



# ACHIEVE ORDER RESERVATIONS

USER MANUAL  
Version 6.5

PRESENTED BY  
ACHIEVE IT SOLUTIONS



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SAP Business One Integration

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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.

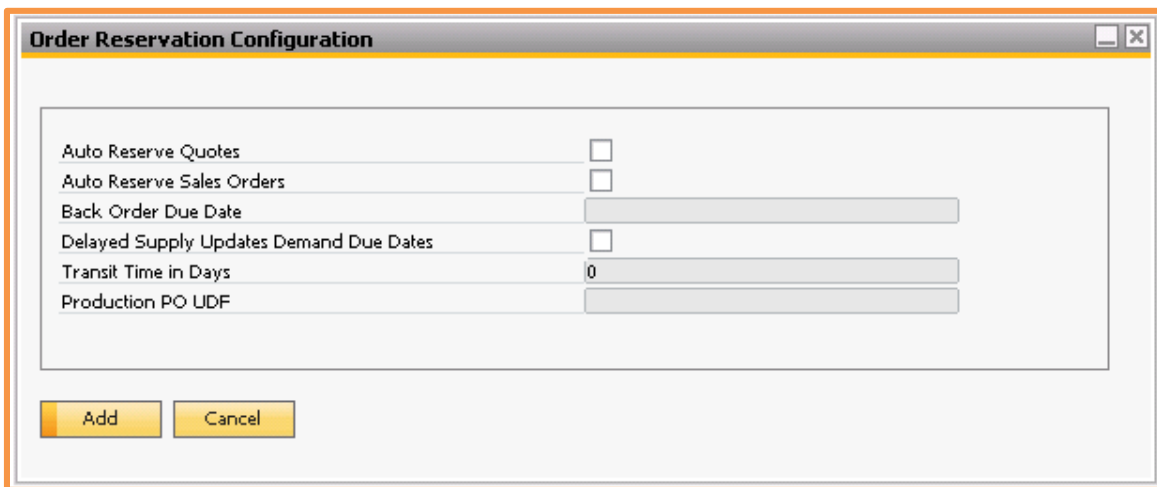
See the sections below labeled Order Reservation Configurations with Achieve WMS and Order Reservations with Achieve WMS for fully detailed information.

## 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.



Configuration Option	Value
Auto Reserve Quotes	<input type="checkbox"/>
Auto Reserve Sales Orders	<input type="checkbox"/>
Back Order Due Date	
Delayed Supply Updates Demand Due Dates	<input type="checkbox"/>
Transit Time in Days	0
Production PO UDF	

Buttons: Add, Cancel

**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

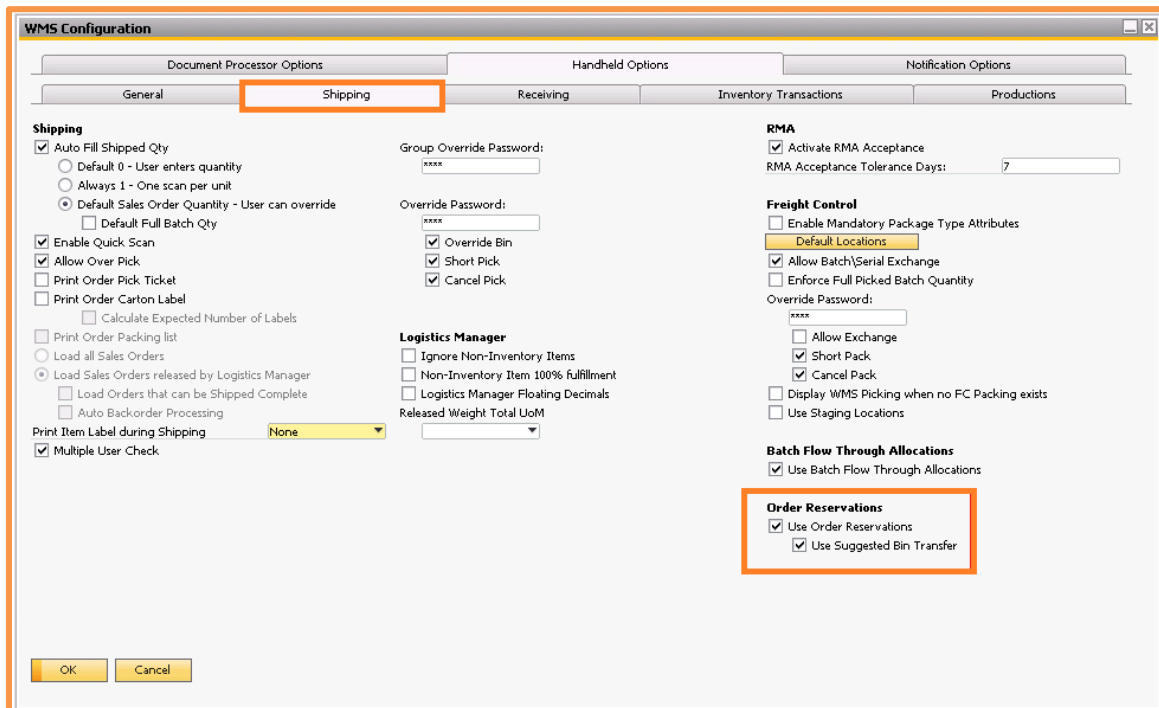
### WMS Configuration

*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.



The screenshot shows the 'WMS Configuration' window with the 'Handheld Options' tab selected. The 'Shipping' sub-tab is active. The 'Order Reservations' section at the bottom right is highlighted with a red box, containing the following options:

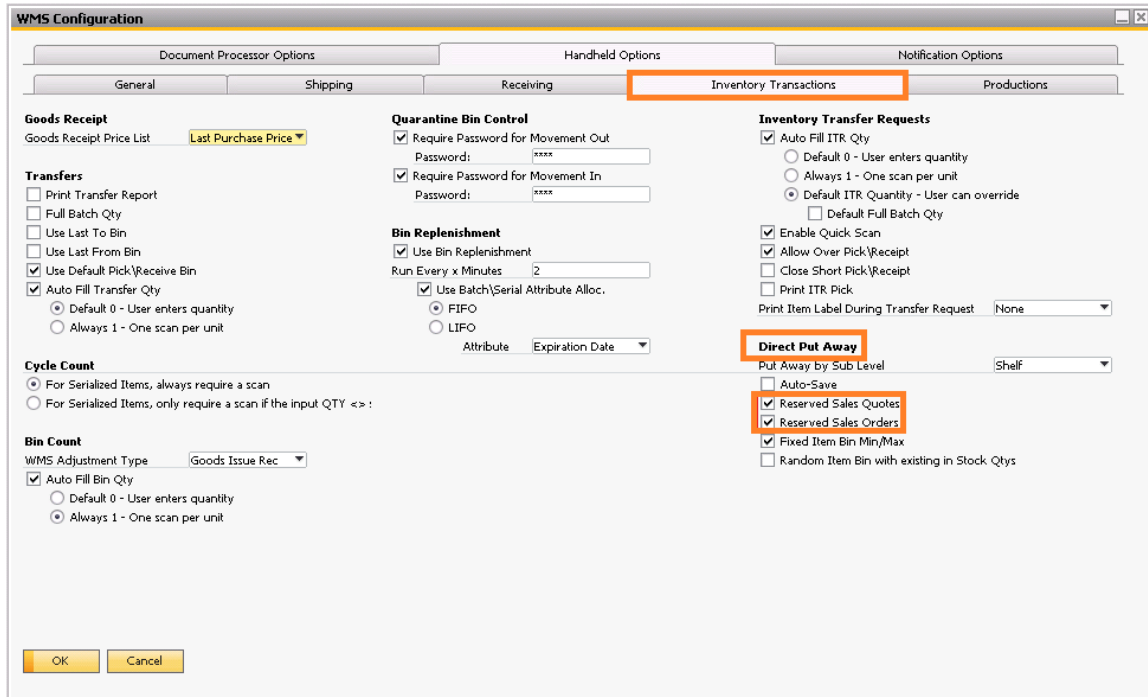
- Use Order Reservations
- Use Suggested Bin Transfer

Other visible options in the 'Shipping' tab include:

- Auto Fill Shipped Qty
- Default 0 - User enters quantity
- Always 1 - One scan per unit
- Default Sales Order Quantity - User can override
- Default Full Batch Qty
- Enable Quick Scan
- Allow Over Pick
- Print Order Pick Ticket
- Print Order Carton Label
- Calculate Expected Number of Labels
- Print Order Packing list
- Load all Sales Orders
- Load Sales Orders released by Logistics Manager
- Load Orders that can be Shipped Complete
- Auto Backorder Processing
- Print Item Label during Shipping: **None**
- Multiple User Check
- Group Override Password: [password field]
- Override Password: [password field]
- Override Bin
- Short Pick
- Cancel Pick
- Logistics Manager**
  - Ignore Non-Inventory Items
  - Non-Inventory Item 100% fulfillment
  - Logistics Manager Floating Decimals
  - Released Weight Total UoM: [dropdown]
- RMA**
  - Activate RMA Acceptance
  - RMA Acceptance Tolerance Days: **7**
- Freight Control**
  - Enable Mandatory Package Type Attributes
  - Default Locations**
  - Allow Batch/Serial Exchange
  - Enforce Full Picked Batch Quantity
  - Override Password: [password field]
  - Allow Exchange
  - Short Pack
  - Cancel Pack
  - Display WMS Picking when no FC Packing exists
  - Use Staging Locations
- Batch Flow Through Allocations**
  - Use Batch Flow Through Allocations

## 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 then check these boxes. We will discuss what these options do later on in this document.



