

ACHIEVE ORDER RESERVATIONS

USER MANUAL Version 6.5

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ACHIEVE ORDER RESERVATIONS USER GUIDE

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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

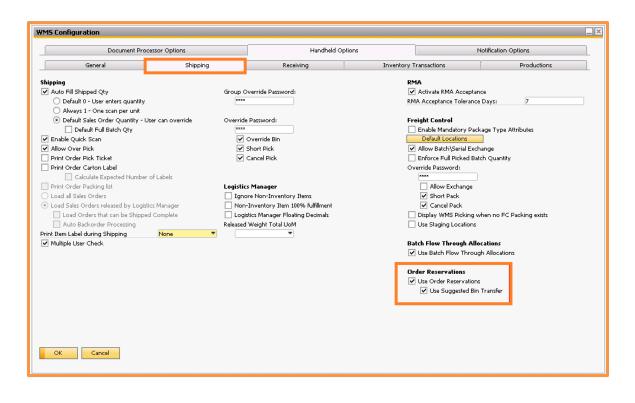
WMS Configuration

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 12/04/2015 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 12/04/2015 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 12/04/2015 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 12/04/2015 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 12/04/2015 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 12/04/2015 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 12/04/2015 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 12/04/2015 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 12/04/2015 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 12/04/2015 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 12/04/2015 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 12/04/2015 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.



X	📙 🍠 🗸 🤇	M + 14	Ŧ												R	eservat	ions_
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																
	Clipboard		- Fa	_		ont		G			Alignm	ent		Fa.		Num	ber
	Z2		-	(*	f _x												
	К	L	M		N		()			Р		Q			R	
1	Address 2	City	State	Zip	Code	Ship T	o Nam	2		Dema	nd Type	Demand	d Docum	nent	Cus	tomer	Cus
2		NY	NY	1000	02-5602	Def Sh	ipTo Sl	nip to l	Name	SO			1	.0480	c20(000	Cer
3																	
4																	
5																	
w0 2	01512091200	00 - N	dicrosof	ft Exce	4												
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	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
				0			7/2015			1							
				-		,	., _, _,			-							

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						
									+
									_
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	
																-
											60.00			60.00		

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						
		te From	Marri,	T	0.01	/09/16			(ems							
	'	oc No.	10004		0 01	,00,110		2001								
	Doc T		Sales C	Duotes												
		,,														
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	-
																-
											60.00			20.00	40.00	
_				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	-
															-		
																	-
												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										
				Customer	Order Date	Row	Deliver Date										
				Customer	Order Date	Row	Deliver Date										
				Customer	Order Date	Row	Deliver Date										
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	
										+ +
										_
									Þ	
e .	Ian					Tota	Before Di	scoupt		\$ 83.75
						Disco	ount			4 000 0
						Tax	to <u>u</u> nding	=		\$ 83.75
Cance	1	Re	servations			Tota		DOD C	Dopy From Coor	
	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 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 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			•										
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	-
											120.00				120.00	
											120.00				120.00	
											120.00				120.00	~
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	
19 20 21 22 23	Type 50 50 50 50 50	Document 10338 10341 10339 10340		07/10/2015 07/10/2015 07/10/2015 07/10/2015	0 0 0 0 0	07/10/2015 07/10/2015 07/10/2015 07/10/2015	2,00 2,00 1,00 1,00	2.00 2.00 1.00 1.00	Each Each Each Each Each	1.00 1.00 1.00 1.00	Inv Qty 2.00 2.00 1.00 1.00	Each Each Each Each	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	
.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						
	house			ni, FL		•		reserved Ite								
		te From		Т			Bol									
	Sales D		1000	4			0									
	Doc T		All			*										
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	-
											2,044.00			15.00	2,029.00	
)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	

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		-
3		_						0.000			_
		_									_
											_
											_
		_									
											-
	4 ====									•	
Jyer		Ian			- 3	Total Be	efore Disco	oust		4	325.00
wne	r					Discour		96		- 4	22,00
						Freight					
						Rou					
						Tax					
						Total Pa	ayment Du	Je		\$	325.00
emar	'ks										

