

ACHIEVE ORDER RESERVATIONS

USER MANUAL Version 6.5

PRESENTED BY ACHIEVE IT SOLUTIONS









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ACHIEVE ORDER RESERVATIONS USER GUIDE

Table of Contents

| Introduction | 1 |
|---|----|
| Setup | 2 |
| Standard Order Reservation Configurations | 2 |
| Order Reservation Configurations with Achieve WMS | 4 |
| WMS Configuration | 4 |
| Bin Location Master Data | 6 |
| Order Reservation Menu Screens | 7 |
| Order Reservations | 7 |
| Batch Import Reservations | 12 |
| Order Reservation Process | 15 |
| Sales Quotes, Sales Orders and Purchase Orders | 15 |
| Production Orders | |
| Finished Goods | |
| Component Reservations | 40 |
| Inventory Transfer Requests | 42 |
| To Warehouse | 42 |
| From Warehouse | 45 |
| Order Reservations with Achieve WMS | 49 |
| Suggested Bin Transfers | 49 |
| Direct Put Away | 52 |
| Logistics Manager and Handheld | 53 |



Introduction

There may be several business reasons for reserving a portion of your on hand or incoming inventory quantities for specific customers. If this sounds like something that your company can use to become more efficient and to increase your overall customer service than it is important to add *Achieve Order Reservations* to your SAP Business One installation.

The *Achieve Order Reservations* module can add functionality to your business processes that include reserving inventory against your available in-stock quantities as well as incoming Purchase Orders and Incoming Inventory Transfer Requests. You can also use reservations when working with Production Orders whether it be reserving components or finished goods. These reservations can be made on Sales Orders, Sales Quotes or Outgoing Inventory Transfer Requests. *Achieve Order Reservations* will also prevent deliveries from being created for items that do not have enough unreserved inventory quantities available.

Integration with Achieve Warehouse Management

If you are also using **Achieve Warehouse Management (WMS)**, Order Reservations will not only prevent a delivery from being created but it will also prevent orders from being allocated or picked when there are not enough unreserved inventory quantities available. There is also the option to have the system create Suggested Bin Transfers to move your in-stock inventory into a reserved bin location.

See the sections below labeled <u>Order Reservation Configurations with Achieve WMS</u> and <u>Order Reservations with Achieve WMS</u> for fully detailed information.



Setup

Standard Order Reservation Configurations

Administration > Achieve One > Achieve Order Reservations > Order Reservation Configuration

There are a handful of order reservation configurations that you can setup if you choose to, but they are not required to use Order Reservations. To set them up, open the Order Reservation Configuration screen.

| Order Reservation Configuration | | |
|---|---|--|
| | | |
| Auto Reserve Quotes | | |
| Auto Reserve Sales Orders | | |
| Back Order Due Date | | |
| Delayed Supply Updates Demand Due Dates | | |
| Transit Time in Days | 0 | |
| Production PO UDF | | |
| Add | | |
| | | |

Auto Reserve Quotes: Check this box if you want the system to automatically reserve inventory on Sales Quotes without having to manually use the reservation screen. If the item is a Production BOM Finished Good, the auto-reservation will be against In Stock Quantities first, then open Production Orders, then open Purchase Orders. If the item is a regular inventory item, the auto-reservation will be against In Stock quantities first, then open Purchase Orders.

Auto Reserve Sales Orders: Check this box if you want the system to automatically reserve inventory on Sales Orders without having to manually use the reservation screen. If the item is a Production BOM Finished Good, the auto-reservation will be against In Stock Quantities first, then open Production Orders, then open Purchase Orders. If the item is a regular inventory item, the auto-reservation will be against In Stock quantities first, then open Purchase Orders.

Back Order Due Date: Enter in the date you want set as the Due Date on a Sales Order when the auto-reservation cannot happen. This option is only available if you enable Auto Reserve Sales Orders.



Delayed Supply Updates Demand Due Dates: Check this box if you want Demand Document due dates to be updated when the supply document they are reserved against changes.

Transit Time in Days: Enter in the number days you want to add to the updated Demand Document due date to account for additional transit time if the PO is designated as a Production PO (see below). This option is only available if you enable Delayed Supply Updates Demand Due Dates.

Production PO UDF: Select which UDF you would like to use to designate that a Purchase Order is Production Order PO. This option is only available if you enable Delayed Supply Updates Demand Due Dates.



Order Reservation Configurations with Achieve WMS

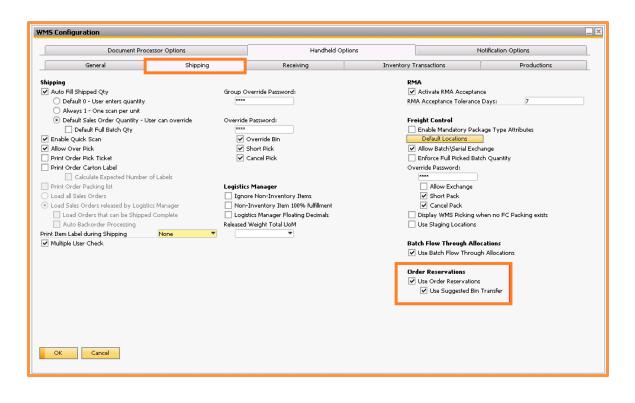
WMS Configuration

Administration > Achieve One > Achieve Warehouse Management > WMS Configuration

Handheld Options – Shipping Tab

To use **Achieve Order Reservations** with WMS go to the Handheld Options – Shipping tab and select "Use Order Reservations" on the bottom right.

If you want the system to prompt you to create Suggested Bin Transfers when you increase or decrease a reservation against in stock quantities, then check off the "Use Suggested Bin Transfer" box. We will discuss the Suggested Bin Transfer function later in this document.





Handheld Options – Inventory Transactions Tab

There are also options for reservations on the Handheld Options – Inventory Transactions tab under Direct Put Away. If you want to use the Direct Put Away process with Sales Order or Sales Quote Reservations than check these boxes. We will discuss what these options do later on in this document.

| WMS Configuration | | | | | | | | |
|--|--------------|---|-------------------|-------------|---|------------------|-------------|--|
| Document Proce | ssor Options | | Handheld Option | ns | N | otification Opti | ions | |
| General | Shipping | Rec | eiving | Inventory T | ransactions | | Productions | |
| Goods Receipt Goods Receipt Price List Last Purch: Transfers | ase Price ▼ | rantine Bin Contro tequire Password fo Password: tequire Password fo | or Movement Out | | Auto Fill ITR Qty Default 0 - User ente Always 1 - One scar | ers quantity | | |
| Print Transfer Report Full Batch Qty Use Last To Bin Use Last From Bin | Bin F | Password: Replenishment Jse Bin Replenishme | **** | | Default ITR Quantity Default Full Bate Enable Quick Scan Allow Over Pick\Receipt | ch Qty | verride | |
| ✓ Use Default Pick\Receive Bin ✓ Auto Fill Transfer Qty ● Default 0 - User enters quantity ○ Always 1 - One scan per unit | | Every x Minutes Use Batch\Seria FIFO LIFO | | Prin | Close Short Pick \Receipt Print ITR Pick at Item Label During Tran | | None | |
| Cycle Count • For Serialized Items, always require a sca • For Serialized Items, only require a sca | | Attribute | Expiration Date 🔻 | Put | ect Put Away Away by Sub Level Auto-Save Reserved Sales Quotes | | Shelf | |
| Bin Count WMS Adjustment Type Goods Issu ✓ Auto Fill Bin Qty ○ Default 0 - User enters quantity ④ Always 1 - One scan per unit | e Rec 🔻 | | | v | Reserved Sales Orders Fixed Item Bin Min/Max Random Item Bin with er | xisting in Stock | k Qtys | |
| OK Cancel | | | | | | | | |

Notification Options Tab

There is an option with WMS to notify someone when a reserved document's delivery date changes. To enable this function go to the Notification Options tab and find the Reserved Delivery Due Date Change line. Use the drop down to select the user to be notified and check the "Int." or "Email" box to have them notified by an internal SAP message or by email (you can check both if you like). To use the email option you must have the standard SAP SBO mailer configured.



Bin Location Master Data

Inventory > Bin Locations > Bin Location Master Data

With *Achieve Order Reservations* and WMS you have the option to label a bin location as a Reserved Bin. The Reserved Bin will be the first bin WMS checks when allocating orders that have reserved quantities. Also when a Suggested Bin Transfer is created, the Reserved Bin will be the one that WMS suggests you transfer the items into.

To set a bin location as a Reserved Bin, you can either check the Reserved Bin box on the main screen or change the Reserved Loc UDF to "Yes" (they are technically the same field in the database).



| Bin Location Maste | r Data | | | | | ✓ ▼ ▶ General | ▼ × |
|-------------------------|-----------|------|-----------------------------|-----------------------|------|--------------------------------|------------|
| Warehouse | Floor | Area | Row | Shelf | | QC Process Warehouses | |
| ⇒ 02 | => RSVD | ⇒ 1 | | | | Loc Type | Pick 💌 |
| Bin Location Code | 02-RSVD-1 | | | | | Reserved Loc | Yes 💌 |
| | | | | | | Override Loc | riever |
| Bin Location Properties | 5 | | | | | Replenishment UOM | |
| Inactive | | | | | | Override Location Handling Res | No 🔻 |
| Receiving Bin Location | | | Exclude from Auto. Alloc. o | n Issue | | Eligible Carriers | |
| Description | | | | | | QC Default Process Bin Locatio | |
| Item Weight | | | Item Qty | ⇒ | 60 | | |
| No. of Items | | 1 | No. of Batches/Serials | | | | |
| Alternative Sort Code | | | Bar Code | | | | |
| Minimum Qty | | | Maximum Qty | | | | |
| Maximum Weight | | | | | | | |
| Item Restrictions | No | ne 🔻 | | | | | |
| Batch Restrictions | No | ne 🔻 | | | | | |
| Transaction Restriction | s No | ne 🔻 | Last Updated On | | | | |
| | _ | | Reason | | | | |
| Location Type | Die | | | | | | |
| Reserved Bin | × | | | | | | |
| Climate Controlled | | | | | | | |
| OK Can | icel | Mar | age Bin Locations | Modify Bin Location C | odes | | |

Order Reservation Menu Screens

There are two Order Reservation screens that you can access from the Main Menu; Order Reservations and Batch Import Reservations.

Order Reservations

Achieve One > Achieve Order Reservations > Order Reservations

This is the screen where reservations will be made and changed. Users can come to this screen from the menu or it can be launched directly within a supply or demand document that you are making reservations with. No matter which way you open the screen you can perform the same functions. We will look at those functions later on in the Order Reservation Process sections of this document.

First let's take a look at the fields on the screen.



| | r Rese | ervations | | | | | | | | | | | | | | |
|-------|----------|----------------------|--------------|------------|------|--------------|-----------------|---------------|---|------------------|-----------------|----------|-------------------|------------------|--------------------|---|
| Item | No. | | 📫 PS001 | | | | 04 | Allocated & R | eserved | Items | | | | | | |
| Ware | ehouse | | Miami, | FL | | |) (OL | Inreserved I | tems | | | | | | | |
| Deliv | reny Dat | te From | 12/01/ | 15 | To 1 | 2/09/15 | 0 | Both | | | | | | | | |
| ind | Sales D | oc No. | | | | | | | | | | | | | | |
| Sales | Doc Ty | уре | Sales 🤇 | Orders | | | | | | | | | | | | |
| n Si | tock & | Supply Doce | uments | | | | | | | Туре | Purchase C | rders 🔻 | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| 1 | | | | | | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | - |
| | | | | | | | | | | | | | | | | |
| | | ocuments | Curtamor | Order Date | Pour | Deliver Date | Ordered | 0000 | LaM | Day Linik | Inv Ohr | Tay LlaM | Allocated | Parawad | Unverses | |
| | | ocuments Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | | | Customer | Order Date | Row | Deliver Date | Ordered 0.00 | Open 0.00 | UoM | Per Unit 0.00 | Inv Qty 0.00 | Inv UoM | Allocated 0.00 | Reserved 0.00 | Unreserved 0.00 | |
| | | | Customer | Order Date | Row | Deliver Date | | | UoM 2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 | | | Inv UoM | | | | |

Start by entering your selection Criteria at the top:

Item No.: Enter in the item you would like to reserve. This is mandatory for the reservation screen.

Warehouse: Select which warehouse you want to make the reservation(s) in.

Delivery Date From/To: Enter in the delivery date range of the documents you want to display for reservations or leave blank to see all open documents that match the rest of the criteria.

Find Sales Doc No.: This field works in conjunction with the Display Selected Doc button on the bottom of the screen. After the grid is loaded, if you enter in a document number and click on Display Selected Doc, that row will be highlighted for you in the grid.

Sales Doc Type: Select the document type that you want to display for reservations; Sales Orders, Sales Quotes, or AR Reserve Invoices. You can also select All to see all open documents that match the rest of the criteria.

Use the radio button on the right to choose which documents to display:

Allocated & Reserved: This will display only documents that are already reserved.



Unreserved Items: This will display only documents that have not been reserved yet.

Both: This will display both reserved and unreserved documents.

The In Stock and Supply Documents section will show the documents and in stock quantities that reservations can be made against. The columns are as follows:

Type: The supply document type; In Stock (IN), Purchase Order (PO), Incoming Inventory Transfer Request (ITR), Incoming Production Order (IPR).

Document: Document number for the supply document.

Vendor: Vendor code for the supply document.

Order Date: Order date for the supply document.

Row: Document row number for the supply document.

Deliver Date: Delivery/Due date for the supply document.

Ordered: Total quantity for the supply document.

Open: Open quantity for the supply document.

UoM: Unit of measure on the supply document.

Per Unit: Unit of measure conversion factor to convert the document quantity to the inventory quantity.

Inv Qty: Inventory quantity for the item.

Inv UoM: Inventory unit of measure for the item.

Allocated: When you have Achieve Warehouse Management this is the inventory quantity already allocated to WMS; without WMS it is just the total quantity reserved.

Reserved: The inventory quantity that is already reserved.

Unreserved: The inventory quantity that is not reserved yet.

There are also a few more filters in this section that you can set:



Vendor: In the first field you can enter in a Vendor to only show their supply documents or leave blank to see all.

Type: Select what type of supply document you want to display; Purchase Order, Production Order, Inventory Transfer Request, AP Reserve Invoice. You can also leave it blank to show all supply documents.

Doc #: Enter in a document number if you only want to look at one specific supply document. This is also used with the File Export option on the bottom of the screen that we will discuss shortly.

| use Date From | and the second state of the | | o [12 | /09/15 | • | Inreserved It | | ms | | | | | | |
|------------------|--|---|---|---|---|---|---|---|---|---|---|----------|------------|---|
| | Sales O | rders | | | | | | | | | | | | |
| k & Supply Do | uments | | | í | | | - | Type | Purchase Ord | ers 🔻 | Doc # | ç | | |
| | | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | - In Stock | | | | 0.00 | 37,212.33 | Bottle | 1.00 | 37,212.33 | Bottle | 575.35 | 64.00 | 37,134.33 | |
| -> 10121 | 🤤 ¥1010 | 12/03/2015 | 0 | 12/03/2015 | 50.00 | 50.00 | Case | 24.00 | 1,200.00 | Bottle | 0.00 | 0.00 | 1,200.00 | |
| 🤤 10122 | 📫 V1010 | 12/03/2015 | 0 | 12/03/2015 | 20.00 | 20.00 | Case | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480.00 | |
| ⇒ 10123 | 🤤 V1010 | 12/04/2015 | 0 | 12/04/2015 | 20.00 | 20.00 | Case | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480.00 | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | 39,372.33 | | 575.35 | 64.00 | 39,294.33 | |
| d Documents | | | | [| | | | | | | | | | |
| pe Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| - 10480 | 🗢 c20000 | 12/07/2015 | 0 | 12/07/2015 | 1.000 | 1.000 | 6-Pack | 6.00 | 6.00 | Bottle | 0.00 | 0.00 | 6.00 | 1 |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | - |
| | | | | | | | | | 6.00 | | | | 6.00 | |
| | pe Document 10121 10122 10123 10123 dDocuments pe Document | A supply Decuments Documents Document | w pS001 use Miami, FL Date From 12/01/15 T. es Doc No. sales Orders k & Supply Documents sales Order pe Document Vendor Order Date image: image of the | P p5001 use Miami, FL Date From 12/01/15 To es Doc No. Image: Comparison of the state of the | Poson use Miami, FL V Date From 12/01/15 To 12/09/15 es Doc No. Image: Comparison of the state of | ••• P5001 ••• P5001 use Miami, FL ••• •• •• Date From 12/01/15 To 12/09/15 •• Doc No. ••• ••• ••• •• K & Supply Documents ••• ••• ••• ••• 1n: Stock •• 12/03/2015 0 12/03/2015 0.00 ••• 10122 •• 1010 12/03/2015 0 12/03/2015 20.00 ••• 10123 • • • 10123 20.00 ••• 10123 • • • • • • ••• • • • • • • • • ••• • | Image: Solution of the solution | Image: Solution of the second seco | Allocated & Reserved Items Use Miami, FL Date From 12/01/15 To 12/09/15 es Doc No. C Type Sales Orders K & Supply Documents K & Supply Documents Document Vendor Order Date Row Deliver Date Ordered Open UoM Per Unit Order Date Viol 12/03/2015 0 12/03/2015 20.00 23.00 Case 24.00 Order Date Viol 12/03/2015 0 12/03/2015 20.00 20.00 Case 24.00 Order Date Viol 12/04/2015 0 12/03/2015 20.00 20.00 Case 24.00 Order Date Viol 12/04/2015 0 12/04/2015 20.00 20.00 Case 24.00 Order Date Viol 12/04/2015 0 000 Order Date Viol 12/04/2015 0 | Image: State Prometer State Promete | Image: Picture in the picture in th | • P 5001 | • PS001 | ••• P5001 vse Miami, FL •• Diale From 12/01/15 To 12/09/15 to Unreserved Items •• Diale From 12/01/15 To 12/09/15 •• Diale From 12/01/15 To 12/09/15 •• Diale Both •• Diale From 12/01/15 To 12/09/15 •• Diale Type Vendase Orders •• Diale P Document Vendor Order Date Row Deliver Date Ond 37/212.33 Both Solide Solide |

The Demand Document section will show the documents that you can make reservations for. The columns are the same as the In Stock & Supply grid except for a couple differences.