The screenshot shows the 'WMS Configuration' dialog box with the 'Handheld Options' tab selected and the 'Inventory Transactions' sub-tab active. The 'Direct Put Away' section is highlighted with a red box, showing the following options:

- Reserved Sales Quotes
- Reserved Sales Orders
- Fixed Item Bin Min/Max
- Random Item Bin with existing in Stock Qty's

Other visible options in the 'Inventory Transactions' tab include:

- Goods Receipt:** Goods Receipt Price List (Last Purchase Price)
- Transfers:**
  - Print Transfer Report
  - Full Batch Qty
  - Use Last To Bin
  - Use Last From Bin
  - Use Default Pick/Receive Bin
  - Auto Fill Transfer Qty
    - Default 0 - User enters quantity
    - Always 1 - One scan per unit
- Cycle Count:**
  - For Serialized Items, always require a scan
  - For Serialized Items, only require a scan if the input QTY <= :
- Bin Control:** WMS Adjustment Type (Goods Issue Rec)
  - Auto Fill Bin Qty
    - Default 0 - User enters quantity
    - Always 1 - One scan per unit
- Quarantine Bin Control:**
  - Require Password for Movement Out (Password: \*\*\*\*)
  - Require Password for Movement In (Password: \*\*\*\*)
- Bin Replenishment:**
  - Use Bin Replenishment (Run Every x Minutes: 2)
  - Use Batch/Serial Attribute Alloc.
    - FIFO
    - LIFO
- Inventory Transfer Requests:**
  - Auto Fill ITR Qty
    - Default 0 - User enters quantity
    - Always 1 - One scan per unit
    - Default ITR Quantity - User can override
      - Default Full Batch Qty
  - Enable Quick Scan
  - Allow Over Pick/Receipt
  - Close Short Pick/Receipt
  - Print ITR Pick
  - Print Item Label During Transfer Request: None
- Direct Put Away:**
  - Put Away by Sub Level: Shelf
  - Auto-Save

## 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.



**WMS Configuration**

Document Processor Options		Handheld Options		Notification Options	
		Int.	Email		
Replenishment	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Suggested Transfers	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Bin Count Discrepancy	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Ship Complete	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create Transfer	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create Shipment	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create Receipt	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create Issue Production	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create Receive Production	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create Non PO	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create AR Invoice	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create AP Invoice	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create Goods Issue	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Unable to Create Goods Receipt	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		
Reserved Delivery Date Change	Jan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Document Processor	Not Used	<input type="checkbox"/>	<input type="checkbox"/>		

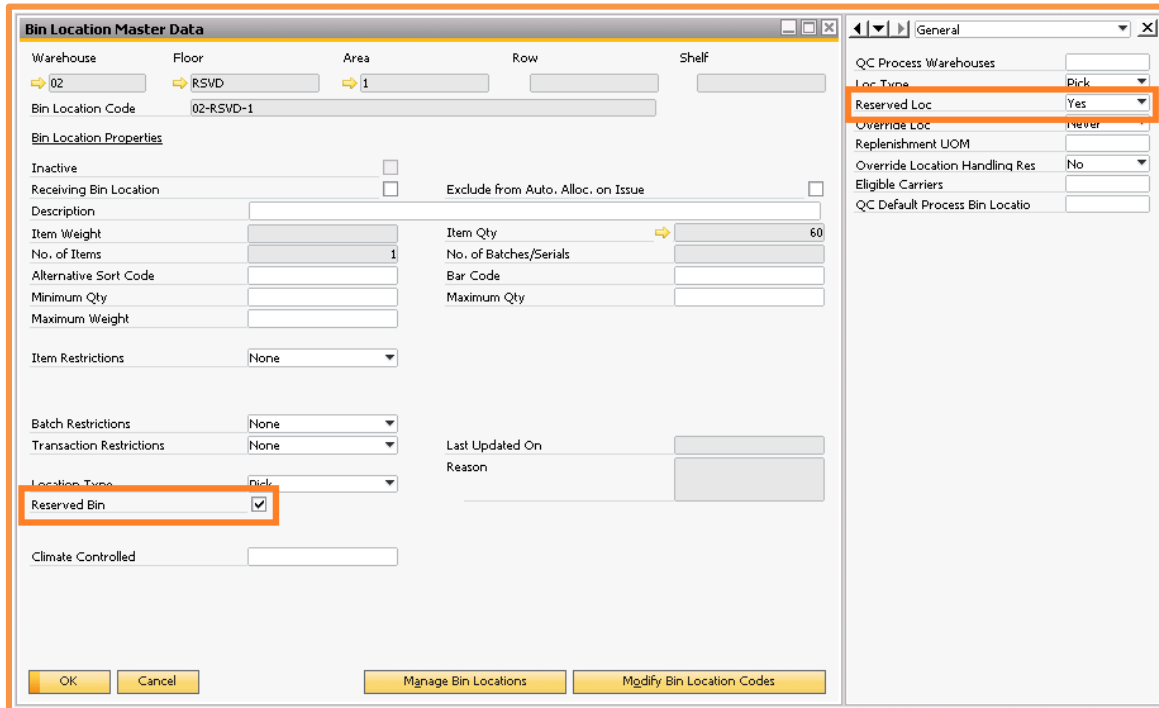
Activate Automatic Availability Check  
 Skip when row is based on Sales Quotation

## 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).



## Order Reservation Menu Screens

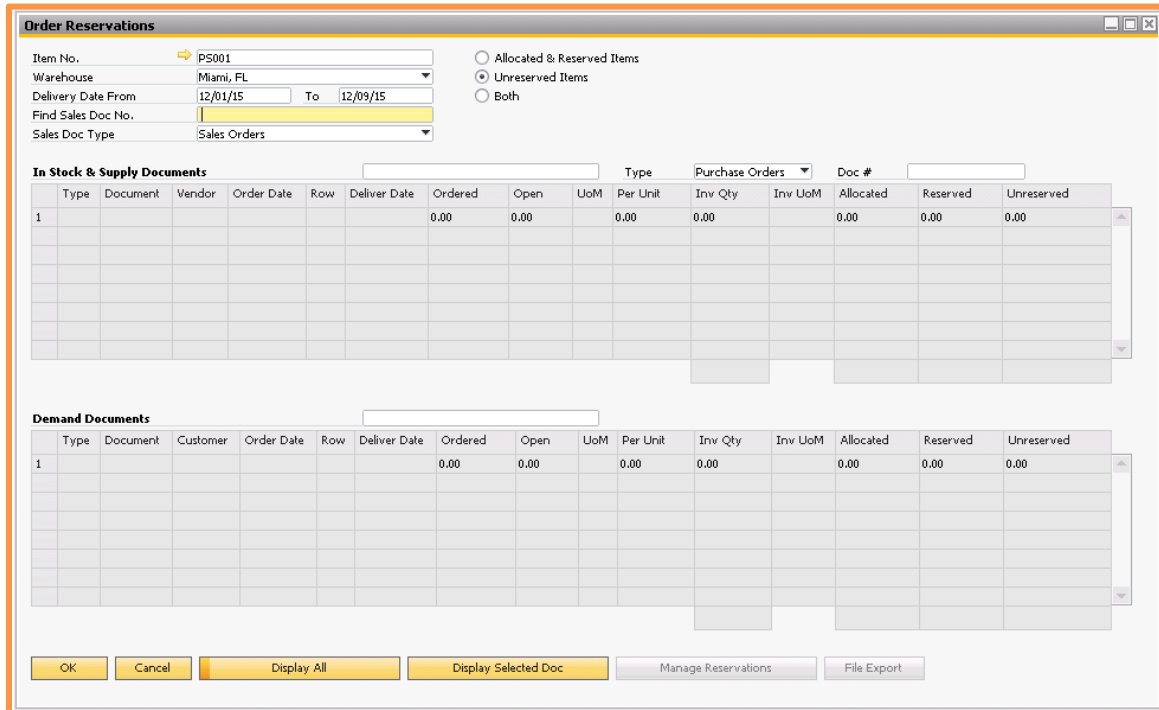
There are two Order Reservation screens that you can access from the Main Menu; Order Reservations and Batch Import Reservations.

### 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.



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.

The screenshot shows the 'Order Reservations' window with the following filters and data:

**Filters:**  
 Item No.: PS001  
 Warehouse: Miami, FL  
 Delivery Date From: 12/01/15 To: 12/09/15  
 Find Sales Doc No.:  
 Sales Doc Type: Sales Orders  
 Radio buttons:  Allocated & Reserved Items,  Unreserved Items,  Both

**In Stock & Supply Documents Table:**

Type	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	37,212.33	Bottle	1.00	37,212.33	Bottle	575.35	64.00	37,134.33
2	PO	10121	V1010	12/03/2015	0	12/03/2015	50.00	50.00	Case	24.00	1,200.00	0.00	0.00	1,200.00
3	PO	10122	V1010	12/03/2015	0	12/03/2015	20.00	20.00	Case	24.00	480.00	0.00	0.00	480.00
4	PO	10123	V1010	12/04/2015	0	12/04/2015	20.00	20.00	Case	24.00	480.00	0.00	0.00	480.00
										39,372.33		575.35	64.00	39,294.33

**Demand Documents Table:**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
1	SO	10480	c20000	12/07/2015	0	12/07/2015	1.000	1.000	6-Pack	6.00	Bottle	0.00	0.00	6.00
										6.00				6.00

**Buttons:** OK, Cancel, Display All, Display Selected Doc, Manage Reservations, File Export

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.

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Unreserved Items  
 Both

Warehouse

Delivery Date From  To

Find Sales Doc No.

Sales Doc Type

---

**In Stock & Supply Documents**

Type	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	37,212.33	Bottle	1.00	37,212.33	Bottle	575.35	64.00	37,134.33
2	ITR	69	11/23/2015	0	11/23/2015	12.00	12.00	Bottle	1.00	12.00	Bottle	0.00	0.00	12.00
3	ITR	72	11/25/2015	0	11/25/2015	6.00	6.00	Bottle	1.00	6.00	Bottle	0.00	0.00	6.00
4	PO	10121	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
5	PO	10122	12/03/2015	0	12/03/2015	20.00	20.00	Case	24.00	480.00	Bottle	0.00	0.00	480.00
6	PO	10123	12/04/2015	0	12/04/2015	20.00	20.00	Case	24.00	480.00	Bottle	0.00	0.00	480.00
										39,390.33		575.35	64.00	39,312.33

---

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
1	SO	10439	10/02/2015	0	10/02/2015	1.00	1.00	6-Pack	6.00	6.00	Bottle	6.00	0.00	6.00
2	SO	10439	10/02/2015	1	10/02/2015	1.00	1.00	6-Pack	6.00	6.00	Bottle	6.00	0.00	6.00
3	OTR	67	10/02/2015	0	10/02/2015	3.00	3.00	Bottle	1.00	3.00	Bottle	3.00	0.00	3.00
4	SO	10440	10/06/2015	0	10/06/2015	1.00	1.00	6-Pack	6.00	6.00	Bottle	6.00	0.00	6.00
5	SO	10440	10/06/2015	1	10/06/2015	1.00	1.00	6-Pack	6.00	6.00	Bottle	6.00	0.00	6.00
6	SO	10449	10/08/2015	0	10/08/2015	1.00	1.00	6-Pack	6.00	6.00	Bottle	6.00	0.00	6.00
7	SO	10463	10/23/2015	0	10/23/2015	1.00	1.00	6-Pack	6.00	6.00	Bottle	6.00	0.00	6.00
8	SO	10454	10/27/2015	0	10/27/2015	1.00	1.00	6-Pack	6.00	6.00	Bottle	6.00	0.00	6.00
										180.00		132.00		180.00