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)								
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
											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	-
																	Ŧ
												826.00		15.00	15.00	811.00	Ŧ
er	nand D	ocuments										826.00		15.00	15.00	811.00	*
er		ocuments Document	Cust	omer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	826.00	Inv UoM	15.00 Allocated	15.00 Reserved	811.00 Unreserved	v
								Ordered 15.000	Open 15,000	UoM			Inv UoM Each				•
	Туре	Document										Inv Qty		Allocated	Reserved	Unreserved	*
	Туре	Document										Inv Qty		Allocated	Reserved	Unreserved	×
	Туре	Document										Inv Qty		Allocated	Reserved	Unreserved	
	Туре	Document										Inv Qty		Allocated	Reserved	Unreserved	
	Туре	Document										Inv Qty		Allocated	Reserved	Unreserved	
	Туре	Document										Inv Qty		Allocated	Reserved	Unreserved	
	Туре	Document										Inv Qty		Allocated	Reserved	Unreserved	
er	Туре	Document										Inv Qty 15.00		Allocated 15.00	Reserved 15.00	Unreserved	

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							
	n No. rehouse		Miami, F	1			<u> </u>	ocated & Re reserved Ite		suus						
	renouse very Dat		ivilami, F	-L To	12.0	/10/15			ms							
	d Sales D		10391	10	12)	10/15	0.00	ui -								
	s Doc Ty		Sales Or	rders												
		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	
																_
											926.00		15.00	15.00	811.00	w
											826.00		15.00	15.00	811.00	v
											826.00		15.00	15.00	811.00	V
en	nand De	ocuments									826.00		15.00	15.00	811.00	v
		ocuments Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	826.00	Inv UoM	15.00 Allocated	15.00 Reserved	811.00 Unreserved	v
	Туре		Customer ⊂ c20000	Order Date 12/10/2015			Ordered 15,000	Open 15.000		Per Unit 1.00		Inv UoM Each		Reserved	-	•
	Туре	Document									Inv Qty		Allocated	Reserved	Unreserved	v
	Туре	Document									Inv Qty		Allocated	Reserved	Unreserved	×
	Туре	Document									Inv Qty		Allocated	Reserved	Unreserved	
	Туре	Document									Inv Qty		Allocated	Reserved	Unreserved	*
	Туре	Document									Inv Qty		Allocated	Reserved	Unreserved	
	Туре	Document									Inv Qty		Allocated	Reserved	Unreserved	
	Туре	Document									Inv Qty		Allocated	Reserved	Unreserved	
	Туре	Document									Inv Qty 15.00		Allocated 15.00	Reserved 10	Unreserved	
	Туре	Document									Inv Qty		Allocated	Reserved	Unreserved	
	Туре	Document	⇒ c20000					15.000		1.00	Inv Qty 15.00	Each	Allocated 15.00	Reserved 10	Unreserved	