Type: The demand document type; Sales Order (SO), Outgoing Inventory Transfer Request (OTR), Outgoing Production Order (OPR).

Customer: Customer code for the supply document.

Reserved: This reserved column is editable for making reservations (which we will discuss the in the Order Reservation Process sections later in this document).

There is also one more filter in this section that you can set.



Customer: In the field you can enter in a Customer Code to only show their demand documents or leave it blank to see all.

When you have finished entering in your selection criteria, click on Display All.

All of the documents that match your criteria will now be displayed in the grids. You will be able to make new reservations, change existing reservations, or just look over the reservation data.

If you need to you can make any changes to the criteria then just hit Display All again to refresh the screen.

| Wa | n No. | | PS001 | | | | 0/ | Allocated & Re | served Ite | ins | | | | | | |
|----------------------------|---|--|--|--|---------------------------------|--|--|--|--|--|---|--|---|--|--|---|
| | rehouse | 1 | Miami, I | FL. | | |) () (| Unreserved It | ems | | | | | | | |
| Del | ivery Da | ite From | 10/01/1 | 5 T | o 12 | /09/15 | 0 | Both | | | | | | | | |
| Fin | d Sales I | Doc No. | | | | | | | | | | | | | | |
| Sal | es Doc 1 | ype | All | | | • | | | | | | | | | | |
| | | Supply Do | | | | | | | | T | | * | Doc # | | | |
| LA I | Type | | | Order Date | Row | Deliver Date | Ordered | Open | UoM | Type Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | | COCUMBIK | | Order Date | P. UPPY | Denver Dave | | | | | | | | | | |
| 1 | IN | - 10 | In Stock | 11 00 0010 | | 11 00 0017 | 0.00 | 37,212.33 | Bottle | | 37,212.33 | Bottle | 575.35 0.00 | 64.00 | 37,134.33 | - |
| 2 | ITR | ⇒ 69 ⇒ 72 | | 11/23/2015 | 0 | 11/23/2015 | 12.00 | 12.00 | Bottle | 1.00 | 12.00 | Bottle | 0.00 | 0.00 | 12.00 | |
| 3 | PO | > 72 > 10121 | - | 11/25/2015 | 0 | 11/25/2015 12/03/2015 | | | | | 6.00 | Bottle | 0.00 | 0.00 | 6.00 | |
| 4 | PO | 10121 | V1010 | 12/03/2015 | 0 | | 50.00 | 50.00 20.00 | Case Case | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480.00 | |
| 5 6 | PO | 10122 | → V1010 | 12/03/2015 | 0 | 12/03/2015 12/04/2015 | 20.00 | 20.00 | Case | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480,00 | |
| 0 | PO | - 10123 | -> A1010 | 12/04/2015 | 0 | 12/04/2015 | 20.00 | 20.00 | Case | 24,00 | 480.00 | Bottle | 0.00 | 0.00 | 460.00 | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | 29.390.33 | | \$75.35 | 64.00 | 39.312.33 | 4 |
| | | | | | | | | | | | 39,390.33 | | 575.35 | 64.00 | 39,312.33 | |
| | | | | | | | | | | | 39,390.33 | | \$75,35 | 64.00 | 39,312.33 | |
| De | | ocuments | | | | | | | | | | | | | | |
| De | mand D Type | ocuments Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | 39,390.33 Inv Qty | Inv UoM | 575.35 Allocated | 64.00 Reserved | 39,312.33 Unreserved | |
| De 1 | | | Customer | Order Date 10/02/2015 | Row 0 | Deliver Date 10/02/2015 | Ordered 1.00 | Open 1.00 | UoM 6-Pack | Per Unit 6.00 | | Inv UoM Bottle | | | | |
| | Туре | Document | | 10/02/2015 10/02/2015 | | 10/02/2015 10/02/2015 | | | | | Inv Qty | | Allocated | Reserved | Unreserved | |
| 1 | Type SO | Document | ⇔ c20000 | 10/02/2015 10/02/2015 | 0 | 10/02/2015 | 1.00 | 1.00 | 6-Pack | 6.00 | Inv Qty 6.00 | Bottle | Allocated 6.00 | Reserved 0.00 | Unreserved | |
| 1 | Type SO SO | Document 10439 10439 | ⇔ c20000 | 10/02/2015 10/02/2015 10/02/2015 | 0 | 10/02/2015 10/02/2015 | 1.00 1.00 | 1.00 | 6-Pack 6-Pack | 6.00 6.00 | Inv Qty 6.00 6.00 | Bottle Bottle | Allocated 6.00 6.00 | Reserved 0.00 0.00 | Unreserved 6.00 6.00 | |
| 1 2 3 | Type SO SO OTR | Document 10439 10439 67 | ⇔ c20000 ⇔ c20000 | 10/02/2015 10/02/2015 10/02/2015 | 0 1 0 | 10/02/2015 10/02/2015 10/02/2015 | 1.00 1.00 3.00 | 1.00 1.00 3.00 | 6-Pack 6-Pack Bottle | 6.00 6.00 1.00 | Inv Qty 6.00 3.00 | Bottle Bottle Bottle | Allocated 6.00 3.00 | Reserved 0.00 0.00 0.00 | Unreserved 6.00 6.00 3.00 | |
| 1 2 3 4 | Type SO SO OTR SO | Document 10439 10439 10439 67 10440 | ⇒ c20000 ⇒ c20000 ⇒ c20000 ⇒ c20000 ⇒ c20000 ⇒ c20000 | 10/02/2015 10/02/2015 10/02/2015 10/06/2015 10/06/2015 10/08/2015 | 0 1 0 0 | 10/02/2015 10/02/2015 10/02/2015 10/06/2015 10/06/2015 10/08/2015 | 1.00 1.00 3.00 1.00 | 1.00 1.00 3.00 1.00 | 6-Pack 6-Pack Bottle 6-Pack | 6.00 6.00 1.00 6.00 | Inv Qty 6.00 3.00 6.00 | Bottle Bottle Bottle Bottle | Allocated 6.00 6.00 3.00 6.00 | Reserved 0.00 0.00 0.00 0.00 | Unreserved 6.00 6.00 3.00 6.00 | |
| 1 2 3 4 5 | Type SO SO OTR SO SO | Document 10439 10439 10439 67 10440 10440 | ⇒ c20000 | 10/02/2015 10/02/2015 10/02/2015 10/06/2015 10/06/2015 10/08/2015 10/08/2015 10/23/2015 | 0 1 0 1 1 0 0 | 10/02/2015 10/02/2015 10/02/2015 10/06/2015 10/06/2015 10/08/2015 10/08/2015 10/23/2015 | 1.00 1.00 3.00 1.00 1.00 | 1.00 1.00 3.00 1.00 1.00 | 6-Pack 6-Pack Bottle 6-Pack 6-Pack | 6.00 6.00 1.00 6.00 6.00 | Inv Qty 6.00 6.00 3.00 6.00 6.00 | Bottle Bottle Bottle Bottle Bottle | Allocated 6.00 6.00 3.00 6.00 6.00 | Reserved 0.00 0.00 0.00 0.00 0.00 0.00 | Unreserved 6.00 3.00 6.00 6.00 6.00 | |
| 1 2 3 4 5 6 | Type SO SO OTR SO SO SO | Document 10439 10439 67 10440 10440 10440 10449 | ⇒ c20000 ⇒ c20000 ⇒ c20000 ⇒ c20000 ⇒ c20000 ⇒ c20000 | 10/02/2015 10/02/2015 10/02/2015 10/06/2015 10/06/2015 10/08/2015 | 0 1 0 1 1 0 0 | 10/02/2015 10/02/2015 10/02/2015 10/06/2015 10/06/2015 10/08/2015 | 1.00 1.00 3.00 1.00 1.00 1.00 | 1.00 1.00 3.00 1.00 1.00 1.00 | 6-Pack 6-Pack Bottle 6-Pack 6-Pack 6-Pack | 6.00 6.00 1.00 6.00 6.00 6.00 | Inv Qty 6.00 6.00 3.00 6.00 6.00 6.00 6.00 | Bottle Bottle Bottle Bottle Bottle Bottle | Allocated 6.00 6.00 3.00 6.00 6.00 6.00 6.00 | Reserved 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | Unreserved 6.00 3.00 6.00 6.00 6.00 6.00 6.00 | |

At the bottom of the screen there are two other buttons we have not discussed yet. The first, **Manage Reservations**, we will discuss later on in the Order Reservation Process sections.

The second, **File Export**, allows users to export the displayed reservation data from the grids into a spreadsheet. The spreadsheet will be exported in the proper format needed to be imported using the Batch Import Reservations screen.

To use the File Export option you first have to enter your selection criteria like we saw above but also you will need to enter in the Supply Document you are reserving against into the Doc # field. If you do not enter in a document number the File Export button



will remain grayed out. Once you have all of the information entered and you hit Display All you will see the File Export button become active.

| Delin Fino | | ate From Doc No. | PS001 Miami, 12/01/ All | FL | o 12 | ¥ 2/09/15 | 0 L 0 B | Illocated & F Inreserved I ioth | | terns | | | | | | |
|---------------|------|---------------------|----------------------------------|--------------------------|----------|----------------------------|-----------------|---------------------------------------|--------------------|------------------|---------------------------|-------------------|-------------------|------------------|------------------------------|---|
| (n S | | Supply Doc | | | | | | | | Туре | Purchase Or | | | 10123 | | |
| | | Document | | | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | | Reserved | Unreserved | |
| 1 | PO | ➡ 10123 | ➡ V1010 | 12/04/2015 | 0 | 12/04/2015 | 20.000 | 20.000 | Case | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480.00 | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | 480.00 | | | | 480.00 | - |
|)er | | Pocuments | | | | | | | | 5 11 1 | | | | | | • |
| | Туре | Documents | Customer | Order Date 12/07/2015 | Row 0 | Deliver Date 12/07/2015 | Ordered 1.00 | Open 1.00 | E UoM 6-Pack | Per Unit 6.00 | 480.00 Inv Qty 6.00 | Inv UoM Bottle | Allocated 0.00 | Reserved 0.00 | 480.00 Unreserved 6.00 | × |
| Der 1 | Туре | Document | | | | | | | UoM | | Inv Qty | | | | Unreserved | |

Before you can click on the File Export button though, you will need to highlight your selected supply document in the top grid. Once you have that highlighted you can click File Export. A window will pop up letting you know the file name of the spreadsheet and where it was exported to.

The format of the file name will be as follows:

"Reservations_ItemCode_WarehouseCode_SupplyDocument_SupplyDocumenRow_Yea rMonthDayTime" and the folder path that the file is saved to will be the default Microsoft Excel® folder from your standard SAP Business One General Settings.

Batch Import Reservations

Achieve One > Achieve Order Reservations > Batch Import Reservations

In some instances you may have a large amount of orders that you need to make reservations for at the same time. The Batch Import Reservations screen allows you to enter reservations into a spreadsheet, then bulk import them in all at once instead of having to reserve one document at a time in the Order Reservations screen.



| Batch Import Reser | vations | |
|--------------------|--|--|
| File Name | C:\Users\ait\Desktop\BulkReserv002.xls | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Browse Can | el Import | |
| | | |

You will first need to use the File Export process to make sure your spreadsheet is in the proper format. Once you have your spreadsheet you can open it up and review the data. For each demand document line item there will be a corresponding row on the spreadsheet.

The columns that will be displayed, include the supply document data such as the document number, vendor, delivery date and reserved quantity information. It will also include the demand document data such as the document number, delivery date, customer, ship-to address and reserved quantity information. All of these cells will be read only and cannot be edited so that they stay in the proper format for import.

The only two columns that can be edited are the Demand Reserved Qty and the Formula column. The Demand Reserved Qty column is where you will enter in the actual quantity that you want to reserve for each demand document row. Remember that since this is in a spreadsheet and not in SAP, there is no validation against the reservation quantities. You need to make sure that you do not over-reserve the items or you will get errors during import.

Note: Quantities of 0 (or blank quantities) will be treated as such, meaning if there was already a reservation for an item that you have in the spreadsheet, the reservation will be reduced to 0 upon import.

You will not be able to import the file back into Order Reservations if the quantity is tied to a formula in the spreadsheet, but you can use the Formula column to calculate your quantities if necessary and then copy the values only into the Demand Reserved Qty column.

Note: Before you import the spreadsheet, make sure that you remove the data from the Formula column.



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|---------------|--------------|--------|----------|---------|----------------|---------------------|----------|----------|---------|--------|-----------------|------------|--------------------|--------|------|---------|-------|
| F | ile Ho | me | Insert | | Page Layo | ut | Formula | s E | ata | Review | View | v Soda | a PDF 7 C | reator | | | |
| r d | 🗎 👗 Cut | | | | | | | | _ | | | | | | | | _ |
| | 📑 👘 Car | | | Calibr | i | - 1 | 1 * | A A | = = | = = | \$\$ <u>~</u> ~ | 📑 Wrap |) Text | | | | |
| Pa | ste | | | B | <u> </u> | - | 37 - | Α- | = 3 | | | 💀 Merg | e & Cent | ter 👻 | \$ | • % | , |
| | 🗸 💞 Forr | | | | | | | | | | | | | | | | |
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| Form s Tab | iat ile = | | | | | $\overline{\nabla}$ | Inser | t Delet | te Form | at 🖉 | Clear 🔻 | | Find & Select ₹ | | | | |
| | 2 | tyles | | | | | | Cell | s | | E | diting | | | | | |
| | | | | | | | | | | | | | | | | | |
| | Т | | U | | | V | | | W | | | х | | | | Y | |
| De | mand PO# | Dem | | w D | emand | | r Date | Dema | | en Otv | Deman | | ed Otv | Form | | | ove |
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Once your spreadsheet is completed, head to the Batch Import Reservations screen, click on Browse to find your spreadsheet file and select it. Once the File Name field is filled in on the screen you can click on Import to begin the batch reservation import.

The system will then validate the data in the spreadsheet and add/update the reservations accordingly. If the total number of reservations in the spreadsheet exceeds the total amount available to reserve, you will receive a message that the file could not be imported.

Note: If there is a large amount of data you may see a progress bar on the bottom of the screen as the spreadsheet imports.



Order Reservation Process

The best way to explain Order Reservations is to go through the basic process step by step. Along the way you will see all the different screens and functions of the *Achieve Order Reservations* module. You can use them in any combination that you want to achieve the reservation results needed for you and your customers.

Sales Quotes, Sales Orders and Purchase Orders

I am going to start by opening up the Sales Quote screen and creating a quote. Note, before you can make reservations you must add or update your document. Reservations cannot be made for a document that is in Add or Update mode.