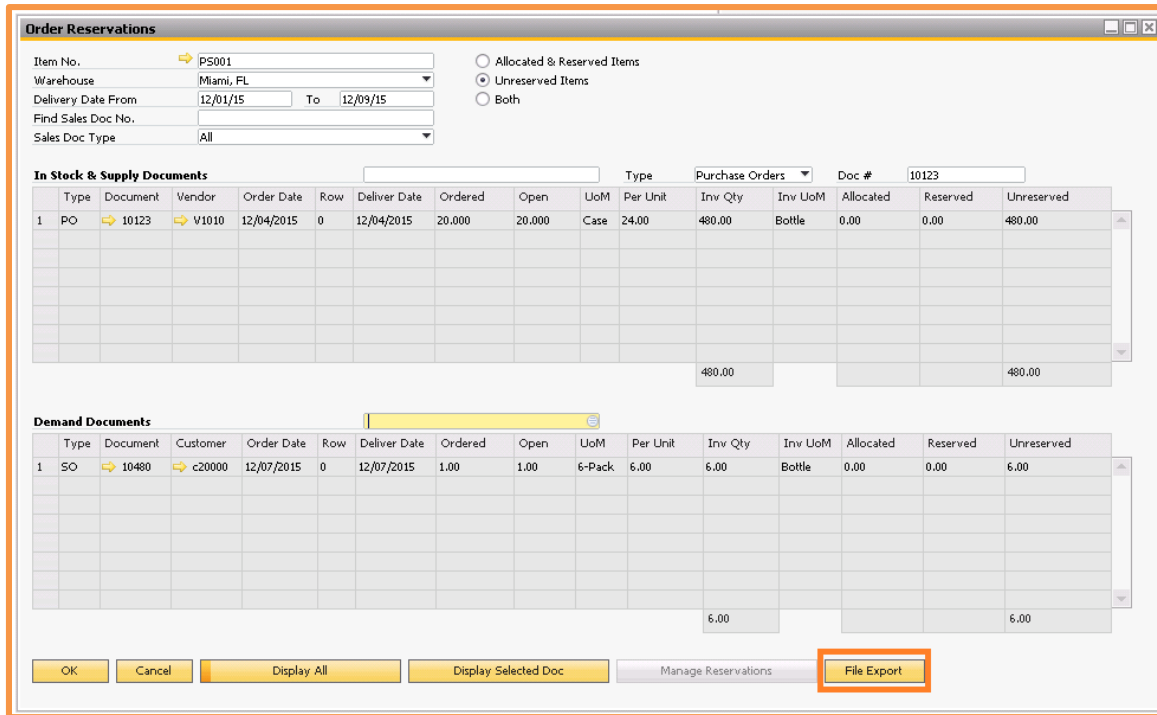
Buttons: OK, Cancel, Display All, Display Selected Doc, Manage Reservations, File Export

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.



**Order Reservations**

Item No. PS001  
 Warehouse Miami, FL  
 Delivery Date From 12/01/15 To 12/09/15  
 Find Sales Doc No.  
 Sales Doc Type All

Allocated & Reserved Items  
 Unreserved Items  
 Both

**In Stock & Supply Documents**

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	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		

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
1	SO	10480	c20000	12/07/2015	0	12/07/2015	1.00	1.00	6-Pack	6.00	6.00	Bottle	0.00	0.00	6.00
											6.00		6.00		

OK Cancel Display All Display Selected Doc Manage Reservations **File Export**

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.

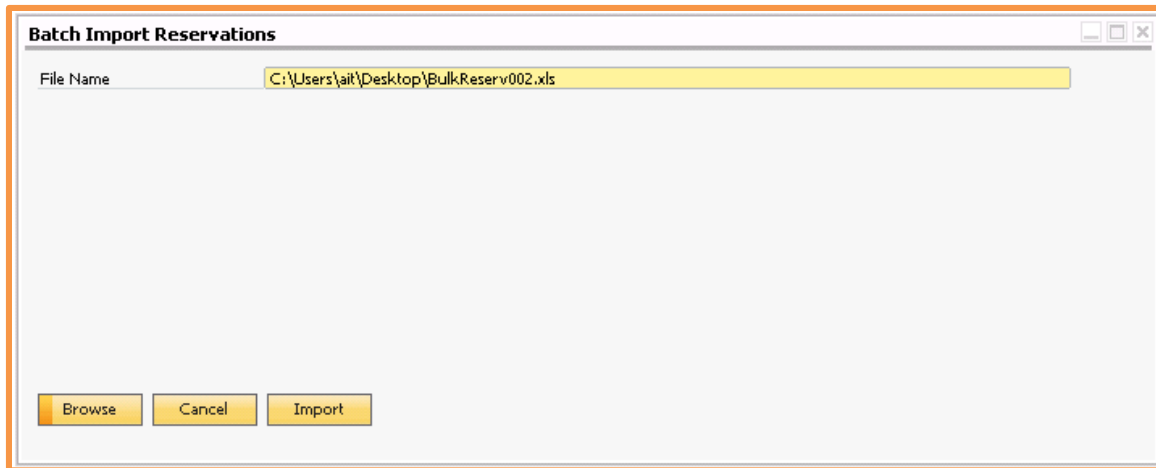
The format of the file name will be as follows:

“Reservations\_ItemCode\_WarehouseCode\_SupplyDocument\_SupplyDocumenRow\_YearMonthDayTime” 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.



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.

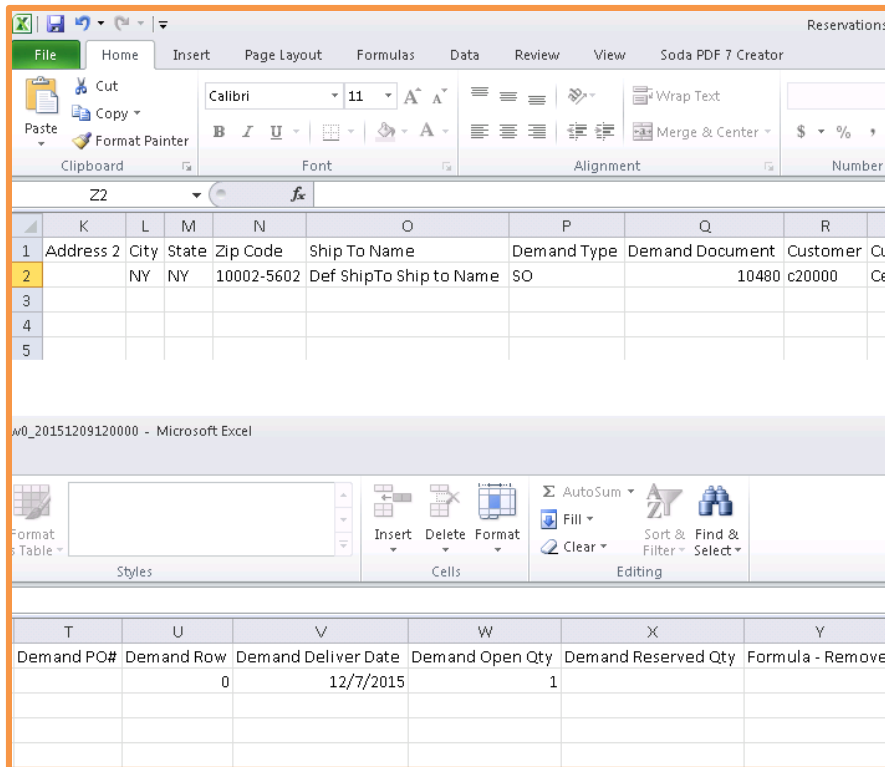
The only two columns that can be edited are the Demand Reserved Qty and the Formula column. The Demand Reserved Qty column is where you will enter in the actual quantity that you want to reserve for each demand document row. Remember that since this is in a spreadsheet and not in SAP, there is no validation 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.*





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.

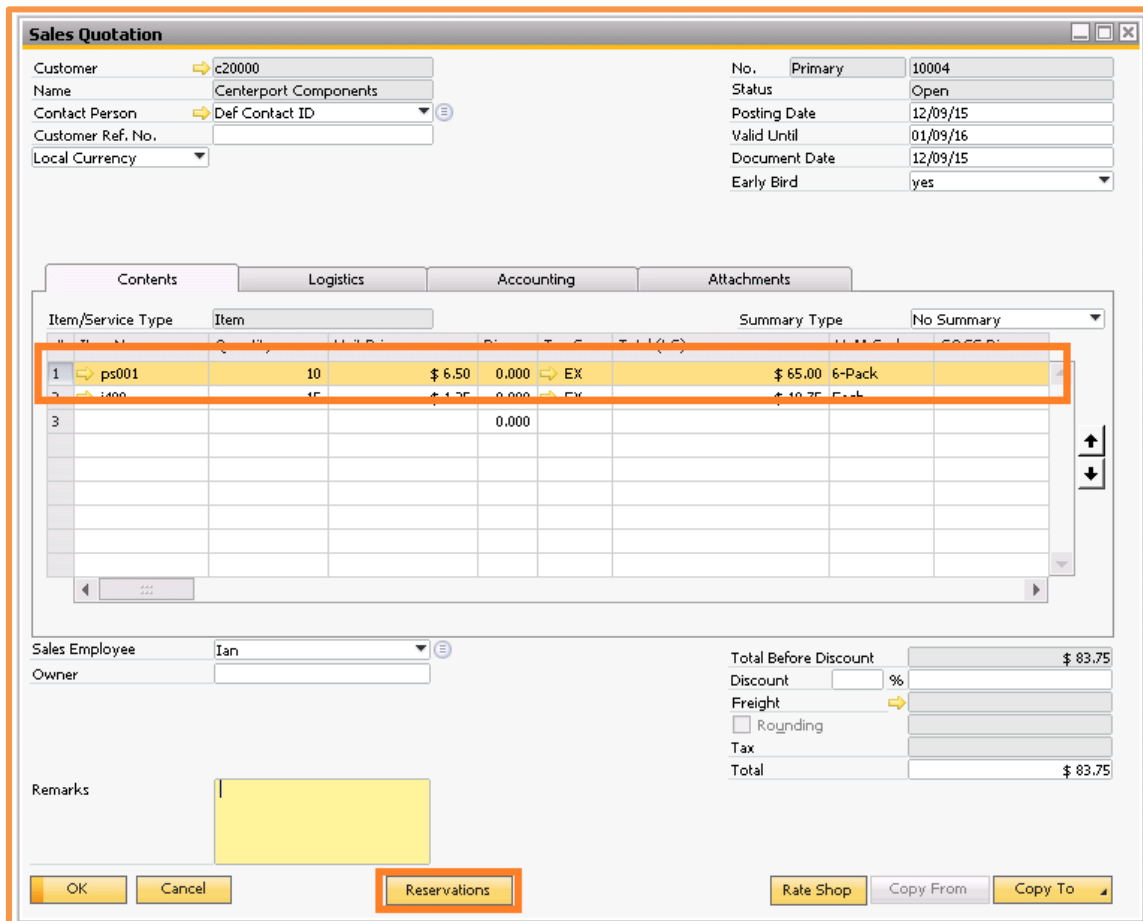
## Order Reservation Process

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  
 Name: Centerport Components  
 Contact Person: Def Contact ID  
 Customer Ref. No.:  
 Local Currency:

No. Primary: 10004  
 Status: Open  
 Posting Date: 12/09/15  
 Valid Until: 01/09/16  
 Document Date: 12/09/15  
 Early Bird: yes

Item/Service Type	Item	UOM	QTY	UNIT PRICE	AMOUNT	TAX	TOTAL (\$)	Summary Type
1	ps001	10		\$ 6.50	0.000	EX	\$ 65.00	6-Pack
2	1400	15		\$ 1.25	0.000	EX	\$ 18.75	6-Pack
3					0.000			

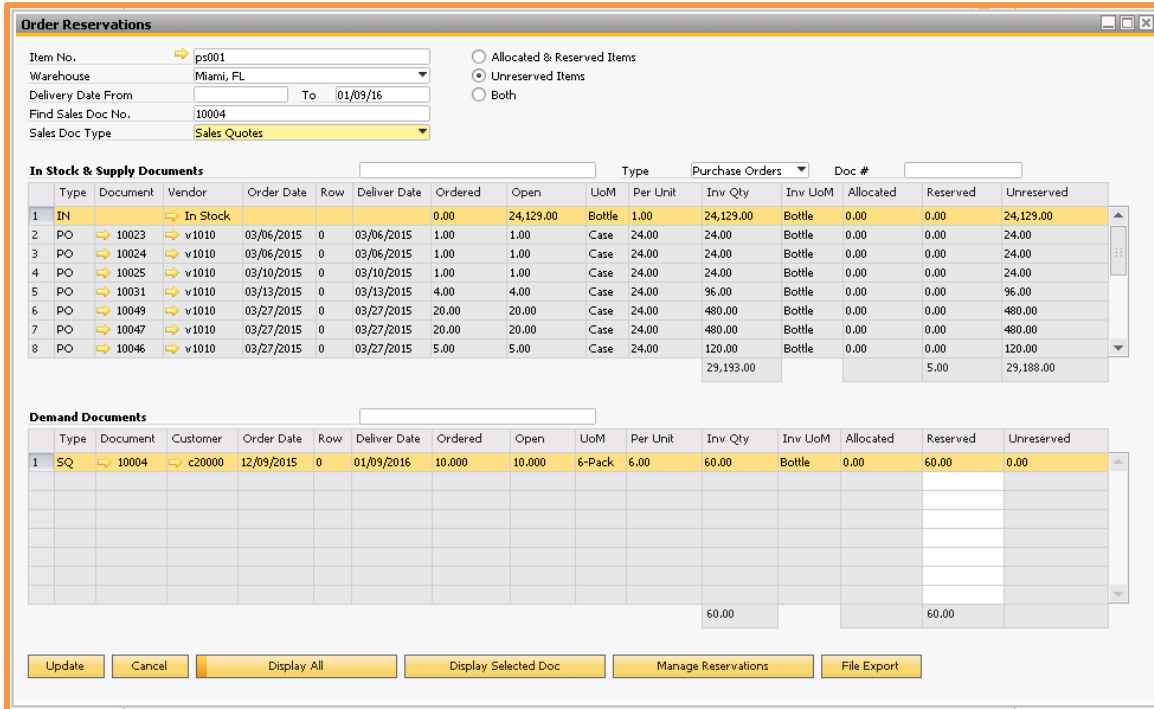
Sales Employee: Ian  
 Owner:

Total Before Discount: \$ 83.75  
 Discount: %  
 Freight:  
 Rounding  
 Tax:  
 Total: \$ 83.75

Remarks:

Buttons: OK, Cancel, Reservations, Rate Shop, Copy From, Copy To

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



**Order Reservations**

Item No. ps001  
 Warehouse Miami, FL  
 Delivery Date From To 01/09/16  
 Find Sales Doc No. 10004  
 Sales Doc Type Sales Quotes

Allocated & Reserved Items  
 Unreserved Items  
 Both

In Stock & Supply Documents														
Type	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	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	v1010	03/06/2015	0	03/06/2015	1.00	1.00	Case	24.00	24.00	Bottle	0.00	0.00	24.00
4	PO	v1010	03/10/2015	0	03/10/2015	1.00	1.00	Case	24.00	24.00	Bottle	0.00	0.00	24.00
5	PO	v1010	03/13/2015	0	03/13/2015	4.00	4.00	Case	24.00	96.00	Bottle	0.00	0.00	96.00
6	PO	v1010	03/27/2015	0	03/27/2015	20.00	20.00	Case	24.00	480.00	Bottle	0.00	0.00	480.00
7	PO	v1010	03/27/2015	0	03/27/2015	20.00	20.00	Case	24.00	480.00	Bottle	0.00	0.00	480.00
8	PO	v1010	03/27/2015	0	03/27/2015	5.00	5.00	Case	24.00	120.00	Bottle	0.00	0.00	120.00
										29,193.00		5.00	29,188.00	

Demand Documents														
Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
1	SQ	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		

Update Cancel Display All Display Selected Doc Manage Reservations File Export

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.

**Order Reservations**

Item No. ps001  
 Warehouse Miami, FL  
 Delivery Date From To 01/09/16  
 Find Sales Doc No. 10004  
 Sales Doc Type Sales Quotes

Allocated & Reserved Items  
 Unreserved Items  
 Both

In Stock & Supply Documents															
Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Doc #			
11	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
12	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
13	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
14	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
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	PO	10162	v10000	12/03/2015	0	12/03/2015	15.00	15.00	Case	24.00	360.00	Bottle	0.00	0.00	360.00
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

Demand Documents														
Type	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

Buttons: OK, Cancel, Display All, Display Selected Doc, **Manage Reservations**, File Export

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.

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Warehouse   Unreserved Items  
 Delivery Date From  To   Both  
 Find Sales Doc No.   
 Sales Doc Type

**In Stock & Supply Documents**

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
11	PO	10061	v1010	04/20/2015	0	04/20/2015	1.00	1.00	Case	24.00	24.00	Bottle	0.00	24.00
12	PO	10062	v1010	04/20/2015	0	04/20/2015	1.00	1.00	Case	24.00	24.00	Bottle	0.00	24.00
13	PO	10128	V10000	09/04/2015	0	09/04/2015	5.00	5.00	Case	24.00	120.00	Bottle	0.00	115.00
14	PI	10048	V10000	09/04/2015	0	09/04/2015	100.00	100.00	Case	24.00	2,400.00	Bottle	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	120.00
16	PO	10160	v1010	12/03/2015	0	12/03/2015	10.00	10.00	Case	24.00	240.00	Bottle	0.00	220.00
17	PO	10163	v1010	12/03/2015	0	12/03/2015	20.00	20.00	Case	24.00	480.00	Bottle	0.00	480.00
18	PO	10162	V20000	12/03/2015	0	12/03/2015	15.00	15.00	Case	24.00	360.00	Bottle	0.00	360.00
											29,193.00	25.00	29,168.00	

**Demand Documents**

Type	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	40.00
											60.00	20.00	40.00	

Update Cancel Display All Display Selected Doc Manage Reservations File Export

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

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Warehouse   Unreserved Items  
 Delivery Date From  To   Both  
 Find Sales Doc No.   
 Sales Doc Type

**In Stock & Supply Documents**

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
11	PO	10061	v1010	04/20/2015	0	04/20/2015	1.00	1.00	Case	24.00	24.00	Bottle	0.00	24.00
12	PO	10062	v1010	04/20/2015	0	04/20/2015	1.00	1.00	Case	24.00	24.00	Bottle	0.00	24.00
13	PO	10128	V10000	09/04/2015	0	09/04/2015	5.00	5.00	Case	24.00	120.00	Bottle	0.00	115.00
14	PI	10048	V10000	09/04/2015	0	09/04/2015	100.00	100.00	Case	24.00	2,400.00	Bottle	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	120.00
16	PO	10160	v1010	12/03/2015	0	12/03/2015	10.00	10.00	Case	24.00	240.00	Bottle	0.00	220.00
17	PO	10163	v1010	12/03/2015	0	12/03/2015	20.00	20.00	Case	24.00	480.00	Bottle	0.00	480.00
18	PO	10162	V20000	12/03/2015	0	12/03/2015	15.00	15.00	Case	24.00	360.00	Bottle	0.00	360.00
											29,193.00	25.00	29,168.00	

**Demand Documents**

Type	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	40.00
											60.00	20.00	40.00	

OK Cancel Display All Display Selected Doc Manage Reservations 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.

**Order Reservations**

Item No. ps001  
 Warehouse Miami, FL  
 Delivery Date From To 01/09/16  
 Find Sales Doc No. 10004  
 Sales Doc Type Sales Quotes

Allocated & Reserved Items  
 Unreserved Items  
 Both

**In Stock & Supply Documents**

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
11	PO	10061	v1010	04/20/2015	0	04/20/2015	1.00	1.00	Case	24.00	Bottle	0.00	0.00	24.00
12	PO	10062	v1010	04/20/2015	0	04/20/2015	1.00	1.00	Case	24.00	Bottle	0.00	0.00	24.00
13	PO	10128	v10000	09/04/2015	0	09/04/2015	5.00	5.00	Case	24.00	Bottle	0.00	5.00	115.00
14	PI	10048	v10000	09/04/2015	0	09/04/2015	100.00	100.00	Case	24.00	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	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	Bottle	0.00	40.00	440.00
17	PO	10160	v1010	12/03/2015	0	12/03/2015	10.00	10.00	Case	24.00	Bottle	0.00	20.00	220.00
18	PO	10162	v20000	12/03/2015	0	12/03/2015	15.00	15.00	Case	24.00	Bottle	0.00	0.00	360.00
											29,193.00	65.00	29,128.00	

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
1						0.000	0.000		0.00	0.00		0.00	0.00	0.00

OK Cancel Display All Display Selected Doc Manage Reservations File Export

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.