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						
Nvery Date From To 12/10/15 Obt d Sales Doc No. 10391	iά/a		<u>.</u>														
d Sales Doc No. 10391 ex Doc Type Sales Orders Stoc Type Sales Orders Type Document Vendor Order Date Row Deliver Date Ordered Open UoM Per Unit Inv Qty Inv UoM Allocated Reserved Umreserved PO 0 0046 \diamond v1010 03/27/2015 1 03/27/2015 0.00 1.00 6.00 Each 0.00 0.00 6.00 6.00 PO \diamond 10046 \diamond v1010 03/27/2015 0 06/23/2015 0.00 1.00 1.00 Each 0.00 0.00 6.00 1.00 PO \diamond 10046 \diamond v1010 03/27/2015 0 0.6/23/2015 0.00 1.00 1.00 Each 0.00 0.00 5.00 PO \diamond 10164 \checkmark v10000 12/32/2015 0.00 15.00 CS24 24.00 360.00 Each 0.00 0.00 360.00 PO \circ 10164 \lor v1010 12/08/2015 0 15.00 15.00 CS24 <td< td=""><td></td><td></td><td>-</td><td></td><td></td><td>12/</td><td>10/15</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>			-			12/	10/15	0									
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PO 10046 v 1010 03/27/2015 1 03/27/2015 1.00 6.00 1.00 6.00 Each 0.00 0.00 6.00 1.00 PO 10048 v 1010 03/27/2015 1 03/27/2015 1.00 1.00 1.00 Each 0.00 0.00 6.00 1.00 PO 10108 V 20000 66/23/2015 0 6/23/2015 0.00 5.00 1.00 1.00 Each 0.00 0.00 5.00 PO 10181 V 10000 12/03/2015 0 12/03/2015 15.00 15.00 C524 24.00 360.00 Each 0.00 0.00 360.00 For PO 10164 V 10000 12/03/2015 0 12/03/2015 15.00 15.00 C524 24.00 360.00 Each 0.00 0.00 360.00 PO 10163 v 1010 12/03/2015 0 12/03/2015 15.00 15.00 15.00 15.00	n	Stock 8	& Supply Doe	uments							Туре	Purchase Or	ders 💌	Doc #			
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 06/23/2015 0 06/23/2015 5.00 5.00 1.00 1.00 Each 0.00 0.00 5.00 PO → 10161 → v10000 12/03/2015 0 12/03/2015 1.200 20.00 CS24 24.00 480.00 Each 0.00 0.00 480.00 PO → 10161 → 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 90 10161 → v1000 12/03/2015 15.00 15.00 CS24 24.00 360.00 Each 0.00 0.00 360.00 PO 90 10161 → v1010 12/03/2015 15.00 15.00 CS24 24.00 360.00 Each 0.00 0.00 240.00 Each 0.00 10.00 240.00 Each 0.00 0.00 <td< td=""><td></td><td>Туре</td><td>Document</td><td>Vendor</td><td>Order Date</td><td>Row</td><td>Deliver Date</td><td>Ordered</td><td>Open</td><td>UoM</td><td>Per Unit</td><td>Inv Qty</td><td>Inv UoM</td><td>Allocated</td><td>Reserved</td><td>Unreserved</td><td></td></td<>		Туре	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
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PO ⇒ 10109 > V2000 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 C524 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 C524 24.00 360.00 Each 0.00 0.00 360.00 360.00 PO ⇒ 10163 > v1010 12/08/2015 0 12/08/2015 15.00 15.00 C524 24.00 360.00 Each 0.00 0.00 360.00 360.00 PO ⇒ 10163 > v1010 12/08/2015 0 12/08/2015 10.00 10.00 C524 24.00 Each 0.00 0.00 360.00 360.00 PO ⇒ 10163 > v1010 12/08/2015 0 07/10/2015 0.00 10.00 C524 24.00 Each 0.00 0.00 22/24.00		PO	-> 10048	📫 v 101	03/27/2015	1	03/27/2015	1.00	1.00		1.00	1.00	Each	0.00	0.00	1.00	
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PO 10164 V10000 12/03/2015 0 12/03/2015 15.00 15.00 CS24 24.00 360.00 Each 0.00 0.00 360.00 360.00 Each 0.00 0.00 360.00 360.00 Fach 0.00 0.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 360.00 36		PO	📫 10109	📫 V200	0 06/30/2015	0	06/30/2015	1.00	1.00		1.00	1.00	Each	0.00	0.00	1.00	
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PO 10189 v1010 12/08/2015 0 12/08/2015 10.00 10.00 CS24 24.00 Each 0.00 0.00 240.00 Each 0.00 0.00 240.00 Each 0.00 10.00 240.00 Each 0.00 10.00 2,274.00 Type Document Customer Order Date Row Deliver Date Ordered Open UoM Per Unit< Inv Uy Inv UM Allocated Reserved Unreserved 50 -10337 - c20000 07/10/2015 0 07/10/2015 2.000 2.000 Each 1.00 2.00 Each 0.00 0.00 2.00 2.00 50 - 10338 - 470000 07/10/2015 0 07/10/2015 2.000 2.000 Each 1.00 2.00 Each 1.00 2.00 2.00 Each 1.00 2.00 Each 0.00 0.00 2.00 2.00 2.00 Each 1.00 1.00 2.00		PO	📫 10164	📫 V100	0 12/03/2015	0	12/03/2015	15.00	15.00	CS24	24.00	360.00	Each	0.00	0.00	360.00	
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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												
	ehouse		Miami, F	L		•									
	Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
ı			📫 In Stock				0.00	826.00	Each	1.00	826.00	Each	10.00	10.00	816.00
		-> 10169		12/08/2015	0	12/08/2015	10.00	10.00	C524		240.00	Each	0.00	5.00	235.00
											1,066.00		10.00	15.00	1,051.00

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										
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				
	Contents		Lo	gistics	Ĭ	Account	ing	Ĩ	Attachn	nents	
Ite	m/Service Type	Item				Summa	у Туре	No	Summar	У	•
#	Item No.	Quantity		UoM Code	Reserv	ed Qty	Jnit Price		Disc	Tax C	
1	📫 ps001		10	6-Pack		60		\$ 6.50	0.000	📫 EX	
2	⇒ i400		15	Each		15		\$ 1.25	0.000	⇒ EX	
	-									-	
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5ales	Employee	Ian				Total Paf	ore Discount				\$ 83.75
Dwne	er]	Discount		96			0000
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						Тах	-				
						Total				1	\$ 83.75
Rema	rks			Quotations n Sales Orders							
	OK Cano	cel					Copy	y From		Сору То	- 4

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.