After the document is added select the row that you want to make a reservation for, in this case item ps001. Once it is highlighted, click the Reservations button on the bottom of the screen.

| Sales Quotation | | | | | | | | | |
|-------------------|-------------------|-------------|------------|--------|----------|----------|---------|-----------|-----------|
| Customer 🗧 | > c20000 | | | | No. | Prim | ary | 10004 | |
| Name | Centerport Compor | nents | | | Statu | 5 | | Open | |
| Contact Person 🗧 | Def Contact ID | ▼ 🗉 | | | Postir | ng Date | | 12/09/15 | |
| Customer Ref. No. | | | | | Valid | Until | | 01/09/16 | |
| Local Currency | · | | | | Docu | ment Da | te | 12/09/15 | |
| | | | | | Early | Bird | | yes | • |
| Contents | Logisl | ics | Accou | unting | Attachme | ints | | | |
| Item/Service Type | Item | | | | Sum | mary Ty | rpe | No Summa | ry 💌 |
| 11 TI 61 | 2 12 11 | 2.5.1 | D 1 | | 71100 | | 11.11.0 | 1 00.00 | D. |
| 1 🖙 ps001 | 10 | \$ 6.50 | 0.000 | 🖒 EX | | \$ 65.00 | 6-Pack | | |
| 2 - 1400 | 17 | # 1 DF | | -> EX | | # 10.75 | | | |
| 3 | | | 0.000 | | | | | | |
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| 4 | | | | | | | | | • |
| Sales Employee | Ian | ▼ 🗐 | | | Total | Before D | iscoupt | | \$ 83.75 |
| Owner | | | | | Disco | | | % | + |
| | | | | | Freig | | | ⇒ | |
| | | | | | | ounding | | | |
| | | | | | Tax | | | | |
| | | | | | Total | | | | \$ 83.75 |
| Remarks | 1 | | | | | | | | , |
| OK Cance | ł | Reservation | 21 | | | Rate S | ihop | Copy From | Сору То 🍙 |



That will open up the Order Reservation screen, with search criteria already defaulted in the matching documents, displayed automatically.

| | n No. | | ⇒ ps001 | | | | | Allocated & Re | | ems | | | | | | |
|------|-----------------------|-----------|------------------|------------|------|--------------|---------|----------------|--------|----------|----------------|-------------|-----------|----------|------------|---|
| | rehouse | | Miami, F | | | * | | Joreserved Ite | ems | | | | | | | |
| | ivery Da | | | T | 0 01 | /09/16 | 0 | Soth | | | | | | | | |
| | d Sales E es Doc T | | 10004 Sales Q | | | | | | | | | | | | | |
| Dak | es Doc T | ype | Sales Q | dotez | | | | | | | | | | | | |
| [n : | Stock & | Supply Do | cuments | | | | | | | Туре | Purchase Order | ▼ 2γ | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| 1 | IN | | 📫 In Stock | | | | 0.00 | 24,129.00 | Bottle | 1.00 | 24,129.00 | Bottle | 0.00 | 0.00 | 24,129.00 | - |
| 2 | PO | 📫 10023 | 📫 v1010 | 03/06/2015 | 0 | 03/06/2015 | 1.00 | 1.00 | Case | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 3 | PO | 📫 10024 | 📫 v1010 | 03/06/2015 | 0 | 03/06/2015 | 1.00 | 1.00 | ⊂ase | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 4 | PO | 📫 10025 | 📫 v1010 | 03/10/2015 | 0 | 03/10/2015 | 1.00 | 1.00 | ⊂ase | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 5 | PO | 📫 10031 | 📫 v1010 | 03/13/2015 | 0 | 03/13/2015 | 4.00 | 4.00 | ⊂ase | 24.00 | 96.00 | Bottle | 0.00 | 0.00 | 96.00 | |
| 6 | PO | 📫 10049 | 📫 v1010 | 03/27/2015 | 0 | 03/27/2015 | 20.00 | 20.00 | ⊂ase | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480.00 | |
| 7 | PO | 📫 10047 | 📫 v1010 | 03/27/2015 | 0 | 03/27/2015 | 20.00 | 20.00 | ⊂ase | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480.00 | |
| 8 | PO | 📫 10046 | 📫 v1010 | 03/27/2015 | 0 | 03/27/2015 | 5.00 | 5.00 | ⊂ase | 24.00 | 120.00 | Bottle | 0.00 | 0.00 | 120.00 | - |
| | | | | | | | | | | | 29,193.00 | | | 5.00 | 29,188.00 | |
| De | mand D | ocuments | | | | | | | | | | | | | | |
| | Туре | Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| 1 | SQ | ⇔ 10004 | ⇒ c20000 | 12/09/2015 | 0 | 01/09/2016 | 10,000 | 10.000 | 6-Pack | 6.00 | 60.00 | Bottle | 0.00 | 60.00 | 0.00 | |
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| | | | | | | | | | | | 60.00 | | | 60.00 | | |
| | | | | | | | | | | | | | | | | |
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The system will suggest which In Stock/Supply Document to reserve against as well as what quantity to reserve. As you can see from the above screenshot it wants me to reserve 60 (notice that reservation quantities will always be in the Inventory Unit of Measure), which is the open unreserved quantity for this item. It also wants to reserve it against the In Stock quantity, because there is enough available and unreserved already on hand to cover the 60.

If there was not enough on hand it would suggest that I reserve it against one of the incoming supply documents. The way that it decides which supply document to automatically reserve it against is as follows:

If it can fully reserve against the In Stock Quantity it will suggest that;

If it cannot fully reserve against the In Stock Quantity then it will look for the supply document that it can fully reserve against, starting with the document that has the earliest due date, then continuing in due date order;

If there is not one entry that it can fully reserve against, you will be forced to manage the reservation manually.



If you want to accept these suggestions all you have to do it hit Update and then OK to leave the reservation screen and go back to the Sales Quote screen.

However, you do not have to accept the suggested reservation if you don't want to. You can make a manual reservation by selecting the In Stock/Supply Document line you want to reserve against. Once that line is highlighted you will notice the Reserved column in the demand section becomes grayed out. To make the Reserved column editable again click on the Manage Reservations button at the bottom of the screen.

| | r Rese | ervations | | | | | | | | | | | | | | |
|----------|-----------|------------|-----------------------|--------------------------|----------|----------------------------|-------------------|----------------|---------------|------------------|------------------|-------------------|-------------------|----------|----------------------------------|--|
| Iten | No. | | 🗢 ps001 | | | | 0 | Allocated & R | eserved Ite | ms | | | | | | |
| War | ehouse | | Miami, | FL | | | • | Unreserved I | tems | | | | | | | |
| Deli | rery Da | te From | | T | o 01 | /09/16 | 0 | Both | | | | | | | | |
| Find | l Sales D | Doc No. | 10004 | | | | | | | | | | | | | |
| Sale | s Doc T | уре | Sales Q |)uotes | | • | | | | | | | | | | |
| | | | | | | | | | | _ | | | | | | |
| In S | | Supply Doe | | | 1 | | | _ | | Туре | Purchase Orde | | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| 11 | PO | ⇒ 10061 | 📫 v1010 | | 0 | 04/20/2015 | 1.00 | 1.00 | Case | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 12 | PO | 📫 10062 | 📫 v1010 | 04/20/2015 | 0 | 04/20/2015 | 1.00 | 1.00 | ⊂ase | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 13 | PO | 📫 10128 | 📫 V10000 | 09/04/2015 | 0 | 09/04/2015 | 5.00 | 5.00 | ⊂ase | 24.00 | 120.00 | Bottle | 0.00 | 5.00 | 115.00 | |
| 14 | PI | 📫 10048 | 📫 V10000 | 09/04/2015 | 0 | 09/04/2015 | 100.00 | 100.00 | ⊂ase | 24.00 | 2,400.00 | Bottle | 0.00 | 0.00 | 2,400.00 | |
| 15 | PI | 📫 10047 | 📫 V10000 | 09/04/2015 | 0 | 09/04/2015 | 5.00 | 5.00 | ⊂ase | 24.00 | 120.00 | Bottle | 0.00 | 0.00 | 120.00 | |
| 16 | PO | 📫 10163 | 📫 v1010 | 12/03/2015 | 0 | 12/03/2015 | 20.00 | 20.00 | Case | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480.00 | |
| 17 | 80 | -> 10102 | | 12/02/0015 | 0 | 10/00/00/15 | 17.00 | 15.00 | C | 24.00 | 200.00 | D-M- | 0.00 | 0.00 | 200.00 | |
| 18 | PO | 🖙 10160 | 🖙 v1010 | 12/03/2015 | 0 | 12/03/2015 | 10.00 | 10.00 | Case | 24.00 | 240.00 | Bottle | 0.00 | 0.00 | 240.00 | |
| | | | | | | | | | | | | | | | | |
| | | | | | - | | | | _ | | 20,402.00 | | | 5.00 | 20,400.00 | |
| Der | | ocuments | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | | 20,402.00 | Inv UoM | Allocated | Reserved | Unreserved | |
| | Type | Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| Der 1 | | | Customer ⊂> c20000 | Order Date 12/09/2015 | Row 0 | Deliver Date 01/09/2016 | Ordered 10.000 | Open 10.000 | UoM 6-Pack | | 20,402.00 | Inv UoM Bottle | Allocated 0.00 | Reserved | 20,400 00 Unreserved 60.00 | |
| | Type | Document | | | | | | | | Per Unit | Inv Qty | | | | | |
| | Type | Document | | | | | | | | Per Unit | Inv Qty | | | | | |
| | Type | Document | | | | | | | | Per Unit | Inv Qty | | | | | |
| | Type | Document | | | | | | | | Per Unit | Inv Qty | | | | | |
| | Type | Document | | | | | | | | Per Unit | Inv Qty | | | | | |
| | Type | Document | | | | | | | | Per Unit | Inv Qty | | | | | |
| | Type | Document | | | | | | | | Per Unit | Inv Qty | | | | | |
| | Type | Document | | | | | | | | Per Unit | Inv Qty 60,00 | | | | 60.00 | |
| | Type | Document | ⇒ c20000 | | 0 | | 10.000 | | | Per Unit 6.00 | Inv Qty 60,00 | Bottle | | | 60.00 | |

Now you can enter in the quantity you want to reserve against the selected In Stock/Supply Document. As you can see below I am choosing to reserve 20 of my 60 against PO 10160. Then click update to save it.



| | No. | | ⇒ ps001 | | | | | Allocated & R | an an and The | | | | | | | |
|-----|--------|------------|----------|------------|------|--------------|---------|---------------|---------------|----------|-----------------|---------|-------------|----------|------------|----|
| | ehouse | | Miami. | EI. | | | | Joreserved I | | ims | | | | | | |
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| | Doc T | | Sales C | Duotes | | | | | | | | | | | | |
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| n S | tock & | Supply Doe | uments | | | | | | | Туре | Purchase Orde | ers 🔻 I | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| 1 | PO | ⇒ 10061 | 📫 v1010 | 04/20/2015 | 0 | 04/20/2015 | 1.00 | 1.00 | Case | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 2 | PO | ⇒ 10062 | 📫 v1010 | 04/20/2015 | 0 | 04/20/2015 | 1.00 | 1.00 | Case | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 3 | PO | -> 10128 | 📫 V10000 | 09/04/2015 | 0 | 09/04/2015 | 5.00 | 5.00 | Case | 24.00 | 120.00 | Bottle | 0.00 | 5.00 | 115.00 | |
| 4 | PI | -> 10048 | 📫 V10000 | 09/04/2015 | 0 | 09/04/2015 | 100.00 | 100.00 | Case | 24.00 | 2,400.00 | Bottle | 0.00 | 0.00 | 2,400.00 | |
| 15 | PI | -> 10047 | 📫 V10000 | 09/04/2015 | 0 | 09/04/2015 | 5.00 | 5.00 | Case | 24.00 | 120.00 | Bottle | 0.00 | 0.00 | 120.00 | |
| 6 | PO | ⇒ 10160 | 🖙 v1010 | 12/03/2015 | 0 | 12/03/2015 | 10.00 | 10.00 | Case | 24.00 | 240.00 | Bottle | 0.00 | 20.00 | 220.00 | 44 |
| 7 | PO | -> 10163 | 📫 v1010 | 12/03/2015 | 0 | 12/03/2015 | 20.00 | 20.00 | Case | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480.00 | 33 |
| 8 | PO | -> 10162 | 📫 V20000 | 12/03/2015 | 0 | 12/03/2015 | 15.00 | 15.00 | Case | 24.00 | 360.00 | Bottle | 0.00 | 0.00 | 360.00 | - |
| | | | | | | | | | | | 29,193.00 | | | 25.00 | 29,168.00 | |
| | | | | | | | | | | | | | | | | |
|)en | | ocuments | | | | | | | | | | | | | 1 | |
| | | Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| L | sq | 📫 10004 | 🖙 c20000 | 12/09/2015 | 0 | 01/09/2016 | 10.000 | 10.000 | 6-Pack | 6.00 | 60.00 | Bottle | 0.00 | 20 | 40.00 | - |
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| | | | | | | | | | | | | | | | | |
| _ | | | | Display | | | | Selected Doc | | | ge Reservations | | File Export | | | |

Both the supply and demand document lines will now show updated Reserved and Unreserved columns like below.

| 'de | er Res | ser\ | ations | | | | | | | | | | | | | | |
|------|---------|-------|-----------|----------|------------|------|--------------|---------|---------------|-------------|----------|-----------------|---------|-------------|----------|------------|---|
| ten | n No. | | | 📫 ps001 | | | | 0. | Allocated & R | eserved Ite | ms | | | | | | |
| i'ar | rehous | e | | Miami, | FL | | | • | Joreserved I | tems | | | | | | | |
| eli | very D | ate I | From | | Т | o 01 | 1/09/16 | 0 | Both | | | | | | | | |
| inc | d Sales | Doc | : No. | 10004 | | | | | | | | | | | | | |
| ale | es Doc | Тур | e | Sales Q | 2uotes | | • | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| 1.5 | Stock | & S1 | upply Doc | uments | | | | | | | Туре | Purchase Ord | ers 🔻 | Doc # | | | |
| | Туре | e D | ocument | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| 1 | PO | 4 | > 10061 | 📫 v 1010 | 04/20/2015 | 0 | 04/20/2015 | 1.00 | 1.00 | Case | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 2 | PO | 4 | > 10062 | 📫 v 1010 | 04/20/2015 | 0 | 04/20/2015 | 1.00 | 1.00 | Case | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 3 | PO | 4 | 10128 | 📫 V10000 | 09/04/2015 | 0 | 09/04/2015 | 5.00 | 5.00 | Case | 24.00 | 120.00 | Bottle | 0.00 | 5.00 | 115.00 | |
| ŧ | PI | 4 | > 10048 | V10000 | 09/04/2015 | 0 | 09/04/2015 | 100.00 | 100.00 | Case | 24.00 | 2,400.00 | Bottle | 0.00 | 0.00 | 2,400.00 | |
| 5 | PI | 4 | 10047 | 📫 V10000 | 09/04/2015 | 0 | 09/04/2015 | 5.00 | 5.00 | Case | 24.00 | 120.00 | Bottle | 0.00 | 0.00 | 120.00 | |
| ; | PO | 4 | > 10160 | 📫 v 1010 | 12/03/2015 | 0 | 12/03/2015 | 10.00 | 10.00 | Case | 24.00 | 240.00 | Bottle | 0.00 | 20.00 | 220.00 | |
| 7 | PO | 4 | 10163 | 📫 v 1010 | 12/03/2015 | 0 | 12/03/2015 | 20.00 | 20.00 | Case | 24.00 | 480.00 | Bottle | 0.00 | 0.00 | 480.00 | |
| 3 | PO | 4 | 10162 | 📫 V20000 | 12/03/2015 | 0 | 12/03/2015 | 15.00 | 15.00 | Case | 24.00 | 360.00 | Bottle | 0.00 | 0.00 | 360.00 | - |
| | | | | | | | | | | | | 29,193.00 | | | 25.00 | 29,168.00 | |
| er | | | uments | | | | | | | | | | | | | | |
| | Туре | e C | ocument | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | sq | 5 | > 10004 | ⇒ c20000 | 12/09/2015 | 0 | 01/09/2016 | 10.000 | 10.000 | 6-Pack | 6.00 | 60.00 | Bottle | 0.00 | 20.00 | 40.00 | - |
| | | | | | | | | | | | | | | | - | | |
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| | | | | | | | | | | | | 60.00 | | | 20.00 | 40.00 | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | ОК | | Cano | al | Display | all | | Display | Selected Doc | | Mana | ge Reservation: | - | File Export | | | |



Continue the same process until you have completed your reservations for this item. For our example I reserve the 40 remaining of my item against another incoming purchase order (10163). Because the filter is set to show Unreserved Items, you can see the demand document disappears once I fully reserve the item like below.