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Unreserved Items  
 Both

Warehouse

Delivery Date From  To

Find Sales Doc No.

Sales Doc Type

**In Stock & Supply Documents**

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
1	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
2	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
											720.00	60.00	660.00		

**Demand Documents**

Type	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			

OK Cancel Display All **Display Selected Doc** Manage Reservations File Export

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.

**Sales Quotation**

Customer: c20000  
 Name: Centerport Components  
 Contact Person: Def Contact ID  
 Customer Ref. No.:  
 Local Currency:

No. Primary: 10004  
 Status: Open  
 Posting Date: 12/09/15  
 Valid Until: 01/09/16  
 Document Date: 12/09/15  
 Early Bird: yes

Contents | Logistics | Accounting | Attachments

#	Item No.	Quantity	UoM Code	Reserved Qty	Unit Price	Disc...	Tax C...	Total (LC)
1	ps001	10	6-Pack	60	\$ 6.50	0.000	EX	\$ 65.00
2	i400	15	Each		\$ 1.25	0.000	EX	\$ 18.75
3						0.000		

Sales Employee: Ian  
 Owner:

Remarks:

Total Before Discount: \$ 83.75  
 Discount: %  
 Freight:   
 Rounding  
 Tax:  
 Total: \$ 83.75

OK Cancel Reservations Rate Shop Copy From Copy To

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.



**Purchase Order**

Vendor: v1010  
 Name: We Got What You Need Inc.  
 Contact Person: Vendor Contact ID  
 Vendor Ref. No.:  
 Local Currency:

No. Primary: 10160 - 0  
 Status: Open  
 Posting Date: 12/03/15  
 Delivery Date: 12/03/15  
 Document Date: 12/03/15

Contents | Logistics | Accounting | Attachments

#	Item No.	Quantity	UoM Code	Reserved Qty	Unit Price	Disc...	Tax C...	Total (LC)
1	ps001	10	Case	20	\$ 25.00	0.000	EX	
2	i400	5	CS24		\$ 15.00	0.000	EX	
3						0.000		

Buyer: Ian  
 Owner:

Remarks:

Total Before Discount: \$ 325.00  
 Discount: %  
 Freight:  
 Rounding  
 Tax:  
 Total Payment Due: \$ 325.00

OK | Cancel | Reservations | Copy From | Copy To

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.

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Unreserved Items  
 Both

Warehouse

Delivery Date From  To

Find Sales Doc No.

Sales Doc Type

**In Stock & Supply Documents**

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
3	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
4	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
5	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
6	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
7	PO	10161	V10000	12/03/2015	0	12/03/2015	20.00	20.00	CS24	24.00	480.00	0.00	0.00	480.00
8	PO	10164	V10000	12/03/2015	0	12/03/2015	15.00	15.00	CS24	24.00	360.00	0.00	0.00	360.00
9	PO	10165	v1010	12/03/2015	0	12/03/2015	15.00	15.00	CS24	24.00	360.00	0.00	0.00	360.00
10	PO	10160	v1010	12/03/2015	1	12/03/2015	5.00	5.00	CS24	24.00	120.00	0.00	0.00	120.00
										2,044.00			2,044.00	

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
1	SO	10099	C1002	02/27/2015	0	02/27/2015	1.00	1.00	1.00	1.00	Each	0.00	0.00	1.00
2	SO	10209	c20000	04/15/2015	1	04/15/2015	6.00	6.00	1.00	6.00	Each	0.00	0.00	6.00
3	SO	10208	c20000	04/15/2015	1	04/15/2015	5.00	5.00	1.00	5.00	Each	0.00	0.00	5.00
4	SO	10213	c20000	04/20/2015	1	04/20/2015	6.00	6.00	1.00	6.00	Each	0.00	0.00	6.00
5	SO	10243	c20000	05/19/2015	1	05/19/2015	1.00	1.00	1.00	1.00	Each	0.00	0.00	1.00
6	SO	10244	c20000	05/19/2015	1	05/19/2015	1.00	1.00	1.00	1.00	Each	0.00	0.00	1.00
7	SO	10245	c20000	05/19/2015	1	05/19/2015	1.00	1.00	1.00	1.00	Each	0.00	0.00	1.00
8	SO	10258	C00987	06/04/2015	0	06/04/2015	1.00	1.00	1.00	1.00	Each	0.00	0.00	1.00
										117.00			117.00	

OK Cancel Display All Display Selected Doc Manage Reservations File Export

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.

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Warehouse   Unreserved Items  
 Delivery Date From  To   Both  
 Find Sales Doc No.   
 Sales Doc Type

**In Stock & Supply Documents**

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
10	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	

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
19	SO	10338	470000	07/10/2015	0	07/10/2015	2.00	2.00	Each	1.00	2.00	Each	0.00	0.00	2.00
20	SO	10341	c20000	07/10/2015	0	07/10/2015	2.00	2.00	Each	1.00	2.00	Each	0.00	0.00	2.00
21	SO	10339	c20000	07/10/2015	0	07/10/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
22	SO	10340	c20000	07/10/2015	0	07/10/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
23	SO	10343	c20000	07/17/2015	0	07/17/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
24	SO	20038	C1002	08/21/2015	0	08/21/2015	10.00	10.00	Each	1.00	10.00	Each	0.00	0.00	10.00
25	SQ	10101	C00012	08/14/2015	0	09/14/2015	3.00	3.00	Each	1.00	3.00	Each	0.00	0.00	3.00
26	SQ	10004	c20000	12/09/2015	1	01/09/2016	15.00	15.00	Each	1.00	15.00	Each	0.00	0.00	15.00
												117.00		117.00	

OK Cancel Display All Display Selected Doc Manage Reservations File Export

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

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Warehouse   Unreserved Items  
 Delivery Date From  To   Both  
 Find Sales Doc No.   
 Sales Doc Type

**In Stock & Supply Documents**

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
1	IN	10040	In Stock			0.00	706.00	Each	1.00	706.00	Each	0.00	0.00	706.00	
2	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	
3	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	
4	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	
5	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	
6	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	
7	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
8	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
												2,044.00		15.00	2,029.00

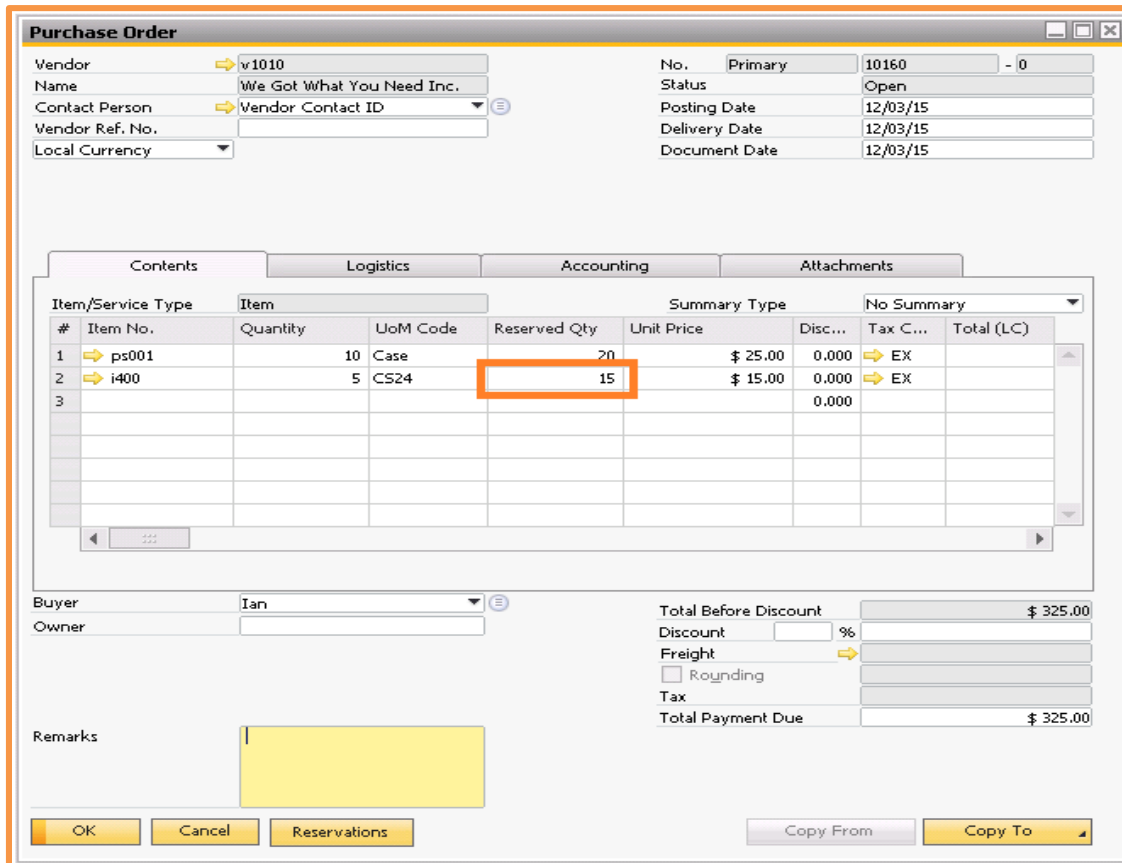
**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
19	SO	10338	470000	07/10/2015	0	07/10/2015	2.00	2.00	Each	1.00	2.00	Each	0.00	0.00	2.00
20	SO	10341	c20000	07/10/2015	0	07/10/2015	2.00	2.00	Each	1.00	2.00	Each	0.00	0.00	2.00
21	SO	10339	c20000	07/10/2015	0	07/10/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
22	SO	10340	c20000	07/10/2015	0	07/10/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
23	SO	10343	c20000	07/17/2015	0	07/17/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
24	SO	20038	C1002	08/21/2015	0	08/21/2015	10.00	10.00	Each	1.00	10.00	Each	0.00	0.00	10.00
25	SQ	10101	C00012	08/14/2015	0	09/14/2015	3.00	3.00	Each	1.00	3.00	Each	0.00	0.00	3.00
26	SQ	10004	c20000	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

OK Cancel Display All Display Selected Doc Manage Reservations File Export

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.



The screenshot shows the SAP Purchase Order (PO) screen. At the top, the Vendor is 'v1010' (We Got What You Need Inc.) and the PO Number is '10160'. The status is 'Open' and the posting date is '12/03/15'. Below this, there are tabs for 'Contents', 'Logistics', 'Accounting', and 'Attachments'. The 'Contents' tab is active, showing a table of items with columns for Item No., Quantity, UoM Code, Reserved Qty, Unit Price, Discount, Tax Code, and Total (LC). Item 1 (ps001) has a quantity of 10 and a reserved quantity of 20. Item 2 (i400) has a quantity of 5 and a reserved quantity of 15, which is highlighted with an orange box. At the bottom, there are buttons for 'OK', 'Cancel', 'Reservations', 'Copy From', and 'Copy To'. The 'Reservations' button is highlighted in yellow.