	n No.		🔿 Producti	onBOMBF			0 40	ocated & Re	served II	eros						
	rehouse	,	Miami, Fl					reserved It		-ciria						
		ate From		- To			 Bo 									
		Doc No.					0.11									
ale	es Doc T	Гуре	All													
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	
	IPR	📫 11		08/18/2015		08/18/2015	1.00	1.00		1.00	1.00	Each	0.00	0.00	1.00	
	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	
_		_														
																w
											45.00			10.00	35.00	-
er		Pocuments Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	45.00 Inv Qty	Inv UoM	Allocated	10.00 Reserved	35.00 Unreserved	-
)er						Deliver Date 12/10/2015	Ordered 10.00	Open 10.00		Per Unit 1.00		Inv UoM Each	Allocated 0.00			
	Type	Document									Inv Qty			Reserved	Unreserved	
	Type	Document									Inv Qty 10.00			Reserved 10.00	Unreserved	
	Type	Document									Inv Qty			Reserved	Unreserved	

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												-	_ [
usto	mer							No.	Prima	ry	104	190		
ame			Centerport Comp	onents				Status			Ор	en		
onta	act Person	E	Def Contact ID	▼(D			Posting) Date		12/	10/15		
usto	mer Ref. No.							Deliver			12/	10/15		
ocal	Currency		•					Docum	ient Dat	e	12/	10/15		
[Contents		Logistics	Accounting	Document	Delivery	A	ttachments	Ir	nstruction	าร			
Iten	n/Service Type		Item					Summ	ary Ty	pe	No	Summary		-
#	Туре		Item No.	Quantity	UoM Code	Reserved Q	y	Unit Price		Whse		Del. Date		
1		*	ProductionBOM	10	Each		10	\$	17.25	- > 02		12/10/15		
2		Ŧ										12/10/15		
		_												
														w
	4 3												•	
													,	
ies B	Employee		Ian	•)				<u> </u>					
vne								Total B Discour		Iscount	96		\$ 1	123
								Freight			70			
								Roj			~_			
								Tax	grianig					
								Total					\$ 1	72.
mar	'ks		1											



	No.			luctionBOMBF											
arel	house		Mian	ni, FL			•								
	Туре	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	LloM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
		⇒ 32		12/10/2015		12/10/2015	20.00	20.00		1.00	20.00	Each	0.00	10.00	10.00
4															
											20.00			10.00	10.00

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.

	No. ehouse		Productio Miami, FL			•									
ł															
I		Document		Order Date	Row	Deliver Date		Open		Per Unit	Inv Qty	Inv UoM		Reserved	Unreserved
ł	IN		📫 In Stock				0.00	36.00	Each	1.00	36.00	Each	10.00	10.00	26.00
											36.00		10.00	10.00	26.00



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.

tatus			Standar Plannec								No	. Primary der Date	32	10/15		
roduct	t No.		⇒ Product									e Date		10/15		
	t Descript	ion		tionBOM w/ All Backf	lush Daren	E WHSE					Use		ian			_
	d Quantity		20		oM Name		-				Ori			nual		
Vareho			⇒ 02				_					es Order				
											Cu	stomer				
											Dis	tr. Rule				
											Pro	ject				
⊆∘	omponen	ts	<u>S</u> ummary]												
# T	Гуре		No.	Description	Base	Planned	Issued	Available	UoM	UoM	Wareho	Issue Method	Dimension	1 W		
1 It	tem	*	📫 I400	Basic Stock Item	1	20		710	Manual		📫 02	Backflush 💌				
2 It	tem		📫 PS001	Poland Spring - Sp	ai 2	40		54,137.666	Bottle	Bottle	iii -> 02	Backflush 💌				
3 It	tem															
																<u>+</u>
																÷
																-
					_											
															× .	
	٩ 🔄					222								•		
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	
					•					-						
																-
											5.00			5.00		
											5.00			5.00		-

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															
																		-
														_				±
																		+
																		<u> </u>
																-	Ŧ	
		•														•		
D.		rks							Disk and D	ack Remarks							_	
ке	ma	rks							PICK and F	ack Kemarks								
	(эк 🛛	Ca	ncel	Finished Resv Com	ponent R	lesv											



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
-			-												
											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
											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	
	Type	Document									Inv Qty		Allocated		Unreserved	
	Type	Document									Inv Qty		Allocated		Unreserved	
	Type	Document									Inv Qty		Allocated		Unreserved	
	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.



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		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	
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•	PO	⇔ 10031	📫 V1010			ave changed th a Suggested B				k Inventory	7. Would you l	ike to	3	0.00	1.00	*
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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	
D	ocument															

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.

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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.

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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	
1	•						111									Þ	ľ
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.

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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*.