| ten | n No. | | | 📫 ps001 | | | | 0. | Allocated & R | eserved It | ems | | | | | | |
|------|----------------|--------|------------------|----------|------------|------|--------------|----------|---------------|------------|----------|-----------------|---------|-----------|----------|------------|----------|
| | rehouse | | | Miami, | =L | | | <u> </u> | Jnreserved I | | | | | | | | |
| eli | very Da | ate Fr | om | | Te | o 01 | /09/16 | i õe | Both | | | | | | | | |
| ind | d Sales I | Doc I | ٩o. | 10004 | | | | i T | | | | | | | | | |
| ale | s Doc T | ype | | Sales Q | uotes | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| n \$ | Stock 8 | k Sup | oply Doc | uments | | | | | | | Туре | Purchase Or | ders 🔻 | Doc # | | | |
| | Type | Do | cument | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | PO | ⇒ | 10061 | 📫 v1010 | 04/20/2015 | 0 | 04/20/2015 | 1.00 | 1.00 | Case | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 2 | PO | ⇒ | 10062 | 📫 v1010 | 04/20/2015 | 0 | 04/20/2015 | 1.00 | 1.00 | Case | 24.00 | 24.00 | Bottle | 0.00 | 0.00 | 24.00 | |
| 3 | PO | ⇒ | 10128 | ⇒ V10000 | 09/04/2015 | 0 | 09/04/2015 | 5.00 | 5.00 | Case | 24.00 | 120.00 | Bottle | 0.00 | 5.00 | 115.00 | |
| 4 | PI | ⇒ | 10048 | V10000 | 09/04/2015 | 0 | 09/04/2015 | 100.00 | 100.00 | Case | 24.00 | 2,400.00 | Bottle | 0.00 | 0.00 | 2,400.00 | |
| 5 | PI | ⇒ | 10047 | V10000 | 09/04/2015 | 0 | 09/04/2015 | 5.00 | 5.00 | Case | 24.00 | 120.00 | Bottle | 0.00 | 0.00 | 120.00 | |
| ; | PO | ⇒ | 10163 | 📫 v1010 | 12/03/2015 | 0 | 12/03/2015 | 20.00 | 20.00 | Case | 24.00 | 480.00 | Bottle | 0.00 | 40.00 | 440.00 | |
| 7 | PO | ⇒ | 10160 | 📫 v1010 | 12/03/2015 | 0 | 12/03/2015 | 10.00 | 10.00 | Case | 24.00 | 240.00 | Bottle | 0.00 | 20.00 | 220.00 | |
| 3 | PO | | 10162 | V20000 | 12/03/2015 | 0 | 12/03/2015 | 15.00 | 15.00 | Case | 24.00 | 360.00 | Bottle | 0.00 | 0.00 | 360.00 | - |
| | | | | | | | | | | | | 29,193.00 | | | 65.00 | 29,128,00 | |
| | | | | | | | | | | | | | | | | | |
| er | mand D Type | | ments ocument | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| er | | | | Customer | Order Date | Row | Deliver Date | Ordered | Open 0.000 | | Per Unit | Inv Qty 0.00 | | Allocated | Reserved | Unreserved | |
| | | | | Customer | Order Date | Row | Deliver Date | | | | | | | | | | A |
| | | | | Customer | Order Date | Row | Deliver Date | | | | | | | | | | |
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| er | | | | Customer | Order Date | Row | Deliver Date | | | | | | | | | | |
| er | | | | Customer | Order Date | Row | Deliver Date | | | | | | | | | | A |
| eı | | | | Customer | Order Date | Row | Deliver Date | | | | | | | | | | |
| | | | | Customer | Order Date | Row | Deliver Date | | | | | | | | | | |
| | | | | | Order Date | | Deliver Date | 0.000 | | | 0.00 | | | | | | |

If you want to double-check your reservation before you return to the Sales Quote screen, change the filter at the top to Allocated & Reserved Items and then click the Display Selected Doc button on the bottom.



| ten | n No. | | ᅌ ps001 | | | | | llocated & R | eserved I | ems | | | | | | |
|-----|-----------|----------------------|----------------------|--------------------------|----------|----------------------------|----------------|----------------|---------------|----------|-------------------|-------------------|-----------|-------------------|----------------------|---|
| | rehouse | | Miami, | FL | | | | Inreserved 1 | | | | | | | | |
| eli | ivery Dal | te From | | 1 | ·o 0 | 1/09/16 | Ов | oth | | | | | | | | |
| ind | d Sales D | oc No. | 10004 | | | | | | | | | | | | | |
| ale | es Doc T | уре | Sales (| Quotes | | • | | | | | | | | | | |
| n (| Stock & | Supply Doc | uments | | | | | | | Туре | Purchase Or | ders 🔻 | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | PO | -> 10163 | 📫 v 1010 | 12/03/2015 | 0 | 12/03/2015 | 20.00 | 20.00 | Case | 24.00 | 480.00 | Bottle | 0.00 | 40.00 | 440.00 | |
| | PO | 📫 10160 | 📫 v 10 10 | 12/03/2015 | 0 | 12/03/2015 | 10.00 | 10.00 | ⊂ase | 24.00 | 240.00 | Bottle | 0.00 | 20.00 | 220.00 | |
| | | | | | | | | | | | | | | | | ~ |
| e | mand D | ocuments | | | | | | | | | 720.00 | | | 60.00 | 660.00 | |
| e | | ocuments Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | 720.00 Inv Qty | Inv UoM | Allocated | 60.00 Reserved | 660.00 Unreserved | |
| Per | | | Customer ⇔ c20000 | Order Date 12/09/2015 | Row 0 | Deliver Date 01/09/2016 | Ordered 10,000 | Open 10.000 | UoM 6-Pack | | | Inv UoM Bottle | Allocated | | | |
| | Туре | Document | ⇒ c20000 | | | | 10.000 | | 6-Pack | . 6.00 | Inv Qty | Bottle | | Reserved | Unreserved | |

As you can see from the image above, because I clicked on Display Selected Doc, it only shows me the supply and demand documents associated with the document number in the "Find Sales Doc No." field on the top. Now that I confirmed my reservation to be correct I will hit OK to return to the Sales Quote screen.

Once I am back in the Sales Quote screen, if you scroll over to the right you will find the Reserved Qty field, which should have the quantity you just reserved entered into it. Make sure you hit Update on the Sales Quote to save that data.



| ation | | | | | | | | | | |
|----------|--|--|---|--|--|---|--|--|--|--|
| n = | Centerport (Def Contact | | Ē | | | Post Valid Doci | us Ing Date Until ument Date | | 10004 Open 12/09/15 01/09/16 12/09/15 yes | |
| Contents | | Logistics | Account | ing | | Attachm | ents | | | |
| е Туре | Item | | | | | Sur | nmary Typ | De | No Summary | • |
| lo, | Quantity | UoM Code | Reserved Qty | Unit Price | | Disc | Tax C | |) | |
| | | 10 6-Pack 15 Each | 60 | | \$ 6.50 \$ 1.25 | 0.000 | | | \$ 65.00 \$ 18.75 | |
| | | | | | | | | | | + + |
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| e . | Ian | | | | | Tota | Before Di | scoupt | | \$ 83.75 |
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| | Contents cry V Contents cre Type lo. 01 01 01 | Contents Con | C20000 Centerport Components Son Def Contact ID No. | Conterts Logistics Account Contents Contents Account Contents Acco | Contents Logistics Accounting Contents Logistics Accounting Contents Logistics Contents Logistics Accounting Contents Logistics Accounting Contents Logistics Accounting Contents Logistics Accounting Contents Co | Conterts Logistics Accounting Contents Logistics Logistics Contents L | Contents Centerport Components Stat. on Def Contact ID ■ Sy ■ Def Contact ID ■ Sy ■ Contents Logistics Accounting Attachm Contents Logistics Accounting Attachm Sur Se Type Item Sur Sur Oli 10 60 \$ 6.50 0.000 01 10 6-Pack 60 \$ 6.50 0.000 | Conterts Logistics Contents Logistics Contents Contents Contents Contents Contents Contents Contents Contents Contents Contents Co | Centerport Components | C2000 No. Primary 10004 Status Open Status Open Posting Date 12/03/15 Uside Until 01/03/15 contents Logistics Accounting Attachments Io Quantity UoM Code Reserved Qty Unit Price Discum Total (LC) 01 10 6-Pack 60 \$ 6.50 0.000 EX \$ 65.00 15 Each 12 0.000 EX \$ 65.00 Io Io 10 Io Io Io |

With the document now updated I can follow the same process to make reservations for any other items or quantities on this Sales Quote if necessary.

Note, you do not have to reserve the full quantity of the items or reserve all items on a document if you don't want to. You only need to reserve the items and quantities that you want to hold for this document.

At this point I have a Sales Quote with two items on it, one of them being fully reserved against incoming Purchase Orders. Next I am going to take a look at one of those Purchase Orders.



| Purc | hase Order | | | | | | | | | | |
|-------|---------------|--------|----------|--------------|--------------|--|---------------------|----------|---|------------|--------|
| Vend | | | | ou Need Inc. | | No. Status Posting Delivery Docume | | | 10160 Open 12/03/15 12/03/15 12/03/15 | - 0 | |
| | Conter | nts | L | ogistics | Account | ing | | Attachn | nents | | |
| Iter | m/Service Typ | e Ite | m | | | Summ | ary Type | | No Summ | ary | • |
| | Item No. | | Jantity | UoM Code | Reserved Qty | Jnit Price | | Disc | Tax ⊂ | Total (LC) | |
| 1 | 📫 ps001 | | 10 | Case | 20 | | \$ 25.00 | 0.000 | 📫 EX | | |
| 2 | 📫 i400 | | 5 | CS24 | | | \$ 15.00 | | 📫 EX | | |
| 3 | | | | | | | | 0.000 | | | _ |
| | 1 333 | | | | | | | | | | |
| Buyer | | Iar | n | |] | Total Be | fore Disco | aunt | | | 325.00 |
| Owne | er | | | |] | Discoun | | % % | | * | 525100 |
| | | | | | | Tax | inding syment Du | e | | \$ | 325.00 |
| Rema | | Cancel | Reservat | ions | | | | Copy Fro | m | Сору То | 4 |

As you can see from the image above there is a quantity of 20 reserved against this Purchase Order. This is from the reservation I just made in my Sales Quote. While in this Purchase Order I am able to change or make more reservations just like I did in my Sales Quote, so let's reserve my other item, i400.

To do that, highlight the i400 item row and click Reservations at the bottom. That will open up the Order Reservation screen with the current PO highlighted in the supply document grid.



| | n No. | | 📫 i400 | | | | 🔘 All | ocated & Res | erved Ite | ms | | | | | | |
|-------------|--|---|---|--|---|--|--|--|-----------|--|---|--|---|--|--|----|
| Va | rehouse | | Miami, | FL | | * | 🔾 Un | reserved Ite | ms | | | | | | | |
| eli | very Da | ite From | | То | | | Bo | th | | | | | | | | |
| in | d Sales D | Doc No. | | | | | | | | | | | | | | |
| ale | es Doc T | ype | All | | | • | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| n : | | Supply Doc | | | | | | | | Туре | Purchase Or | | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | PO | 📫 10046 | 📫 v1010 | 03/27/2015 | 1 | 03/27/2015 | 6.00 | 6.00 | | 1.00 | 6.00 | Each | 0.00 | 0.00 | 6.00 | |
| \$ | PO | 📫 10048 | 📫 v1010 | 03/27/2015 | 1 | 03/27/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| | PO | 📫 10108 | ⇒ V20000 | 06/29/2015 | 0 | 06/29/2015 | 5.00 | 5.00 | | 1.00 | 5.00 | Each | 0.00 | 0.00 | 5.00 | |
| | PO | 📫 10109 | 📫 V20000 | 06/30/2015 | 0 | 06/30/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| | PO | 📫 10161 | 📫 V10000 | 12/03/2015 | 0 | 12/03/2015 | 20.00 | 20.00 | CS24 | 24.00 | 480.00 | Each | 0.00 | 0.00 | 480.00 | |
| | PO | 📫 10164 | 📫 V10000 | 12/03/2015 | 0 | 12/03/2015 | 15.00 | 15.00 | CS24 | 24.00 | 360.00 | Each | 0.00 | 0.00 | 360.00 | |
| | PO | 📫 10165 | 📫 v1010 | 12/03/2015 | 0 | 12/03/2015 | 15.00 | 15.00 | CS24 | 24.00 | 360.00 | Each | 0.00 | 0.00 | 360,00 | |
| 0 | PO | 📫 10160 | 📫 v1010 | 12/03/2015 | 1 | 12/03/2015 | 5.00 | 5.00 | CS24 | 24.00 | 120.00 | Each | 0.00 | 0.00 | 120.00 | Ŧ |
| | | | | | | | | | | | 2,044.00 | | | | 2,044.00 | |
| | | | | | | | | | | | 2,044.00 | | | | 2,044.00 | |
| e | | ocuments | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | 2,044.00 | Inv UoM | Allocated | Reserved | 2,044.00 Unreserved | |
| | Type | Document | | | | | | | | | Inv Qty | | | | Unreserved | |
| | | | Customer → C1002 → c20000 | 02/27/2015 | 0 | 02/27/2015 | Ordered 1.00 6.00 | Open 1.00 6.00 | | Per Unit 1.00 1.00 | | Inv UoM Each Each | Allocated 0.00 0.00 | Reserved 0.00 0.00 | | |
| | Type SO | Document | ⇔ ⊂1002 | 02/27/2015 04/15/2015 | 0 | 02/27/2015 04/15/2015 | 1.00 | 1.00 | | 1.00 | Inv Qty 1.00 | Each | 0.00 | 0.00 | Unreserved | |
| | Type SO SO | Document ⇒ 10099 ⇒ 10209 | ⇔ ⊂1002 ⇔ c20000 | 02/27/2015 04/15/2015 04/15/2015 | 0 1 1 | 02/27/2015 04/15/2015 04/15/2015 | 1.00 6.00 | 1.00 | | 1.00 | Inv Qty 1.00 6.00 | Each Each | 0.00 | 0.00 | Unreserved 1.00 6.00 | |
| | Type SO SO SO | Document → 10099 → 10209 → 10208 | ⇒ C1002 ⇒ c20000 ⇒ c20000 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 | 0 1 1 1 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 | 1.00 6.00 5.00 | 1.00 6.00 5.00 | | 1.00 1.00 1.00 | Inv Qty 1.00 6.00 5.00 | Each Each Each | 0.00 0.00 0.00 | 0.00 0.00 0.00 | Unreserved 1.00 6.00 5.00 | |
| e l | Type SO SO SO SO | Document 10099 10209 10208 10213 | ⇒ C1002 ⇒ c20000 ⇒ c20000 ⇒ c20000 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 05/19/2015 | 0 1 1 1 1 1 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 05/19/2015 | 1.00 6.00 5.00 6.00 | 1.00 6.00 5.00 6.00 | | 1.00 1.00 1.00 1.00 | Inv Qty 1.00 6.00 5.00 6.00 | Each Each Each Each | 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 | Unreserved 1.00 6.00 5.00 6.00 | 33 |
| : : : | Type SO SO SO SO SO | Document > 10099 10209 > 10208 > 10213 > 10243 | C1002 c20000 c20000 c20000 c20000 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 05/19/2015 05/19/2015 | 0 1 1 1 1 1 1 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 05/19/2015 05/19/2015 | 1.00 6.00 5.00 6.00 1.00 | 1.00 6.00 5.00 6.00 1.00 | | 1.00 1.00 1.00 1.00 1.00 | Inv Qty 1.00 6.00 5.00 6.00 1.00 | Each Each Each Each Each Each | 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 | Unreserved 1.00 6.00 5.00 6.00 1.00 | |
| | Type SO SO SO SO SO SO | Document → 10099 → 10209 → 10208 → 10213 → 10243 → 10244 | C1002 c20000 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 05/19/2015 05/19/2015 05/19/2015 | 0 1 1 1 1 1 1 1 1 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 05/19/2015 05/19/2015 05/19/2015 | 1.00 6.00 5.00 6.00 1.00 1.00 | 1.00 6.00 5.00 6.00 1.00 1.00 | | 1.00 1.00 1.00 1.00 1.00 1.00 | Inv Qty 1.00 6.00 5.00 6.00 1.00 1.00 | Each Each Each Each Each Each Each | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | Unreserved 1.00 6.00 5.00 6.00 1.00 1.00 | |
| : | Type SO SO SO SO SO SO SO | Document ⇒ 10099 ⇒ 10209 ⇒ 10208 ⇒ 10213 ⇒ 10243 ⇒ 10244 ⇒ 10245 | C1002 C20000 C20000 C20000 C20000 C20000 C20000 C20000 C20000 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 05/19/2015 05/19/2015 05/19/2015 | 0 1 1 1 1 1 1 1 1 | 02/27/2015 04/15/2015 04/15/2015 04/20/2015 05/19/2015 05/19/2015 05/19/2015 | 1.00 6.00 5.00 6.00 1.00 1.00 1.00 | 1.00 6.00 5.00 6.00 1.00 1.00 | | 1.00 1.00 1.00 1.00 1.00 1.00 1.00 | Inv Qty 1.00 6.00 5.00 6.00 1.00 1.00 1.00 | Each Each Each Each Each Each Each Each | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | Unreserved 1.00 6.00 5.00 6.00 1.00 1.00 1.00 | |