#	Item No.	Quantity	UoM Code	Reserved Qty	Unit Price	Disc...	Tax C...	Total (LC)
1	ps001	10	Case	20	\$ 25.00	0.000	EX	
2	i400	5	CS24	15	\$ 15.00	0.000	EX	
3						0.000		

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.

**Sales Quotation**

Customer: c20000  
 Name: Centerport Components  
 Contact Person: Def Contact ID  
 Customer Ref. No.:  
 Local Currency:

No. Primary: 10004  
 Status: Open  
 Posting Date: 12/09/15  
 Valid Until: 01/09/16  
 Document Date: 12/09/15  
 Early Bird: yes

Contents | Logistics | Accounting | Attachments

#	Item No.	Quantity	UoM Code	Reserved Qty	Unit Price	Disc...	Tax C...	Total (LC)
1	Copy			60	\$ 6.50	0.000	EX	\$ 65.00
2	Copy Table			15	\$ 1.25	0.000	EX	\$ 18.75
3								

Summary Type: No Summary

Sales 1  
 Owner: Document Delivery

Remarks:  
 Volume and Weight Calculation...  
 Opening and Closing Remarks  
 Available-to-Promise  
 Related Activities  
 Related Opportunities  
 Relationship Map...  
 Order Reservations Display

Total Before Discount: \$ 83.75  
 Discount: %  
 Freight: \$  
 Rounding:   
 Tax: \$  
 Total: \$ 83.75

Reservations | Rate Shop | Copy From | Copy To

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

**Order Reservations Display**

Item No. ps001  
Warehouse Miami, FL

Type	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	

OK Cancel

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**

Customer: c20000  
 Name: Centerport Components  
 Contact Person: Def Contact ID  
 Customer Ref. No.:  
 Local Currency:

No. Primary: 10391  
 Status: Open  
 Posting Date: 12/10/15  
 Delivery Date: 12/10/15  
 Document Date: 12/10/15  
 Early Bird: yes

Contents | Logistics | Accounting | Attachments

#	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	15	Each	15	\$ 1.25	EX	\$ 18.75	15	02
3									

Sales Employee: Ian  
 Owner:

Remarks: Based On Sales Quotations 10004.

Total Before Discount: \$ 83.75  
 Discount: %  
 Freight:   
 Rounding  
 Tax:  
 Total: \$ 83.75

OK Cancel Reservations Ship Rate Shop Copy From Copy To

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

**Order Reservations**

Item No. ps001  
 Warehouse Miami, FL  
 Delivery Date From To 12/10/15  
 Find Sales Doc No. 10391  
 Sales Doc Type Sales Orders

Allocated & Reserved Items  
 Unreserved Items  
 Both

**In Stock & Supply Documents**

Type	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

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
1	SO	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 Cancel Display All Display Selected Doc Manage Reservations 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.



**Delivery** [X] [ ] [ ]

Customer → C009  
 Name ABC Ltd  
 Contact Person → Grace  
 Customer Ref. No.   
 BP Currency ▼ \$

No. Primary 10111  
 Status Open  
 Posting Date 12/10/15  
 Delivery Date 12/10/15  
 Document Date 12/10/15  
 Ship Req Doc Num

Contents    Logistics    Accounting    Attachments

Item/Service Type Item    Summary Type No Summary

#	Item No.	Quantity	Unit Price	Disc...	Tax C...	Qty(Inventor...	Total (LC)
1	→ i400	1	\$ 2.25	0.000	→ EX	1	
2				0.000			

**Achieve One System Message**

Delivery quantity of 1.000 exceeds the available UnReleased warehouse quantity of .000 for Item i 400 and Warehouse 02.

OK

Sales Employee Neil  
 Owner   
 Remarks   
 Total Before Discount \$ 2.25  
 Discount %   
 Freight →   
 Rounding \$ 0.00  
 Tax   
 Total \$ 2.25

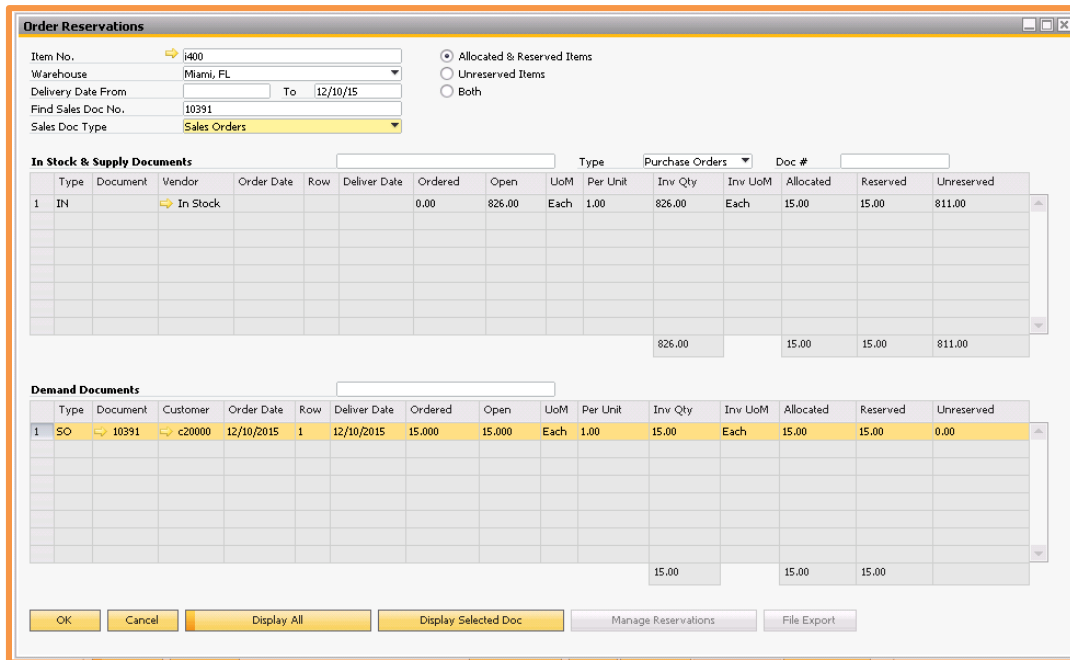
Add    Cancel    Copy From    Copy To

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.



**Order Reservations**

Item No. i400  
 Warehouse Miami, FL  
 Delivery Date From To 12/10/15  
 Find Sales Doc No. 10391  
 Sales Doc Type Sales Orders

Allocated & Reserved Items  
 Unreserved Items  
 Both

**In Stock & Supply Documents**

Type	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	826.00	Each	1.00	826.00	Each	15.00	15.00	811.00
										826.00	15.00	15.00	811.00	

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
1	SO	10391	e20000	12/10/2015	1	12/10/2015	15.000	15.000	Each	1.00	15.00	Each	15.00	15.00	0.00
										15.00	15.00	15.00			

OK Cancel Display All Display Selected Doc Manage Reservations File Export

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.

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Unreserved Items  
 Both

Warehouse

Delivery Date From  To

Find Sales Doc No.

Sales Doc Type

**In Stock & Supply Documents**

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	826.00	Each	1.00	826.00	Each	15.00	15.00	811.00	
												826.00	15.00	15.00	811.00

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
SO	10391	c20000	12/10/2015	1	12/10/2015	15.000	15.000	Each	1.00	15.00	Each	15.00	10	5.00	
												15.00	15.00	15.00	

Update Cancel Display All Display Selected Doc Manage Reservations File Export

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.

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Unreserved Items  
 Both

Warehouse

Delivery Date From  To

Find Sales Doc No.

Sales Doc Type

**In Stock & Supply Documents**

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
3	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
4	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
5	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
6	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
7	PO	10161	V10000	12/03/2015	0	12/03/2015	20.00	20.00	CS24	480.00	Each	0.00	0.00	480.00
8	PO	10164	V10000	12/03/2015	0	12/03/2015	15.00	15.00	CS24	24.00	Each	0.00	0.00	360.00
9	PO	10165	v1010	12/03/2015	0	12/03/2015	15.00	15.00	CS24	24.00	Each	0.00	0.00	360.00
10	PO	10169	v1010	12/08/2015	0	12/08/2015	10.00	10.00	CS24	24.00	Each	0.00	0.00	240.00
										2,284.00		10.00	10.00	2,274.00

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
18	SO	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
19	SO	10338	470000	07/10/2015	0	07/10/2015	2.000	2.000	Each	1.00	2.00	Each	0.00	0.00	2.00
20	SO	10341	c20000	07/10/2015	0	07/10/2015	2.000	2.000	Each	1.00	2.00	Each	0.00	0.00	2.00
21	SO	10339	c20000	07/10/2015	0	07/10/2015	1.000	1.000	Each	1.00	1.00	Each	0.00	0.00	1.00
22	SO	10340	c20000	07/10/2015	0	07/10/2015	1.000	1.000	Each	1.00	1.00	Each	0.00	0.00	1.00
23	SO	10343	c20000	07/17/2015	0	07/17/2015	1.000	1.000	Each	1.00	1.00	Each	0.00	0.00	1.00
24	SO	20038	C1002	08/21/2015	0	08/21/2015	10.000	10.000	Each	1.00	10.00	Each	0.00	0.00	10.00
25	SO	10391	c20000	12/10/2015	1	12/10/2015	15.000	15.000	Each	1.00	15.00	Each	0.00	5.00	5.00
										114.00				104.00	

Buttons: Update, Cancel, Display All, Display Selected Doc, Manage Reservations, File Export

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.

**Order Reservations Display**

Item No.

Warehouse

Type	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	826.00	Each	1.00	826.00	Each	10.00	10.00	816.00
2	PO	10169 v1010	12/08/2015	0	12/08/2015	10.00	10.00	CS24	24.00	240.00	Each	0.00	5.00	235.00
										1,066.00	10.00	15.00	1,051.00	

OK Cancel

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.

**Delivery**

Customer → c20000

Name Centerport Components

Contact Person → Def Contact ID

Customer Ref. No.

Local Currency ▼

No. Primary 10111

Status Open

Posting Date 12/10/15

Delivery Date 12/10/15

Document Date 12/10/15

Ship Req Doc Num

Contents
Logistics
Accounting
Attachments

Item/Service Type		Item		Summary Type		No Summary	
#	Item No.	Quantity	UoM Code	Reserved Qty	Unit 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

Sales Employee Ian

Owner

Total Before Discount \$ 83.75

Discount %

Freight →

Rounding

Tax

Total \$ 83.75

Remarks

Based On Sales Quotations 10004. Based On Sales Orders 10391.

