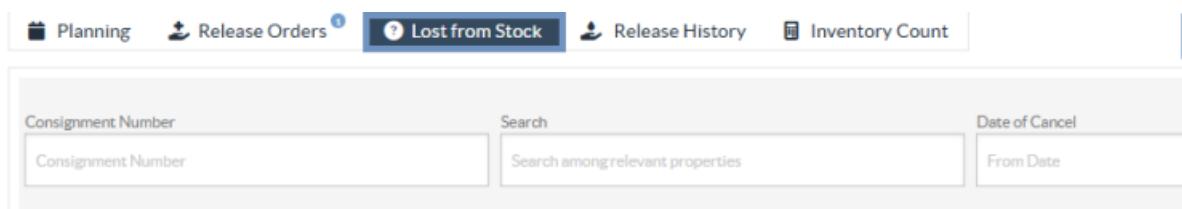
Loss Reported Date	Loss Reported Location	Consignment Number	Product Category	Description	Inventory Unit Quantity	Total weight (kg)	Total (m)
21/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	BDS-1395	Education	school books	2 Each	0.4	

## 取消损失

操作员可以取消先前登记为“已找到物品”的损失。取消损失的步骤如下：

**步骤 1：**单击“库存管理”页面上的“库存丢失”选项卡。

**步骤 2：**使用右上角的“显示筛选器”选项，查找必须取消的寄售货物。操作员可根据托运货物的编号、实际发货收货日期或实际收货日期，或在搜索框中提供托运货物的任何其他详细信息来搜索托运货物。



This screenshot shows the search interface for the 'Lost from Stock' list. It includes fields for 'Consignment Number', 'Search', and 'Date of Cancel'. The 'Consignment Number' field contains 'BDS-1395'.

**步骤 3：**点击所选托运货物右端的“选项”标签，选择“取消”选项。



This screenshot shows the 'Lost from Stock' list again, but with the 'Description' column header highlighted in red. This highlights the specific item that needs to be canceled. The 'Cancel' button is visible at the bottom right of the table.

Loss Reported Date	Loss Reported Location	Consignment Number	Product Category	Description	Inventory Unit Quantity	Total weight (kg)	Total (m)
21/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	BDS-1395	Education	school books	2 Each	0.4	

**第4步：**操作员可在出现的对话框中提供详细信息，如找到的物品数量、报告编号和评论（如有）。操作员必须点击“取消”按钮，确认取消所选货物的损失登记。这样，这些物品将移回到“发货”屏幕下的“手头库存”。

**Cancel Registered Losses for BDS-1395 - Education - school books - at Brindisi - UNH**  
**1 (Storage)**

Date of Cancel	Found Report Number		
21/Jan/2025			
Comments			
Please enter reason for cancellation			
Consignment Line	Reported Lost	Weight	Volume
1: Education - school books	2 Each	0.4 kg	0.01 m <sup>3</sup>