Notice that the demand document grid is a bit different then we saw in the Sales Quote. This is because we launched the screen from the Purchase Order, so it does not know what document we want to make a reservation for. At this point we can either scroll through the list at the bottom to find our Sales Quote, or we can enter the quote number into the Find Sales Doc No. field at the top and click on Display Selected Doc display it.



| tem | n No. | | 📫 i400 | | | | O All | ocated & Re | served Ite | ems | | | | | | |
|----------------------------------|--|--|--|--|----------------------------|--|---|--|--|--|--|--|--|--|---|---|
| Mar | ehouse | | Miami, | FL | | • | ⊖ Un | reserved Ite | ms | | | | | | | |
| Delin | very Da | te From | | То | | | 🖲 Bo | th | | | | | | | | |
| inc | d Sales D | oc No. | | | | | | | | | | | | | | |
| ale | s Doc T | уре | All | | | • | | | | | | | | | | |
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| n S | | Supply Doc | | | | | | | | Туре | Purchase Or | | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
|) | PO | 📫 10160 | 📫 v1010 | 12/03/2015 | 1 | 12/03/2015 | 5.00 | 5.00 | CS24 | 24.00 | 120.00 | Each | 0.00 | 0.00 | 120.00 | - |
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| en | | ocuments | | | | | | | | | | | | | | |
| Þen | | ocuments Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | 120.00 Inv Qty | Inv UoM | Allocated | Reserved | 120.00 Unreserved | |
| | | | Customer | | | Deliver Date 07/10/2015 | Ordered 2.00 | Open 2.00 | | Per Unit 1.00 | | Inv UoM Each | Allocated 0.00 | Reserved | | |
| .9 | Туре | Document | | 07/10/2015 | 0 | | | | Each | | Inv Qty | | | | Unreserved | |
| .9 | Type SO | Document | 470000 | 07/10/2015 | 0 | 07/10/2015 | 2.00 | 2.00 | Each Each | 1.00 | Inv Qty 2.00 | Each | 0.00 | 0.00 | Unreserved | |
| .9 :0 | Type SO SO SO | Document -> 10338 -> 10341 | ⇒ 470000 ⇒ c20000 | 07/10/2015 07/10/2015 07/10/2015 | 0 0 0 | 07/10/2015 07/10/2015 | 2.00 2.00 | 2.00 | Each Each Each | 1.00 1.00 | Inv Qty 2.00 2.00 | Each Each | 0.00 | 0.00 | Unreserved 2.00 2.00 | |
| 19 20 21 22 | Type 50 50 50 50 | Document → 10338 → 10341 → 10339 | ⇒ 470000 ⇒ c20000 ⇒ c20000 | 07/10/2015 07/10/2015 07/10/2015 | 0 0 0 0 | 07/10/2015 07/10/2015 07/10/2015 | 2.00 2.00 1.00 | 2.00 2.00 1.00 | Each Each Each Each | 1.00 1.00 1.00 | Inv Qty 2.00 2.00 1.00 | Each Each Each | 0.00 0.00 0.00 | 0.00 0.00 0.00 | Unreserved 2.00 2.00 1.00 | |
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| .9 :0 :1 :2 :3 | Type 50 50 50 50 50 50 50 | Document 10338 10341 10339 10340 10340 10343 | | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/17/2015 | 0 0 0 0 0 0 | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/10/2015 | 2.00 2.00 1.00 1.00 1.00 | 2.00 2.00 1.00 1.00 1.00 | Each Each Each Each Each Each | 1.00 1.00 1.00 1.00 1.00 | Inv Qty 2.00 2.00 1.00 1.00 1.00 | Each Each Each Each Each | 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 | Unreserved 2.00 2.00 1.00 1.00 1.00 | |
| .9 :0 :1 :2 :3 :4 | Type 50 50 50 50 50 50 50 | Document ⇒ 10338 ⇒ 10341 ⇒ 10339 ⇒ 10340 ⇒ 10343 ⇒ 20038 | | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/17/2015 08/21/2015 | 0 0 0 0 0 0 | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/17/2015 08/21/2015 | 2.00 2.00 1.00 1.00 1.00 1.00 | 2.00 2.00 1.00 1.00 1.00 1.00 | Each Each Each Each Each Each | 1.00 1.00 1.00 1.00 1.00 1.00 1.00 | Inv Qty 2.00 2.00 1.00 1.00 1.00 1.00 | Each Each Each Each Each Each Each | 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | Unreserved 2.00 2.00 1.00 1.00 1.00 1.00 1.00 | |
| 9 0 1 2 3 4 5 | Type 50 50 50 50 50 50 50 50 | Document 10338 10341 10349 10340 10343 20038 10101 | | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/17/2015 08/21/2015 08/14/2015 | 0 0 0 0 0 0 | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/17/2015 08/21/2015 09/14/2015 | 2.00 2.00 1.00 1.00 1.00 10.00 3.00 | 2.00 2.00 1.00 1.00 1.00 1.00 3.00 | Each Each Each Each Each Each Each | 1.00 1.00 1.00 1.00 1.00 1.00 1.00 | Inv Qty 2.00 2.00 1.00 1.00 1.00 1.00 3.00 | Each Each Each Each Each Each Each Each | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | Unreserved 2.00 1.00 1.00 1.00 10.00 3.00 | |
| .9 :0 :1 :2 :3 :4 | Type 50 50 50 50 50 50 50 50 | Document 10338 10341 10349 10340 10343 20038 10101 | | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/17/2015 08/21/2015 08/14/2015 | 0 0 0 0 0 0 | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/17/2015 08/21/2015 09/14/2015 | 2.00 2.00 1.00 1.00 1.00 10.00 3.00 | 2.00 2.00 1.00 1.00 1.00 1.00 3.00 | Each Each Each Each Each Each Each | 1.00 1.00 1.00 1.00 1.00 1.00 1.00 | Inv Qty 2.00 2.00 1.00 1.00 1.00 1.00 3.00 15.00 | Each Each Each Each Each Each Each Each | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | Unreserved 2.00 2.00 1.00 1.00 1.00 3.00 3.00 15.00 | |
| 9 0 1 2 3 4 5 | Type 50 50 50 50 50 50 50 50 | Document 10338 10341 10349 10340 10343 20038 10101 | | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/17/2015 08/21/2015 08/14/2015 | 0 0 0 0 0 0 | 07/10/2015 07/10/2015 07/10/2015 07/10/2015 07/17/2015 08/21/2015 09/14/2015 | 2.00 2.00 1.00 1.00 1.00 10.00 3.00 | 2.00 2.00 1.00 1.00 1.00 1.00 3.00 | Each Each Each Each Each Each Each | 1.00 1.00 1.00 1.00 1.00 1.00 1.00 | Inv Qty 2.00 2.00 1.00 1.00 1.00 1.00 3.00 15.00 | Each Each Each Each Each Each Each Each | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | Unreserved 2.00 2.00 1.00 1.00 1.00 3.00 3.00 15.00 | |

Now that we have fond our Sales Quote, we will click on the Manage Reservations button and make our reservation just like we did in the Sales Quote screen.

| | No. | | 📫 i400 | | | | O Alk | ocated & Res | erved Th | erne | | | | | | |
|-----|---------|------------|-----------|----------------|-------|--------------|---------|--------------|----------|----------|--------------|---------|-----------|----------|------------|---|
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| | Doc T | | All | | | * | | | | | | | | | | |
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| n S | ock & | Supply Doc | uments | | | | | | | Туре | Purchase Ord | ers 🔻 | Doc # | | | |
| | Туре | Document | Vendor | Order Dat | e Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | IN | | 📫 In Sta | ck | | | 0.00 | 706.00 | Each | 1.00 | 706.00 | Each | 0.00 | 0.00 | 706.00 | |
| | PO | 📫 10040 | ⇒ V003- | EUR 03/25/2015 | 0 | 03/25/2015 | 5.00 | 5.00 | | 1.00 | 5.00 | Each | 0.00 | 0.00 | 5.00 | |
| | PO | 📫 10046 | 📫 v 10 10 | 03/27/2015 | 1 | 03/27/2015 | 6.00 | 6.00 | | 1.00 | 6.00 | Each | 0.00 | 0.00 | 6.00 | |
| | PO | -> 10048 | 📫 v 1010 | 03/27/2015 | 1 | 03/27/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| | PO | -> 10108 | ⇒ V2000 | 0 06/29/2015 | 0 | 06/29/2015 | 5.00 | 5.00 | | 1.00 | 5.00 | Each | 0.00 | 0.00 | 5.00 | |
| | PO | 📫 10109 | ⇒ V2000 | 0 06/30/2015 | 0 | 06/30/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| | PO | 📫 10160 | 📫 v1010 | 12/03/2015 | 1 | 12/03/2015 | 5.00 | 5.00 | CS24 | 24.00 | 120.00 | Each | 0.00 | 15.00 | .05.00 | |
| | PO | 📫 10161 | ⇒ ¥1000 | 0 12/03/2015 | 0 | 12/03/2015 | 20.00 | 20.00 | CS24 | 24.00 | 480.00 | Each | 0.00 | 0.00 | 480.00 | - |
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|)en | and D | ocuments | | | | | | | _ | | | | | | | |
| | Туре | Document | Custome | r Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| 9 | so | -> 10338 | ⇒ 47000 | 0 07/10/2015 | 0 | 07/10/2015 | 2.00 | 2.00 | Each | 1.00 | 2.00 | Each | 0.00 | 0.00 | 2.00 | |
| | so | ⇒ 10341 | c2000 | | | 07/10/2015 | 2.00 | 2.00 | | 1.00 | 2.00 | Each | 0.00 | 0.00 | 2.00 | |
| 1 | 50 | 10339 | c2000 | | | 07/10/2015 | 1.00 | 1.00 | Each | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| 2 | so | ⇒ 10340 | c2000 | | 0 | 07/10/2015 | 1.00 | 1.00 | Each | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| 3 | so | ⇒ 10343 | ⇒ c2000 | 0 07/17/2015 | 0 | 07/17/2015 | 1.00 | 1.00 | Each | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| 4 | so | -> 20038 | ⇒ ⊂1002 | 08/21/2015 | 0 | 08/21/2015 | 10.00 | 10.00 | Each | 1.00 | 10.00 | Each | 0.00 | 0.00 | 10.00 | |
| 5 | sq | ⇒ 10101 | ⇒ C000: | 2 08/14/2015 | 0 | 09/14/2015 | 3.00 | 3.00 | Each | 1.00 | 3.00 | Each | 0.00 | 0.00 | 3.00 | |
| 6 | sq | ⇒ 10004 | ⇒ c2000 | 0 12/09/2015 | 1 | 01/09/2016 | 15.00 | 15.00 | Each | 1.00 | 15.00 | Each | 0.00 | 15.00 | 0.00 | - |
| | | | | | | | | | | | 117.00 | | | 15.00 | 102.00 | |
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While we are in here if you want to reserve more of this item for other demand documents you can. If not, then just hit OK to return to the Purchase Order screen.



Once I am back in the Purchase Order screen, if you scroll over to the right you will find the Reserved Qty field, which should have the quantity you just reserved entered into it. Make sure you hit Update on the Purchase Order to save that data.

| | nase Order | | | | | | | | | | |
|-------|-------------------|--------|-------------|------------------|--------------|------------|-------------|---------|----------|------------|--------|
| 'endo | | 📫 v 10 | | | | No. | Primary | | 10160 | - 0 | |
| łame | | | | You Need Inc. | | Status | | | Open | | |
| | | 📫 Ven | idor Contac | t ID | - 8 | Posting | | | 12/03/15 | | |
| | or Ref. No. | _ | | | | Deliver | | | 12/03/15 | | |
| ocal | Currency | • | | | | Docum | ent Date | | 12/03/15 | | |
| | Contents | | L. | ogistics | Accoun | ting | T | Attachn | nents | | |
| Iten | n/Service Type | Iten | n | | | Summ | ary Type | | No Summ | arv | - |
| # | Item No. | | antity | UoM Code | Reserved Qty | Unit Price | ary rype | Disc | Tax C | Total (LC) | |
| | ⇒ ps001 | 201 | | 0 Case | 20 | | \$ 25.00 | | ⇒ EX | 10(0)(20) | |
| | → ps001 → i400 | _ | | U Case 5 CS24 | 15 | - | • | | ⇒ EX | | |
| | -> 1400 | | | 5 CS24 | 15 | | \$ 15.00 | | I EX | | - |
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| Jyer | | Ian | | | - 3 | Total Be | efore Disco | oust | | 4 | 325.00 |
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So now I have a Sales Quote with two items on it, and both are fully reserved against incoming Purchase Orders.

For the purposes of our example, we will say that those Purchase Orders have been received as Goods Receipt PO's in SAP. Let's go pull up our Sales Quote and check out our reservations.

To look at the reservations we could highlight one of the items and click Reservations at the bottom to open the Order Reservation screen or you could just right-click on one of the item rows and choose Order Reservation Display.



| iales Quot | tation | | | | | | | | | | | |
|----------------------------------|-----------------------|---|----------|---------------|------------|---------|--------------|---------------------------------|----------|-----------------------------|----------|----------|
| Customer Name Contact Pers | | C20000 Centerport Co Def Contact ID | |]] (8) | | | No. Stati | Prima us ing Date | y | 10004 Open 12/09/15 | | |
| Customer Re Local Currer | ef. No. | | | | | | Valio Doc | l Until ument Date y Bird | 2 | 01/09/15 12/09/15 yes | | • |
| | Contents | l | ogistics | Accour | nting | | Attachm | ients | | | | |
| Item/Serv | ice Type | Item | |] | | | Su | nmary Typ | e | No Summa | ry | • |
| # Item | No. | Quantity | UoM Code | Reserved Qty | Unit Price | | Disc | Тах ⊂ | Total (L | =) | | |
| 1 | Сору | | · · · · | 60 | | \$ 6.50 | 0.000 | 🖙 EX | | | \$ 65.00 | ň., |
| 2 | Copy <u>T</u> able | | | 15 | | \$ 1.25 | 0.000 | 📫 EX | | | \$ 18.75 | |
| 5 | | estore Grid | | | | | 0.000 | | | | _ | + |
| | Cancel | | | | | | | | | | _ | 1 |
| | Close | | | | | | | | | | | Ľ |
| | <u>D</u> uplicate | | | | | | | | | | | |
| | Add Row | | | | | | | | | | | |
| | Delete Rov | | | | | | | | | | • | |
| | Close Row | , | | | | | | | | | , | |
| Sales I | Duplicate R | ON | | 3 | | | | | | | | |
| oales i Owne | Document I | | | | | | | Before Di | | | | \$ 83.75 |
| - | Row Detail: | | | | | | Disc Frei | | 9 | | | |
| | - | | | | | | | Rounding | | · | | |
| | New Activit | | | | | | Tax | | | | | |
| | <u>G</u> ross Profi | | | | | | Tota | I | | | | \$ 83.75 |
| emar 🔟 | - | Weight Calcul | | | | | | | | | | |
| | | nd Closing Rem | arks | | | | | | | | | |
| | Available <u>-</u> ti | | | | | | | | | | | |
| < | Related Ac | | Res | ervations | | | | Rate Sh | iop C | opy From | Copy | ro 🖌 |
| | Related Op | - | | | | | | | | | | |
| | Relationshi | | | | | | | | | | | |
| | | ervations Displa | | | | | | | | | | |

That will open up the Order Reservation Display, a screen which will show you the current reservations for this item.



| | No. | | 📫 ps001 | | | |) | | | | | | | | |
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| are | house | | Miami, F | il i | | • |) | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | Туре | Document | Vandor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved |
| | IN | | 📫 In Stock | | | | 0,00 | 24,849.00 | Bottle | | 24,849.00 | Bottle | 60.00 | 60.00 | 24,789.00 |
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| | | | | | | | | | | | 24,849.00 | | 60.00 | 60.00 | 24,789.00 |

Looking at the above image you may be thinking "wait, I thought we reserved that item against an incoming purchase order, why does it say I am reserving against in stock?" It is because when you receive in a Purchase Order that has reservations against it, the reservation is automatically transferred from the incoming purchase order to the In Stock quantity.