OK Cancel

Copy From Copy To

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.

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Warehouse   Unreserved Items  
 Delivery Date From  To   Both  
 Find Sales Doc No.   
 Sales Doc Type

**In Stock & Supply Documents**

Type	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	36.00	Each	1.00	36.00	Each	0.00	10.00	26.00
2	IPR	11	08/18/2015		08/18/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
3	IPR	13	09/22/2015		09/22/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
4	IPR	15	09/24/2015		09/24/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
5	IPR	21	09/24/2015		09/24/2015	1.00	1.00	Each	1.00	1.00	Each	0.00	0.00	1.00
6	IPR	33	12/10/2015		12/10/2015	5.00	5.00	Each	1.00	5.00	Each	0.00	0.00	5.00
										-45.00		10.00	35.00	

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved	
1	SO	10490	c20000	12/10/2015	0	12/10/2015	10.00	10.00	Each	1.00	10.00	Each	0.00	10.00	0.00
										10.00		10.00			

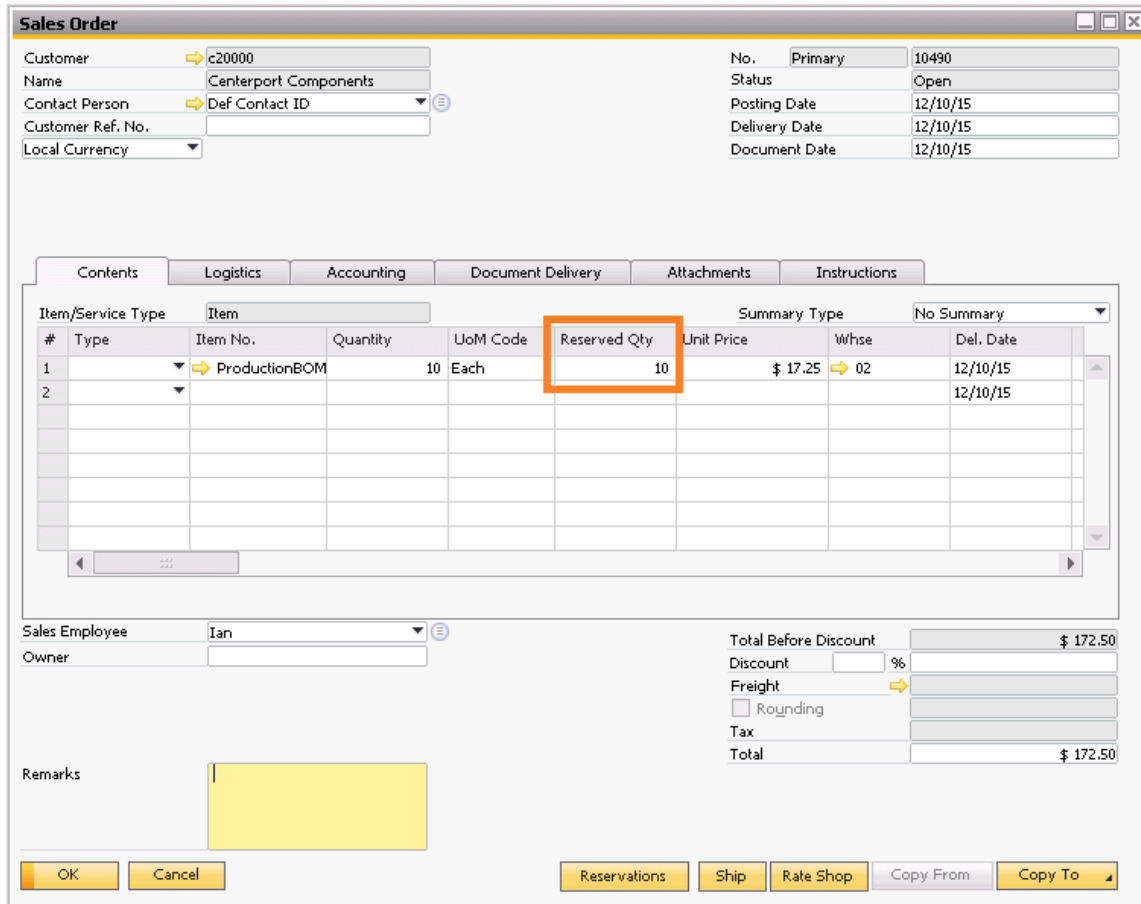
OK Cancel Display All Display Selected Doc Manage Reservations File Export

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.



The screenshot shows the 'Sales Order' window with the following details:

- Customer:** c20000
- Name:** Centerport Components
- Contact Person:** Def Contact ID
- Customer Ref. No.:** (empty)
- Local Currency:** (dropdown)
- No.:** Primary 10490
- Status:** Open
- Posting Date:** 12/10/15
- Delivery Date:** 12/10/15
- Document Date:** 12/10/15

The main grid contains the following data:

#	Type	Item No.	Quantity	UoM Code	Reserved Qty	Unit Price	Whse	Del. Date
1		ProductionBOM	10	Each	10	\$ 17.25	02	12/10/15
2								12/10/15

Summary information:

- Total Before Discount:** \$ 172.50
- Discount:** %
- Freight:** (dropdown)
- Rounding:** (checkbox)
- Tax:** (dropdown)
- Total:** \$ 172.50

Buttons at the bottom: OK, Cancel, Reservations, Ship, Rate Shop, Copy From, Copy To.



**Order Reservations Display**

Item No. → ProductionBOMBF  
 Warehouse Miami, FL

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
IPR	32		12/10/2015		12/10/2015	20.00	20.00		1.00	20.00	Each	0.00	10.00	10.00
										20.00		10.00	10.00	

OK Cancel

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.

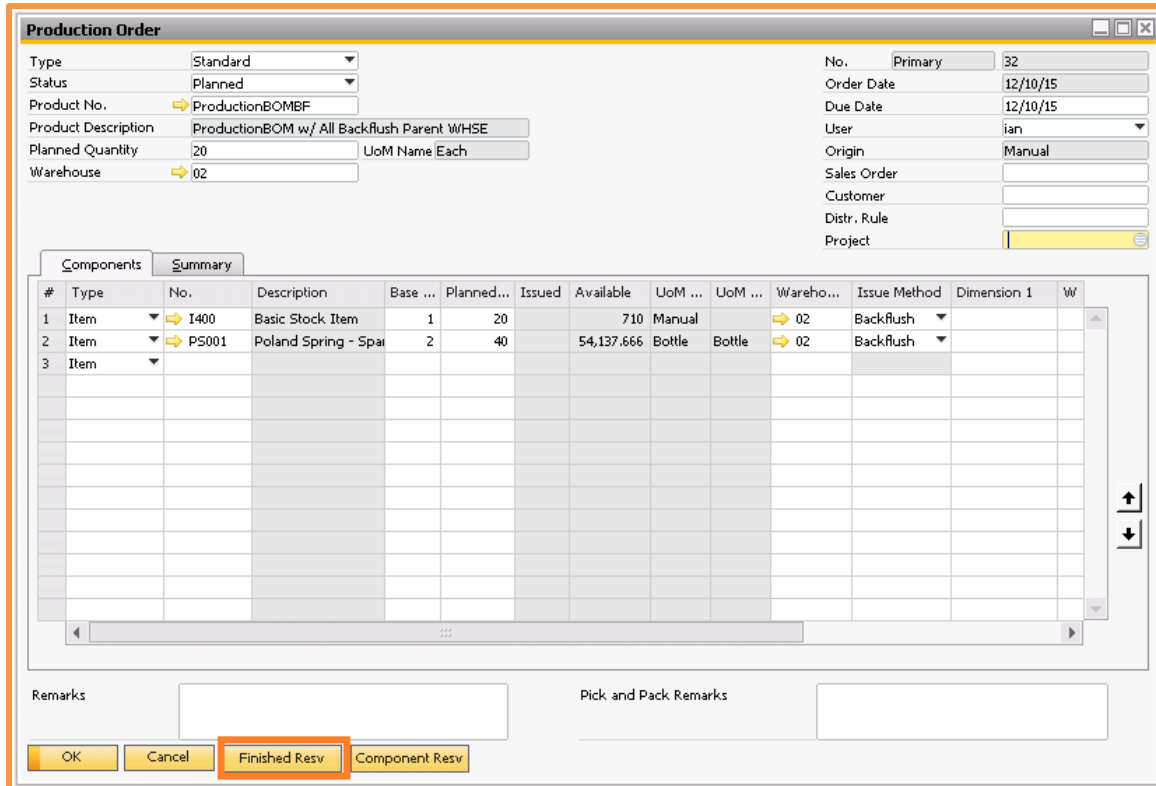
**Order Reservations Display**

Item No. → ProductionBOMBF  
 Warehouse Miami, FL

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	36.00	Each	1.00	36.00	Each	10.00	10.00	26.00
										36.00		10.00	10.00	26.00

OK Cancel

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.



The screenshot shows the 'Production Order' window with the following details:

- Type: Standard
- Status: Planned
- Product No.: ProductionBOMBF
- Product Description: ProductionBOM w/ All Backflush Parent WHSE
- Planned Quantity: 20
- Warehouse: 02
- No.: Primary 32
- Order Date: 12/10/15
- Due Date: 12/10/15
- User: ian
- Origin: Manual

#	Type	No.	Description	Base ...	Planned...	Issued	Available	UoM ...	UoM ...	Wareho...	Issue Method	Dimension 1	W
1	Item	I400	Basic Stock Item	1	20		710	Manual		02	Backflush		
2	Item	PS001	Poland Spring - Spa	2	40		54,137.666	Bottle	Bottle	02	Backflush		
3	Item												

At the bottom of the window, the 'Finished Resv' button is highlighted in orange.