Our customer is now ready to actually place this order so we will copy our Sales Quote into a Sales Order. When you then pull the Sales Order back up you will see that the Reserved Qty fields are filled in.



| Sales Order | | | | | | | | | - | |
|-------------------|--|------------|--------------|--------------|---------|---|-------------------|--|----------|-------|
| Name | c20000 Centerport Compo Def Contact ID | nents T | Ξ | | | No. Pr Status Posting Da Delivery Da Document Early Bird | te ate Date | 10391 Open 12/10/15 12/10/15 12/10/15 yes | | |
| Contents | Logi | tics | Accountin | g | , | Attachment | z | | | |
| Item/Service Type | Item | | | - | | Summary | Tvpe | No Summary | | • |
| # Item No. | Quantity | UoM Code | Reserved Qty | Unit Price | | Tax C | Total (LC) | Qty(Inventor | w | |
| 1 📫 ps001 | 10 | 6-Pack | 60 | | \$ 6.50 | 📫 EX | \$ 65.00 | 60 | 📫 02 | |
| 2 📫 i400 3 | 15 | Each | 15 | | \$ 1.25 | ⇒ EX | \$ 18.75 | 15 | ⇒ 02 | |
| Sales Employee | Ian | (| 3 | | | Total Before | e Discount | | ا | 83.75 |
| Owner Remarks | Based On Sales Qu 10004. | uotations | | | | Discount Freight Royndi Tax Total | ng | | \$ | 83.75 |
| OK Cancel | | | | Reservations | Sh | ip Rat | e Shop Co | py From Co | ру То | 4 |

And if you open the Order Reservation screen you will also see the Demand Document is now our Sales Order.



| Orde | er Rese | ervations | | | | | | | | | | | | | | |
|------|---------|------------|------------|------------|------|--------------|-----------|----------------|--------|----------|-----------------|---------|-------------|----------|------------|---|
| | n No. | | ⇒ ps001 | | | | | Allocated & Re | | ms | | | | | | |
| | rehouse | | Miami, | | _ | • | | Joreserved Ite | ms | | | | | | | |
| | | te From | | T | o 12 | /10/15 | 0 | Both | | | | | | | | |
| | | Doc No. | 10391 | | | | | | | | | | | | | |
| Sale | s Doc T | ype | Sales C | Orders | | • | | | | | | | | | | |
| In S | itock & | Supply Doc | uments | | | | | | | Туре | Purchase Ord | ers 🔻 | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| 1 | IN | | 📫 In Stock | | | | 0.00 | 24,849.00 | Bottle | 1.00 | 24,849.00 | Bottle | 60.00 | 60.00 | 24,789.00 | |
| | | | | | | | | | | | 24,849.00 | | 60.00 | 60.00 | 24,789.00 | |
| De | nand D | ocuments | | | | | | | | | 24,045,00 | | 00.00 | 00.00 | 24,00,00 | |
| | Туре | Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| 1 | so | 🖒 10391 | ⇒ c20000 | 12/10/2015 | 0 | 12/10/2015 | 10.000 | 10.000 | 6-Pack | 6.00 | 60.00 | Bottle | 60.00 | 60.00 | 0.00 | - |
| | | | | | | | | | | | | | | | | - |
| | | | | | | | | | | | 60.00 | | 60.00 | 60.00 | | |
| | OK | Cano | el | Display | All | | Display 9 | Selected Doc | | Mana | ge Reservations | 5 | File Export | | | |

That is because when items are reserved on a Sales Quote and you copy that Sales Quote to a Sales Order, the reservations are copied along too.

Now at this point let's take a break from this customer sales order since it will not be delivered until next week. In the meantime there is another customer that does not have any reservations but wants us to deliver item i400 today.

First we will open up the SAP delivery screen. Once that is open, enter in the item with a quantity of 1 and hit Add.



| Deliver | | | | | | | | | | |
|----------|--------------|-----------------|------------|---------|----------|-------------------------|----------|----------|------------|----------|
| Deliver | - | | | | | | | | | |
| Custome | er 🛋 | C009 | | _ | No. | Primary | * | 10111 | | |
| Name | | ABC Ltd | | _ | Status | | | Open | | |
| Contact | | Grace | | • | | ig Date | | 12/10/15 | | |
| | er Ref. No. | | | _ | | ry Date | | 12/10/15 | | _ |
| BP Curr | ency 🔻 | \$ | | | | ment Date Reg Doc Nu | | 12/10/15 | i | _ |
| | | | | | | | | | | |
| | Contents | | Logistics | Ĭ | Acco | unting | Ĭ | Atta | achments | |
| Item/9 | Service Type | Item | | * | Sum | mary Type | | No Sum | mary | • |
| # It | tem No. | Quantity | Unit Price | | Disc | Tax C | Qty(Inv | rentor | Total (LC) | |
| 1 📫 | > i400 | | 1 | \$ 2.25 | 0.000 | 📫 EX | | 1 | | - |
| 2 | | | | | 0.000 | | | | | |
| | |) () and Wareho | Juse 02. | | | | | | | • |
| Sales Em | plovee | Neil | | • | - | Before Disco | | | | + 2.25 |
| Owner | | | | 7 | Discou | | SUNC 96 | | | \$ 2.25 |
| | | | | _ | Freigh | | 70 | l | | |
| | | | | | _ | ounding | ~~~ | | | \$ 0.00 |
| | | | | | Tax | Sanang | | | | \$ 0.00 |
| | | | | | Total | | | | | \$ 2.25 |
| Remarks | : | | | | | | | | | <u>,</u> |
| Add | d Cance | | | | | C | opy Fron | 0 🔺 | Сору Т | 0 |

As you can see above the system stops me and gives me an error message to let me know that I do not have enough unreserved quantities to complete this delivery. This is one of the main purposes of **Achieve Order Reservations**; not to allow inventory to be sold that has been reserved for other customers and documents.

At this point we need to make a decision. Do we want to reduce the reservation for item i400 from the original Sales Order so that we can deliver to this customer, or do we tell this customer that we are sorry but we do not have enough in stock to sell to them.

For our purposes let's say I took a look and I saw that another Purchase Order is due in a few days before the first customer's order delivery date so it is ok to deliver the item right now to this new customer. To do that, I will need to reduce the reservation against the in stock quantity and instead reserve it against that new incoming Purchase Order. Let's take a look at how to do that.



Open the first customer's Sales Order, highlight the i400 item row and click the Reservations button to pull up the Order Reservation screen.

| | n No. | | | i400 | | | | All | ocated & Re | served It | ems | | | | | | |
|------|-----------|----------------------|-------|-----------|------------|-----|--------------|-------------------------|----------------|-----------|----------|------------------|-----------------|--------------------|-------------------|----------------------|---|
| i ar | rehouse | | | Miami, FL | | | | Ö Ur | reserved Ite | ms | | | | | | | |
| eli | very Dal | te From | | | To | 12/ | 10/15 | ОВо | th | | | | | | | | |
| inc | d Sales D | oc No. | | 10391 | | | | | | | | | | | | | |
| ale | s Doc T | уре | | Sales Oro | lers | | • | | | | | | | | | | |
| n S | Stock & | Supply Doc | ument | s | | | | | | | Type | Purchase Ord | lers 🔻 | Doc # | | | |
| | | Document | | | Order Date | Row | Deliver Date | Ordered | Open | UoM | | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | IN | | 📫 Ir | n Stock | | | | 0.00 | 826.00 | Each | 1.00 | 826.00 | Each | 15.00 | 15.00 | 811.00 | - |
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The screen opens up displaying the current reservation and the in stock quantity. I then will highlight the in stock quantity line and click the Manage Reservations button to change the reservation to. Make sure that you enter in the new reservation quantity and not the difference between the old and new reservation. So for my example below I will first change the reservation from 15 to 10 and hit Update.



| | | | 📫 i400 | | | | 0.1 | ocated & Re | 1.00 | | | | | | | |
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| | renouse very Dat | | ivilami, F | -L To | 12.0 | /10/15 | | | ms | | | | | | | |
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| | | Supply Doct | | | | | | | _ | T | Purchase Or | dana 🐨 | Doc # | | | |
| | | Document | | Order Date | Row | Deliver Date | Ordered | Open | UoM | Type Per Unit | Inv Qty | Inv UoM | | Reserved | Unreserved | |
| | IN | | ⇒ In Stock | | | | 0.00 | 826.00 | Each | 1.00 | 826.00 | Each | 15.00 | 15.00 | 811.00 | |
| | | | -/ In Stock | | | | 0.00 | 020100 | Lacri | 1.00 | 020100 | Lacri | 15.00 | 15100 | 011.00 | |
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| | | | | | | | | | | | 826.00 | | 15.00 | 15.00 | 811.00 | v |
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| en | nand De | ocuments | | | | | | | | | 826.00 | | 15.00 | 15.00 | 811.00 | v |
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| | Туре | | Customer ⊂ c20000 | Order Date 12/10/2015 | | | Ordered 15,000 | Open 15.000 | | Per Unit 1.00 | | Inv UoM Each | | Reserved | - | • |
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After you hit Update, it is time to reserve that open quantity of 5 against the new incoming Purchase Order.

To do that, first change the radio button on the top from Allocated & Reserved Items to Unreserved Items and click Display All. Next scroll through the Supply Documents grid to find the Purchase Order and highlight its row. When you do that the Sales Order will automatically be highlighted in the Demand Documents grid. With both rows highlighted, click on the Manage Reservations button, enter in the reservation amount (in this example it will be 5), and hit Update.



| Imami, FL Imami, FL <t< th=""><th></th><th>n No.</th><th></th><th>📫 i400</th><th></th><th></th><th></th><th></th><th>ocated & Re</th><th>served The</th><th>2005</th><th></th><th></th><th></th><th></th><th></th><th></th></t<> | | n No. | | 📫 i400 | | | | | ocated & Re | served The | 2005 | | | | | | |
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| SO ⁽¹⁾ | e | mand [Type | Document | Custom | er Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | 2,284.00 Inv Qty | Inv UoM | 10.00 Allocated | 10.00 Reserved | 2,274.00 Unreserved | |
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With the reservation is updated, click OK to return to the Sales Order screen. Once you are back in the Sales Order screen make sure you hit Update on the Sales Order to save that data.

After you update the Sales Order if you want you can right-click on the i400 row and open the Order Reservation Display where you will see it is reserved against both the in stock quantity and the new incoming Purchase Order.



| ar | | | 📫 i400 | | | | | | | | | | | | |
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| ı | | | 📫 In Stock | | | | 0.00 | 826.00 | Each | 1.00 | 826.00 | Each | 10.00 | 10.00 | 816.00 |
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Now because we freed up some of those in stock quantities, we can create the delivery for that new customer today without any issues.

Next let's fast forward to go back to our original customer. It is next week, the new incoming PO has been received, and their delivery date is upon us. At this point the only thing left to do is create our delivery using standard SAP Business One. That is it.



|)eliv | rery | | | | | | | | | | |
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| Custo | omer | 📫 c20000 | | | | No. | Primary | 101 | 11 | | |
| Name | 2 | Centerport | Com | ponents | 1 | Status | | Op | en | | |
| Cont | act Person | 📫 Def Contac | t ID | | • 🗉 | Posting (| Date | 12/ | 10/15 | | |
| Custo | omer Ref. No. | | | | | Delivery | Date | 12/ | 10/15 | | |
| Local | Currency | * | | | | Docume | nt Date | 12/ | 10/15 | | |
| | | | | | | Ship Rec | Doc Num | | | | |
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With the delivery created the inventory and reservation quantities are released and we are done with the process.

This was just an example of what a possible Order Reservation process might look like. As we mentioned earlier, *Achieve Order Reservations* can also handle reservations for Production Orders and Inventory Transfer Requests in a very similar way. Let's now take a look at those screens.



Production Orders

If you use production orders you have the ability to make reservations for them as well. There are two types of reservations for production orders; reservations for finished goods and reservations for components.

Finished Goods

I will start with a Sales Order for a customer that wants to purchase some of our finished goods. After I add my Sales Order I will pull it back up, highlight my item row, and click on the Reservations button to open the Order Reservation screen.

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| 1 \$ | Stock 8 | k Supply Doc | uments | | | | | | | Туре | Purchase Or | ders 🔻 | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | IN | | 📫 In Stock | | | | 0.00 | 36.00 | Each | 1.00 | 36.00 | Each | 0.00 | 10.00 | 26.00 | |
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| | IPR | 📫 13 | | 09/22/2015 | | 09/22/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| | IPR | 📫 15 | | 09/24/2015 | | 09/24/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| | IPR | 📫 21 | | 09/24/2015 | | 09/24/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| | IPR. | 📫 33 | | 12/10/2015 | | 12/10/2015 | 5.00 | 5.00 | | 1.00 | 5.00 | Each | 0.00 | 0.00 | 5.00 | |
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When the screen opens you will see data displayed similarly as we saw earlier except for one difference; instead of having incoming purchase orders listed as supply documents, there are open Incoming Production Orders. Since this item is not one that we purchase but one that we produce, the reservations need to be against either in-stock quantities of finished goods we already produced or against open production orders of quantities that we will be producing in the future.

For our example, I am going to reserve my Sales Order against one of the open production orders. To do so, I will follow the same process as before by highlighting the



correct production order in the supply document grid and clicking on the Manage Reservations button. After I enter my quantity, I will hit Update and then OK to return to my Sales Order screen.

Once you are back in the Sales Order screen make sure you hit Update to save the reservation and the Reserved Qty field like before.

| ales | Order | | | | | | | | | | | | - | _ [|
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Just like with the purchase orders, once a production order is completed and closed, the reservation will automatically transfer to the in stock quantity line.

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Also just like with purchase orders, you can launch the Order Reservation screen from the Production Order directly. To do that, make sure the Production Order is in the "Released" status and click on the Finished Resv button at the bottom of the screen.

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| 4 | 4 | | | | | *** | | | | | | | | • | • | |

That will open up the Order Reservation screen where you can add or update reservations for the finished goods item.

After you make your reservations you will just continue the rest of your sales process. If you need to make any changes to the reservations you can just follow the steps laid out earlier in this document.



Component Reservations

From the Production Order screen you also have the option to make reservations for the components that make up your finished goods.

To start, first make sure your Production Order is in a "Released" status. Once you do that, highlight the component item row you want to reserve and click the Component Resv button to open the Order Reservation screen.

| Pro | duction C | rder | | | | | | | | | | | | | | | | |
|-----|--------------------------|------|----------------------------|---------------|------|-------------------------|---------|----------|------------|-----------|--------|--------|-----------------------------------|-------|--------------------------|----|---|---------------|
| | us luct No. | | Standa Releas ⇔Produ | | • | | | | | | | |). Primary der Date Je Date | | 33 12/10/1 12/10/1 | | | |
| | luct Descri ned Quant | | Produ 5 | ctionBOM w/ A | | ush Pareni oM Name B | | | | | | Us | | | ian Manual | | | • |
| | neo Quano ehouse | ity | ⇒ 02 | | 0 | om Name b | Lach | | | | | | igin les Order | | Manual | | | |
| | | | | | | | | | | | | Dis | istomer str. Rule oject | | | | | |
| | | nts | <u>S</u> ummary No. | Description | | Deer | Planned | Terrinad | Accelette | 11-54 | 11-54 | W | Issue Method | Dimen | 4 | W | | |
| # | Type Item | - | | Description | Item | Base | Planned | Izzued | | Manual | UOIM | wareno | Backflush | | ION I | 00 | | |
| 2 | Item | | | Poland Spri | | | 10 | | 54,127.666 | | Bottle | ⇒ 02 | Backflush T | | | | | |
| 3 | | • | | | | | | | | | | | | | | | * | <u>↑</u> + |
| Rem | orks | Ca | incel | Finished Resv | Cor | nponent R | .esv | | Pick and F | Pack Rema | rks | | | | | | | |

The order reservation screen will again look similar to what we have seen in the other examples except that this time the demand document will be an Outgoing Production Order instead of a Sales Quote or Sales Order.



| | n No. | | ⇒ 1400 | | | | () All | ocated & Res | arward The | TO F | | | | | | |
|-----|-----------|----------------------|------------|------------|-----|--------------|---------|---------------|------------|----------|------------|---------|-----------|----------|------------|----|
| | rehouse | | Miami, F | 1 | | | | reserved Iter | | 1112 | | | | | | |
| | very Dal | | marni, r | To | 12/ | 10/15 | O Bol | | 112 | | | | | | | |
| | d Sales D | | 33 | 10 | 14 | 10/15 | 0.00 | ai i | | | | | | | | |
| | s Doc T | | All | | | * | | | | | | | | | | |
| - | | ур - | | | | | | | | | | | | | | |
| n S | Stock & | Supply Doc | uments | | | | | | | Туре | Purchase O | rders 🔻 | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | IN | | ⇒ In Stock | | | | 0.00 | 765.00 | | 1.00 | 765.00 | | 24.00 | 1.00 | 757.00 | |
| | PO | -> 10031 | 📫 V1010 | 01/05/2015 | 101 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | |
| | PO | 📫 10031 | 📫 V1010 | 01/05/2015 | 11 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | 33 |
| | PO | -> 10031 | 📫 V1010 | 01/05/2015 | 110 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | |
| | PO | ⇔ 10031 | V1010 | 01/05/2015 | 119 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | |
| | PO | 📫 10031 | V1010 | 01/05/2015 | 128 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | |
| | PO | ⇔ 10031 | V1010 | 01/05/2015 | 137 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | |
| | PO | ⇔ 10031 | V1010 | 01/05/2015 | 146 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | Ŧ |
| | | | | | | | | | | | 962.00 | | 24.00 | 1.00 | 954.00 | |
| /er | - | ocuments Document | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | OPR | ⇒ 33 | | 12/10/2015 | 0 | 12/10/2015 | 5.000 | 5.00 | | 1 | 5.00 | | 0.00 | 5.00 | 0.00 | |
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For our example, I am just going to make the reservation for my components against the in stock quantities as the system suggests, and hit Update. Then I will hit OK to return to the Production Order screen.

| Pro | ode | uction Ord | ler | | | | | | | | | | | | | | | |
|------------------|------|----------------------|-----|--------------------|------------------------|----------|---------|--------|------------|--------------|--------|----------------|--------|---------|---------------|---|---|----------|
| <u>Ty</u> Sta | itus | | | Standar Release | d v | | | | | | | No. Order D | | į | 3 12/10/15 | | | |
| | | uct No. | | | tionBOMBF | | | _ | | | | Due Dati | 2 | | 2/10/15 | | | _ |
| | | uct Descriptio | | | tionBOM w/ All Backflu | | | | | | | User | | | an . | | | |
| | | ed Quantity house | | 5 | Uol | M Name | Each | | | | | Origin | | | Manual | | | _ |
| wa | arel | nouse | | ⇒ 02 | | | | | | | | Sales Or | | | | | | - |
| | | | | | | | | | | | | Custome | | _ | | | | - |
| | | | | | | | | | | | | Distr. Ru | le | | | | | _ |
| l r | _ | | - | - | 1 | | | | | | | Project | | | | | | Θ |
| | _ | <u>C</u> omponents | | <u>S</u> ummary | | | 1 | | | | _ | | | | | | | |
| 4 | # | Туре | | No. | Description | Base | Planned | Issued | Available | Reserved Qty | UoM | UoM | Wareho | Issue I | Method | C | | |
| 1 | | Item | • | 📫 I400 | Basic Stock Item | 1 | 5 | | 70 | | Manual | | 📫 02 | Backflu | | | * | |
| 2 | | Item | * | 📫 PS001 | Poland Spring - Spa | 2 | 10 | | 54,127.666 | | Bottle | Bottle | 📫 02 | Backflu | ush 🔻 | | | |
| 3 | | Item | ٠ | | | | | | | | | | | | | | | |
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Once you are back in the Production Order screen you can scroll to the right to look at the Reserved Qty field. After that, make sure you hit Update on the Production Order to save the data.

At this point you will just continue your production order process. If you need to make any changes to your reservations you can do so by following the processes we saw earlier. Then after the Production Order is completed, the inventory and reservation quantities will be released.

Inventory Transfer Requests

Inventory Transfer Requests can be seen as both Supply or Demand documents in Order Reservations, depending on which side of the transfer a warehouse is on. If you are working with the "To Warehouse", then the ITR will be considered a supply document that you can reserve against. If you are working with the "From Warehouse", then the ITR will be considered a demand document that you can reserve items for.

To Warehouse

I will start with a Sales Order for a customer that wants to purchase some items. After I add my Sales Order I will pull it back up, highlight my item row, and click on the Reservations button to open the Order Reservation screen.

| tem | n No. | | 📫 i400 | | | | | ocated & Re | served Ite | ms | | | | | | |
|-----------|-----------------------|------------------------|----------|--------------------------|-----|---------------------------------------|------------------|---------------|------------|----------|---------------------|---------|-------------------|-------------------|------------------------|--|
| | rehouse | | Miami, | FL | | • | 🖲 Ur | reserved It | ms | | | | | | | |
| elin | very Da | te From | | То | 12/ | 10/15 | O Bo | th | | | | | | | | |
| inc | d Sales D | Doc No. | 10393 | | | · · · · · · · · · · · · · · · · · · · | | | | | | | | | | |
| ale | s Doc T | ype | Sales C | rders | | * | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| in S | Stock & | Supply Do | cuments | | | | | | | Туре | Purchase Ord | ers 💌 | Doc # | | | |
| | Type | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | 1 Allocated | Reserved | Unreserved | |
| | PO | -> 10046 | 📫 v1010 | 03/27/2015 | 1 | 03/27/2015 | 6.00 | 6.00 | | 1.00 | 6.00 | Each | 0.00 | 0.00 | 6.00 | |
| | PO | -> 10048 | 📫 v1010 | 03/27/2015 | 1 | 03/27/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| | PO | -> 10108 | 📫 V20000 | 06/29/2015 | 0 | 06/29/2015 | 5.00 | 5.00 | | 1.00 | 5.00 | Each | 0.00 | 0.00 | 5.00 | |
| | PO | 📫 10109 | ⇒ V20000 | 06/30/2015 | 0 | 06/30/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | Each | 0.00 | 0.00 | 1.00 | |
| | PO | 📫 10161 | 📫 V10000 | 12/03/2015 | 0 | 12/03/2015 | 20.00 | 20.00 | CS24 | 4 24.00 | 480.00 | Each | 0.00 | 0.00 | 480.00 | |
| | PO | 📫 10164 | 📫 V10000 | 12/03/2015 | 0 | 12/03/2015 | 15.00 | 15.00 | CS24 | 4 24.00 | 360.00 | Each | 0.00 | 0.00 | 360.00 | |
| | PO | ⇒ 10165 | ⇒ v1010 | 12/03/2015 | 0 | 12/03/2015 | 15.00 | 15.00 | CS24 | 4 24.00 | 360.00 | Each | 0.00 | 0.00 | 360.00 | |
| | FV . | 10100 | | | | | | | | | | | | | | |
| 0 | ITR | ⇒ 10 | | 12/10/2015 | 0 | 12/10/2015 | 50.00 | 50.00 | Each | 1.00 | 50.00 | Each | 0.00 | 0.00 | 50.00 | |
| 0 | | | | | 0 | | 50.00 | 50.00 | Each | 1.00 | 50.00 2,319.00 | Each | 0.00 | 0.00 | 50.00 2,319.00 | |
| 10)er | ITR mand D | | Customer | | | | 50.00 Ordered | 50.00 Open | Each | Per Unit | | Each | 0.00 Allocated | 0.00 Reserved | | |
| en | ITR mand D Type | ➡ 10 ocuments Document | Customer | 12/10/2015 Order Date | Row | 12/10/2015 Deliver Date | Ordered | Open | UoM | Per Unit | 2,319.00 Inv Qty | Inv UoM | Allocated | Reserved | 2,319.00 Unreserved | |
| | ITR mand D | i⇔ 10 | | 12/10/2015 Order Date | Row | 12/10/2015 | | | UoM | | 2,319.00 | | | | 2,319.00 | |
| en | ITR mand D Type | ➡ 10 ocuments Document | Customer | 12/10/2015 Order Date | Row | 12/10/2015 Deliver Date | Ordered | Open | UoM | Per Unit | 2,319.00 Inv Qty | Inv UoM | Allocated | Reserved | 2,319.00 Unreserved | |
| en | ITR mand D Type | ➡ 10 ocuments Document | Customer | 12/10/2015 Order Date | Row | 12/10/2015 Deliver Date | Ordered | Open | UoM | Per Unit | 2,319.00 Inv Qty | Inv UoM | Allocated | Reserved | 2,319.00 Unreserved | |
| en | ITR mand D Type | ➡ 10 ocuments Document | Customer | 12/10/2015 Order Date | Row | 12/10/2015 Deliver Date | Ordered | Open | UoM | Per Unit | 2,319.00 Inv Qty | Inv UoM | Allocated | Reserved | 2,319.00 Unreserved | |
| en | ITR mand D Type | ➡ 10 ocuments Document | Customer | 12/10/2015 Order Date | Row | 12/10/2015 Deliver Date | Ordered | Open | UoM | Per Unit | 2,319.00 Inv Qty | Inv UoM | Allocated | Reserved | 2,319.00 Unreserved | |
| en | ITR mand D Type | ➡ 10 ocuments Document | Customer | 12/10/2015 Order Date | Row | 12/10/2015 Deliver Date | Ordered | Open | UoM | Per Unit | 2,319.00 Inv Qty | Inv UoM | Allocated | Reserved | 2,319.00 Unreserved | |
| en | ITR mand D Type | ➡ 10 ocuments Document | Customer | 12/10/2015 Order Date | Row | 12/10/2015 Deliver Date | Ordered | Open | UoM | Per Unit | 2,319.00 Inv Qty | Inv UoM | Allocated | Reserved | 2,319.00 Unreserved | |
| en | ITR mand D Type | ➡ 10 ocuments Document | Customer | 12/10/2015 Order Date | Row | 12/10/2015 Deliver Date | Ordered | Open | UoM | Per Unit | 2,319.00 Inv Qty | Inv UoM | Allocated | Reserved | 2,319.00 Unreserved | |
| en | ITR mand D Type | ➡ 10 ocuments Document | Customer | 12/10/2015 Order Date | Row | 12/10/2015 Deliver Date | Ordered | Open | UoM | Per Unit | 2,319.00 | Inv UoM | Allocated | Reserved 10.00 | 2,319.00 Unreserved | |



When the screen opens you will see data displayed similarly as we saw earlier. However this time we want to reserve against an Incoming Inventory Transfer Request, so we will look and see if we find any ITR's listed in the Supply Document grid. When we find the one we want to reserve against, highlight it and click the Manage Reservations button. After you enter in the quantity you want to reserve, hit Update and then OK to return to the Sales Order screen.

Once you are back in the Sales Order screen make sure you hit Update to save the reservation and the Reserved Qty field like before.

| Sale | es Order | | | | | | | | |
|-------------------|------------------------------------|----------|------------|--------------|--------------|---|--------------------|--|--|
| Nam Con Cus | e tact Person tomer Ref. No. | | nents T | 8 | | No. Status Posting Deliver Docum Early B | y Date ent Date | 10393 Open 12/10/15 12/10/15 12/10/15 12/10/15 yes | |
| | Contents | Logi | stics | Accountine | g / | Attachment: | 2 | | |
| It | em/Service Type | Item | | | _ | Summ | iary Type | No Summary | * |
| # | | Quantity | UoM Code | Reserved Qty | Jnit Price | | Total (LC) | Qty(Inventor | Whse |
| 1 | i400 | | Each | | \$ 2.50 | | \$ 25.00 | 10 | ⇒ 02 → 02<!--</td--> |
| Sale: Owr | s Employee | Ian | • | E) | | | efore Discount | | \$ 25.00 |
| <u>Owr</u> Rem | | 1 | | | | Discour Freight Roy Tax Total | | % ➡ | \$ 25.00 |
| | OK Cano | el | | | Reservations | Ship | Rate Shop | Copy From | Сору То 🍙 |



| | No, | | 竨 (i400 | | | | | | | | | | | | |
|------|--------|----------|---------|------------|---|--------------|-------|-------|------|----------|---------|---------|------|----------|------------|
| í ar | ehouse | | Mian | ni, FL | | | • | | | | | | | | |
| 1 | - | - | 1 | | | | | | | | | | | | |
| _ | | Document | Vendor | | | Deliver Date | | Open | | Per Unit | Inv Qty | Inv UoM | | Reserved | Unreserved |
| | ITR | ➡ 10 | | 12/10/2015 | 0 | 12/10/2015 | 50.00 | 50.00 | Each | 1.00 | 50.00 | Each | 0.00 | 10.00 | 40.00 |
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| | | | | | | | | | | | 50.00 | | | 40.00 | 40.00 |
| | | | | | | | | | | | 50.00 | | | 10.00 | 40.00 |

Just like with the purchase orders, once an ITR is transferred and completed, the reservation will automatically transfer to the in-stock quantity line.

| | No. house | | i400 Miami, FL | | | * | | | | | | | | | |
|---|--------------|----------|----------------|------------|-----|--------------|---------|----------|------|----------|----------|---------|-----------|----------|------------|
| ſ | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved |
| L | IN | | 📫 In Stock | | | | 0.00 | 1,081.00 | Each | 1.00 | 1,081.00 | Each | 10.00 | 10.00 | 1,071.00 |
| | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | 1,081.00 | | 10.00 | 10.00 | 1,071.00 |
| | | | | | | | | | | | 1,001.00 | | 10.00 | 10,00 | 1,07 1,00 |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |



Also just like with purchase orders, you can launch the Order Reservation screen from the ITR directly. To do that, open up the ITR screen, highlight the item you want to work with, and click on the "To Resv" button at the bottom of the screen.

| Inventory Transf | er Request | | | | | | |
|------------------|---|------------|----------|------------------------|-------------|---------------------|------|
| Business Partner | | | | | rimary | 11 | |
| Name | | | | Status | | Open | |
| Contact Person | | | | Posting Da | te | 12/10/15 | |
| Ship To | | | | Due Date | | 12/10/15 | |
| | | | | Document | Date | 12/10/15 | |
| | | | | From Ware To Wareho | | 01 | |
| | | | | Price List | | Last Purchase Price | e 🔻 |
| # Item No. | ttachme <u>n</u> ts Item Description | Fro | To Ware | | UoM Code | UoM Name | C |
| 1 📫 i400 | Basic Stock Item | => 01 | 📫 02 | 1 | Each | Each | A |
| 2 | | -> 01 | 📫 02 | | | | |
| | | | | | | | |
| | | | | | | | - |
| 4 ==== | | | | | | | Þ |
| Sales Employee | Neil | | | Pick and P | ack Remarks | | |
| Journal Remarks | Inventory Tran | nsfer Requ | uest - | Remarks | | 1 | |
| ок са | ancel To Resv | | From Res | v | | Сору | To 🖌 |

That will open up the Order Reservation screen where you can add or update reservations for the selected item.

After you make your reservations you will just continue the rest of your sales process. If you need to make any changes to the reservations, you can just follow the steps laid out earlier in this document.

From Warehouse

From the ITR screen you also have the option to make reservations for the actual items themselves.



To start, pull up your ITR, highlight the item row you want to reserve and click the "From Resv" button to open the Order Reservation screen.

| Inventory Transfer Request | | | | | | [| |
|--------------------------------------|----------------|--------|-----------------------------------|---------------|----------------------------|--------|---|
| Business Partner | | | No. [| Primary | 72 | | |
| Name | | i i | Status | | Open | | |
| Contact Person | | 1 | Posting D | | 11/25/15 | | _ |
| Ship To | | | Due Date | | 11/25/15 | | |
| | | | Documen | t Date | 11/25/15 | | |
| | | | From Wa To Wareh Price List | iouse 📫 | | rice | |
| <u>Contents</u> Attachme <u>n</u> ts | | | | | | | |
| # Item No. Item Description | Fro To V | Ware | Quantity | Inventory Uol | 4 UoM Code | Uo | |
| 1 🗢 PS001 Poland Spring - Spark | 🖙 IT 🖙 03 | 2 | 6 | Yes | Bottle | Bottle | - |
| 2 | 📫 IT 📫 03 | 2 | | | | | |
| | | | | | | | |
| | | | | | | | - |
| | | | | | | Þ | |
| Sales Employee Neil | |) (| Pick and I | Pack Remarks | | | |
| Journal Remarks Inventory Trans | ifer Request - | | Remarks | | 1 | | |
| OK Cancel To Resv | Fro | m Resv | | | Сор | у То | - |

The order reservation screen will again look similar to what we have seen in the other examples except that this time the demand document will be an Outgoing Inventory Transfer Request.



| | n No. | | 📫 PS001 | | | | 0.4 | llocated & R | everyed It | 9005 | | | | | | |
|-----|-----------|------------|-------------|---------------|-----|--------------|---------|---------------|---------------|----------|-------------------|-------------------|--------------------|------------------|------------|---|
| | rehouse | | | sit Warehouse | | | | nreserved It | | enis | | | | | | |
| | | ate From | in num | T | | /25/15 | Ов | | | | | | | | | |
| | d Sales I | | 72 | | | 25,15 | 0.0 | Sar | | | | | | | | |
| | es Doc T | | All | | | | | | | | | | | | | |
| | | ·/ | | | | | | | | | | | | | | |
| n (| Stock 8 | Supply Doc | uments | | | | | | | Туре | Purchase Or | ders 💌 | Doc # | | | |
| | Туре | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | IN | | => In Stock | | | | 0.00 | 97.75 | Bottle | 1.00 | 97.75 | Bottle | 41.75 | 0.00 | 97.75 | |
| | ITR | 📫 52 | | 09/28/2015 | 0 | 09/28/2015 | 22.00 | 22.00 | Bottle | 1.00 | 22.00 | Bottle | 0.00 | 0.00 | 22.00 | |
| | ITR | -> 50 | | 09/28/2015 | 0 | 09/28/2015 | 21.00 | 21.00 | Bottle | 1.00 | 21.00 | Bottle | 0.00 | 0.00 | 21.00 | |
| ŀ | ITR | 📫 43 | | 09/28/2015 | 0 | 09/28/2015 | 20.00 | 20.00 | Bottle | 1.00 | 20.00 | Bottle | 0.00 | 0.00 | 20.00 | |
| | ITR | 48 | | 09/28/2015 | 0 | 09/28/2015 | 12.00 | 12.00 | Bottle | 1.00 | 12.00 | Bottle | 0.00 | 0.00 | 12.00 | |
| | ITR | 📫 46 | | 09/28/2015 | 0 | 09/28/2015 | 11.00 | 11.00 | Bottle | 1.00 | 11.00 | Bottle | 0.00 | 0.00 | 11.00 | |
| | ITR | 📫 67 | | 10/02/2015 | 0 | 10/02/2015 | 3.00 | 3.00 | Bottle | 1.00 | 3.00 | Bottle | 0.00 | 0.00 | 3.00 | |
| | ITR | 📫 71 | | 11/25/2015 | 0 | 11/25/2015 | 6.00 | 6.00 | Bottle | 1.00 | 6.00 | Bottle | 0.00 | 0.00 | 6.00 | w |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | 192.75 | | 41.75 | | 192.75 | |
| | | | | | | | | | | | 192.75 | | 41.75 | | 192.75 | |
| | | | | | | | | | | | 192.75 | | 41.75 | | 192.75 | |
| e | | ocuments | | | | | | | | | | | | | | |
| e | | Documents | Customer | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | 192.75 Inv Qty | Inv UoM | 41.75 Allocated | Reserved | Unreserved | |
| | Type | | | | | | Ordered | Open 6.000 | UoM Bottle | Per Unit | | Inv UoM Bottle | | Reserved 6.00 | | |
| | Type | Document | | | | | | | | | Inv Qty | | Allocated | | Unreserved | A |
| | Type | Document | | | | | | | | | Inv Qty | | Allocated | | Unreserved | |
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| | Type | Document | | | | | | | | | Inv Qty | | Allocated | | Unreserved | A |
| | Type | Document | | | | | | | | | Inv Qty | | Allocated | | Unreserved | |
| | Type | Document | | | | | | | | | Inv Qty | | Allocated | | Unreserved | |
| | Type | Document | | | | | | | | | Inv Qty 6.00 | | Allocated | 6.00 | Unreserved | |
| | Type | Document | | | 0 | | 6.000 | | | 1.00 | Inv Qty 6.00 | Bottle | Allocated | 6.00 | Unreserved | |

For our example, I am just going to make the reservation for my items against the in stock quantities as the system suggests, and hit Update. Then I will hit OK to return to the ITR screen.



| Inventory Transfer Request | | | | | | | | | |
|--|------------|-----------|----------|--|-----------|--|---------------|---|---|
| Business Partner Name Contact Person Ship To | | | | No. Prim Status Posting Date Due Date Document Dat | | 72 Open 11/25/ 11/25/ 11/25/ | 15 | | |
| | | | | From Wareho To Warehouse | | | | | |
| <u>Contents</u> Attachments | | | | Price List | | Last P | urchase Price | | • |
| # Item No. Item Description | Fro | To Ware | Quantity | Reserved Qty | Inventory | / UoM | UoM Code | 1 | |
| 1 🔿 PS001 Poland Spring - Spark | | 02 | 6 | 6 | Yes | • | Bottle | в | |
| 2 | ⇒ IT ⊑ | 02 | | | | | | | |
| | | | | | | | | Η | |
| | | | | | | | | t | - |
| Sales Employee | | 6 | | Pick and Pack | . Remarks | | | • | |
| Journal Remarks Inventory Tran | sfer Reque | st - | | Remarks | | | | | |
| OK Cancel To Resv | | From Resv | | | | | Сору То | | |

Once you are back in the ITR screen you can scroll to the right to look at the Reserved Qty field. After that, make sure you hit Update on the ITR to save the data.

At this point you will just continue your ITR process. If you need to make any changes to your reservations you can do so by following the processes we saw earlier. Then after the ITR is completed, the inventory and reservation quantities will be released.



Order Reservations with Achieve WMS

When using order reservations with *Achieve Warehouse Management* there a few differences; the Suggested Bin Transfer option, in the WMS Logistics Manger and on the WMS Handhelds.

Suggested Bin Transfers

The process of adding and updating reservations does not really change just because you have **Achieve Warehouse Management.** However if you turn on the "Use Suggested Bin Transfers" option that we saw earlier in this document, you will see a difference when making or changing reservations.

A Suggested Bin Transfer (SBT) is basically exactly as it sounds; it is suggesting that a bin transfer be made. But why is it suggesting a transfer, and where is it suggesting we transfer to and from?

When you make a reservation against an In Stock quantity (not against incoming documents), it will suggest that you transfer those goods from one of their bin locations into a designated Reserved bin location (which we discussed how to set up earlier in this document).

Note, the suggested bin transfer option is not the only way to move item quantities to the Reserved bin. If you would like to manually maintain in-stock reservations and make transfers on your own when necessary, you absolutely can.

Let's take a look at what making or changing a reservation with suggested bin transfers looks.

I will start with a basic Sales Order for item i400. After I add my Sales Order I will pull it back up, highlight my item row, and click on the Reservations button to open the Order Reservation screen.

For our example, I am going to make the reservation for my item against the in stock quantities as the system suggests, and hit Update.



| | n No. rehouse | | i400 Miami, F | | | | | ocated & Res reserved Iter | | ms | | | | | | |
|----|--------------------|---|---|--|--------------|---------------------------------|-----------------|-------------------------------|------------|-------------|----------------|---------|-----------|---|------------------------|----|
| | | te From | initiarity f | То | 12/ | 10/15 | () Bo | | 115 | | | | | | | |
| | | Doc No. | 10494 | 10 | 107 | | 0.00 | ui | | | | | | | | |
| | s Doc T | | Sales Or | ders | | | | | | | | | | | | |
| | | Supply Doc | cuments | | | | | | | Туре | Purchase Ord | lers 💌 | Doc # | | | |
| | Type | Document | Vendor | Order Date | Row | Deliver Date | Ordered | Open | UoM | Per Unit | Inv Qty | Inv UoM | Allocated | Reserved | Unreserved | |
| | IN | | ⇒ In Stock | | | | 0.00 | 765.00 | | 1.00 | 765.00 | | 24.00 | 11.00 | 747.00 | |
| | PO | ⇒ 10031 | 📫 V1010 | 01/05/2015 | 101 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | |
| | PO | ⇒ 10031 | ⇒ V1010 | 01/05/2015 | 11 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | 33 |
| | PO | ⇒ 10031 | ⇒ V1010 | 01/05/2015 | 110 | 01/05/2015 | 1.00 | 1.00 | | 1.00 | 1.00 | | 0.00 | 0.00 | 1.00 | |
| | PO | ⇒ 10031 | V1010 | | | ve One Syst | | 10 | | | | | × | 0.00 | 1.00 | |
| | - | | - | 01/05/2019 | ACTIC | re one syst | emriessag | je | | | | | 141 | 0.00 | 1.00 | |
| | PO | -> 10031 | 📫 V1010 | 01/05/2015 | | | | | | | | | | | | |
| | PO | → 10031 | → V1010 | | You ba | we changed th | e total reservo | ed quantific q | of In Stor | k Inventori | c. Mould your | ike to | | 0.00 | 1.00 | |
| | | | | 01/05/2019 | | - | | | | k Inventor; | 7. Would you l | ike to | ? | | | • |
| • | PO | ⇔ 10031 | 📫 V1010 | | | ave changed th a Suggested B | | | | k Inventory | 7. Would you l | ike to | 3 | 0.00 | 1.00 | * |
| | PO PO mand D | ⇔ 10031 | 📫 V1010 | 01/05/2019 | trigger | a Suggested B | | | | k Inventory | 7. Would you l | ike to | ? | 0.00 | 1.00 1.00 | • |
| en | PO PO mand D | → 10031 → 10031 → 10031 | ➡ V1010 ➡ V1010 | 01/05/2019 | trigger Y | a Suggested B | Bin Transfer fo | | nce? | k Inventory | 7. Would you l | ike to | 0.00 | 0.00 0.00 11.00 | 1.00 1.00 944.00 | • |
| en | PO PO mand D | 10031 10031 10031 | ➡ V1010 ➡ V1010 ➡ V1010 | 01/05/2015 01/05/2015 Order Date | trigger Y | a Suggested B | 8in Transfer fo | r the differen | nce? | | | ike to | | 0.00 0.00 11.00 Reserved | 1.00 1.00 944.00 | |
| en | PO PO mand D | 10031 10031 10031 | ➡ V1010 ➡ V1010 ➡ V1010 | 01/05/2015 01/05/2015 Order Date | trigger Y | a Suggested B | 8in Transfer fo | r the differen | nce? | | | ike to | | 0.00 0.00 11.00 Reserved | 1.00 1.00 944.00 | |
| en | PO PO mand D | 10031 10031 10031 | ➡ V1010 ➡ V1010 ➡ V1010 | 01/05/2015 01/05/2015 Order Date | trigger Y | a Suggested B | 8in Transfer fo | r the differen | nce? | | 5.00 | ike to | | 0.00 0.00 11.00 Reserved 5.00 | 1.00 1.00 944.00 | |
| en | PO PO mand D | 10031 10031 10031 | ➡ V1010 ➡ V1010 ➡ V1010 | 01/05/2015 01/05/2015 Order Date | trigger Y | a Suggested B | 8in Transfer fo | r the differen | nce? | | | ike to | | 0.00 0.00 11.00 Reserved | 1.00 1.00 944.00 | |

After I hit Update, the system is going to alert me that I have changed the total reserved quantity of this item's in stock inventory and it will ask me if I would like to create a suggested bin transfer for the difference. This is the window that will pop up when you have "Use Suggested Bin Transfers" enabled. You have the option of choosing "No" if you do not want an SBT to be created for this particular reservation, but for our example, so we can see how SBT's work, I am going to click "Yes".

After you hit Yes or No, it will automatically update the Order Reservation screen. Hit OK to return to the Sales Order screen, then make sure you hit Update to save the reservation and the Reserved Qty field like normal.

Now that the system created an SBT let's take a quick look at where to find it.

If we go to the WMS Logistics Manager you can see that the Suggested Bin Transfer is in there.



| | Open D | ocuments | Pend | ling Replenis | hment | Released b | by Logistics | Ready Fo | r WMS | Being Pic | ked by WMS | Parked Ord | ers Doc | Processor | Completed | _ |
|----|----------|------------|------|---------------|-------|------------|-----------------|-----------|-------|-----------|-------------|------------|-----------|-----------|-----------|---|
| nd | Documen | | | | | _ | Quick Select | | | | | | | | | |
| | Selected | Trans Type | | | | | Item Name | UOM | | Open Qty | Release Qty | Avl Alloc | Avail Rel | On Hand | FullFil | |
| | | SG | 19 | 0 | 02 | ⇒ 1400 | Basic Stock Ite | em Manual | 1 | 5.00 | 5.00 | ⇒ 725.00 | -> 725.00 | 765.00 | 100.00 | |
| | | | | | | | | | | | | | | | | |
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| D | ocument | | | | | | | | | | | | | | | |
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And if pull it up on the Handheld you can see it is suggesting I transfer it from its current bin location into the designated Reserved bin.

| 🔡 AWM Emula | tor | _ 🗆 🗙 |
|--------------|--------------|--------|
| Header Iten | n | |
| SBT # 19 | Line | 0 |
| 1400 | | |
| Basic Stock | ltem | |
| Transfer Qty | 5 | Manual |
| Total Qty | 5 | Manual |
| Tranfered | C | |
| From Bin | , | |
| Bin | 02-RSVD-1 | |
| Qty | 5 | Manu |
| Cancel | s | ave |
| | | |
| Ir | wentory Menu | |
| | | |

For a much more in depth look at the Suggested Bin Transfer process itself see the *Achieve Warehouse Management User Guide*.



Note: Any time you make any changes to an existing In Stock quantity reservation it will ask if you want to create a Suggested Bin transfer. It is up to you to decide if you want to or not.

Direct Put Away

With WMS, most customers receive Purchase Orders into a receiving/staging bin before putting them away. The Direct Put Away function helps to transfer received items from that receiving/staging bin to their actual bin locations with greater ease. Two options for Directed Put Away focus on Sales Quote and Sales Order Reservations.

If you have those options selected, here is what will happen.

You have reservations made against incoming purchase orders and those purchase orders will eventually be received into SAP. After they are received into the receiving/staging location you can pull up the Direct Put Away screen on the Handheld.

| 🔡 AWM Emulator 📃 🔲 🗙 |
|----------------------|
| Header Item |
| Directed Put Away |
| 1400 |
| Basic Stock Item |
| |
| From Bin 02-REC |
| ToZone ZONE |
| To Bin 02-RSVD-1 |
| Qty 5 Manual |
| Cancel Save |
| Receiving Menu |

As you can see, it will automatically have you move it from the receiving/staging bin to the Reserved bin without you having to manually create a transfer.



For a much more in depth look at the Direct Put Away process itself see the *Achieve Warehouse Management User Guide*.

Note: The Direct Put Away option is not the only way to move item quantities from the receiving/staging bins to the Reserved bin. If you would like to manually make transfers on your own when necessary, you absolutely can.

Logistics Manager and Handheld

The Logistics Manager is used to release Sales Orders for allocation and picking on the Handhelds. When you have Order Reservations, a couple of things may change.

If you release an order that is not reserved, and there is not enough unreserved quantity available for it, then it will stay in the Pending Replenishment tab until there is enough for allocation. That way, it does not make it to the Handheld for picking and keeps the reserved inventory for the orders that actually reserved them.

| d I | Documen | t Number | | | | | Quick Sel | ect | | | | | | | | | |
|-----|----------|------------|----------|----------|----------|-----------|-----------|------------|------------|------------------|----------|--------|------------|-------|----------|------|---|
| | Selected | Trans Type | Doc. No. | Doc. Row | Customer | Warehouse | Item | Name | | Item Name | Delv/Due | UOM | Shipping | Route | Per Unit | Open | |
| | | SHR | ⇒ 607 | 1 | 📫 c20000 | 02 | 📫 I400 | Centerport | Components | Basic Stock Item | 12/11/15 | Manual | UPS Ground | | 1.00 | 5.00 | |
| | | | | | | | | | | | | | | | | | |
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| 20 | cument | | | | | | | | | | | | | | | | |

If you release an order that is reserved, then during the allocation process it will first check the Reserved bin for the quantity. If it finds the item quantity in the Reserved bin then that is where it will allocate the pick to as you can see in the image below.



| | | | hipping Re | Per | iaing | Replenis Release | 20 D y | | For Being | Picked by | | Parkeu C | Du | oc Proc | Freight Cor | Introl P.m. | Freight | Control P | Com |
|----|-------|-------------|------------|-----|-------|-------------------|--------|------------------|---------------|-----------|-------|----------|------|----------|-------------|-------------|---------|-----------|-----|
| | | nent Number | | | | | | Quick Select | | | -1. | | | | | | | | |
| | | | Warehouse | | | Name | | Item Name | Delv/Due | UOM | Shipp | | | Per Unit | Open Qt | | ase Qty | Avl Alloc | |
| | | 📫 c20000 | 02 | | | Centerport Compon | ents | Basic Stock Item | 12/11/15 | Manual | UPS (| around | | 1.00 | 5.00 | 5.00 | | ⇒ 725.00 | |
| | | | | 1 | Alloc | ated Quantity | | | | | | | | | _ × | | | | |
| | | | | | | Document | Do | c. Row | Allocated Qty | | | Locatio | on | | | | | | |
| | | | | _ | 1 | 607 | 1 | | 5.00 | | | 02-RSV | /D-1 | | | | | | |
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When you pull that reserved order up the handheld, you will see that during the pick process, it will direct you to pick it from the "Reserved" bin.

| 🔜 AWM Emulator 📃 🗖 🛛 | | | | - 🗆 🗡 |
|----------------------|-----------------|------|----------|--------|
| Header | eader Rows Item | | Labels | |
| Picking | | | | |
| Whse 02 | | | - | 1 |
| SR # 🕫 | | 7 | | |
| Shipping Bin 02-SHIP | | | | |
| | | | | - |
| Bin | | | | Finish |
| Item | | | | Cancel |
| 🗖 Hide Finished | | | Page 1 | |
| | | | | |
| Bin | | ltem | Pick Qty | UOM |
| ▶ 02-RSVD-1 | | 1400 | 5 | Manu |
| | | | | |
| | | | | |
| • | | | | Þ |
| Shipping Menu | | | | |
| | | | | |

For a much more in depth look at the Logistics Manager and the Handhelds themselves see the *Achieve Warehouse Management User Guide*.