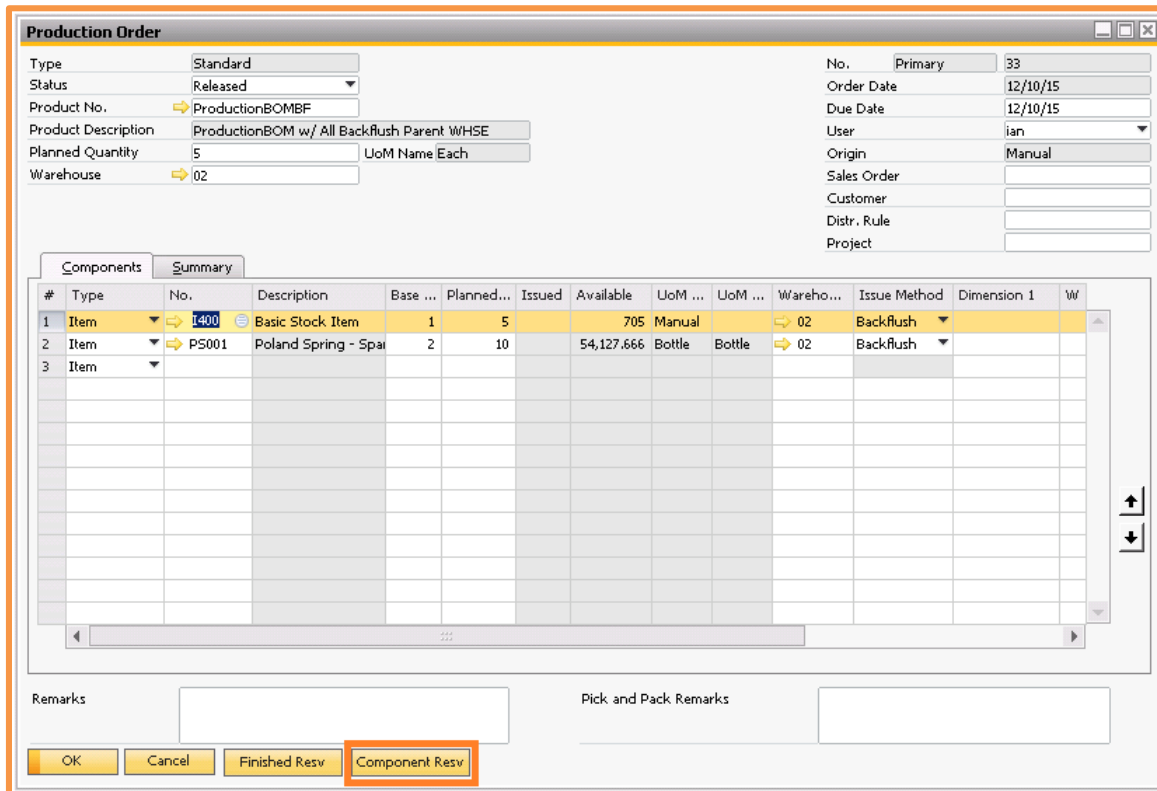
That will open up the Order Reservation screen where you can add or update reservations for the finished goods item.

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.



**Production Order**

Type: Standard  
 Status: Released  
 Product No.: ProductionBOMBF  
 Product Description: ProductionBOM w/ All Backflush Parent WHSE  
 Planned Quantity: 5 UoM Name Each  
 Warehouse: 02

No.: Primary 33  
 Order Date: 12/10/15  
 Due Date: 12/10/15  
 User: ian  
 Origin: Manual  
 Sales Order:  
 Customer:  
 Distr. Rule:  
 Project:

#	Type	No.	Description	Base ...	Planned...	Issued	Available	UoM ...	UoM ...	Wareho...	Issue Method	Dimension 1	W
1	Item	I400	Basic Stock Item	1	5		705	Manual		02	Backflush		
2	Item	PS001	Poland Spring - Spa	2	10		54,127.666	Bottle	Bottle	02	Backflush		
3	Item												

Remarks:  Pick and Pack Remarks:

Buttons: OK, Cancel, Finished Resv, **Component Resv**

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.

**Order Reservations**

Item No. I400  
 Warehouse Miami, FL  
 Delivery Date From To 12/10/15  
 Find Sales Doc No. 33  
 Sales Doc Type All

Allocated & Reserved Items  
 Unreserved Items  
 Both

**In Stock & Supply Documents**

Type	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	765.00	1.00	765.00			24.00	1.00	757.00
2	PO	10031	V1010	01/05/2015	101	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
3	PO	10031	V1010	01/05/2015	11	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
4	PO	10031	V1010	01/05/2015	110	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
5	PO	10031	V1010	01/05/2015	119	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
6	PO	10031	V1010	01/05/2015	128	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
7	PO	10031	V1010	01/05/2015	137	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
8	PO	10031	V1010	01/05/2015	146	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
										962.00	24.00	1.00	954.00	

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
1	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		

Update Cancel Display All Display Selected Doc Manage Reservations File Export

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.

**Production Order**

Type Standard  
 Status Released  
 Product No. ProductionBOMBFB  
 Product Description ProductionBOM w/ All Backflush Parent WHSE  
 Planned Quantity 5 UoM Name Each  
 Warehouse 02

No. Primary 33  
 Order Date 12/10/15  
 Due Date 12/10/15  
 User ian  
 Origin Manual  
 Sales Order  
 Customer  
 Distr. Rule  
 Project

**Components**

#	Type	No.	Description	Base ...	Planned...	Issued	Available	Reserved Qty	UoM ...	UoM ...	Wareho...	Issue Method	D
1	Item	I400	Basic Stock Item	1	5		70	5	Manual		02	Backflush	
2	Item	PS001	Poland Spring - Spa	2	10		54,127.666		Bottle	Bottle	02	Backflush	
3	Item												

Remarks Pick and Pack Remarks

OK Cancel Finished Resv Component Resv

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.

The screenshot shows the 'Order Reservations' window with the following details:

- Item No.:** i400
- Warehouse:** Miami, FL
- Delivery Date From:** To 12/10/15
- Find Sales Doc No.:** 10393
- Sales Doc Type:** Sales Orders
- Radio Buttons:**
  - Allocated & Reserved Items
  - Unreserved Items
  - Both

**In Stock & Supply Documents Table:**

Type	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	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	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	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	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
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
										2,319.00				2,319.00

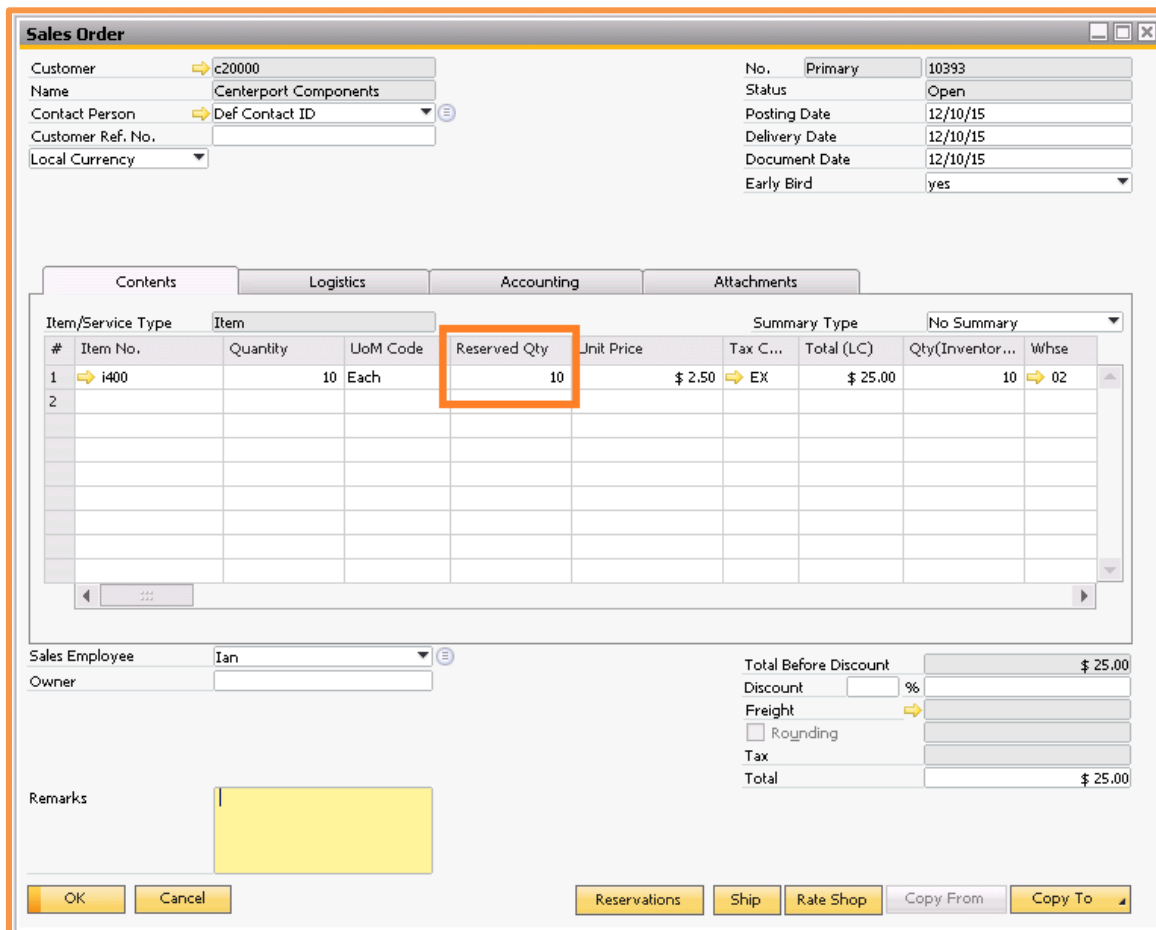
**Demand Documents Table:**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
SO	10393	c20000	12/10/2015	0	12/10/2015	10.000	10.000	Each	1.00	10.00	Each	0.00	10.00	0.00
										10.00			10.00	

**Buttons:** Update, Cancel, Display All, Display Selected Doc, Manage Reservations, File Export

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.



**Sales Order**

Customer: c20000  
 Name: Centerport Components  
 Contact Person: Def Contact ID  
 Customer Ref. No.:  
 Local Currency:

No. Primary: 10393  
 Status: Open  
 Posting Date: 12/10/15  
 Delivery Date: 12/10/15  
 Document Date: 12/10/15  
 Early Bird: yes

#	Item No.	Quantity	UoM Code	Reserved Qty	Unit Price	Tax C...	Total (LC)	Qty(Inventor...	Whse
1	i400	10	Each	10	\$ 2.50	EX	\$ 25.00	10	02
2									

Sales Employee: Ian  
 Owner:

Remarks:

Total Before Discount: \$ 25.00  
 Discount: %  
 Freight: →  
 Rounding  
 Tax:  
 Total: \$ 25.00

Buttons: OK, Cancel, Reservations, Ship, Rate Shop, Copy From, Copy To

**Order Reservations Display**

Item No.

Warehouse

Type	Document	Vendor	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	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		10.00	40.00	

OK Cancel

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

**Order Reservations Display**

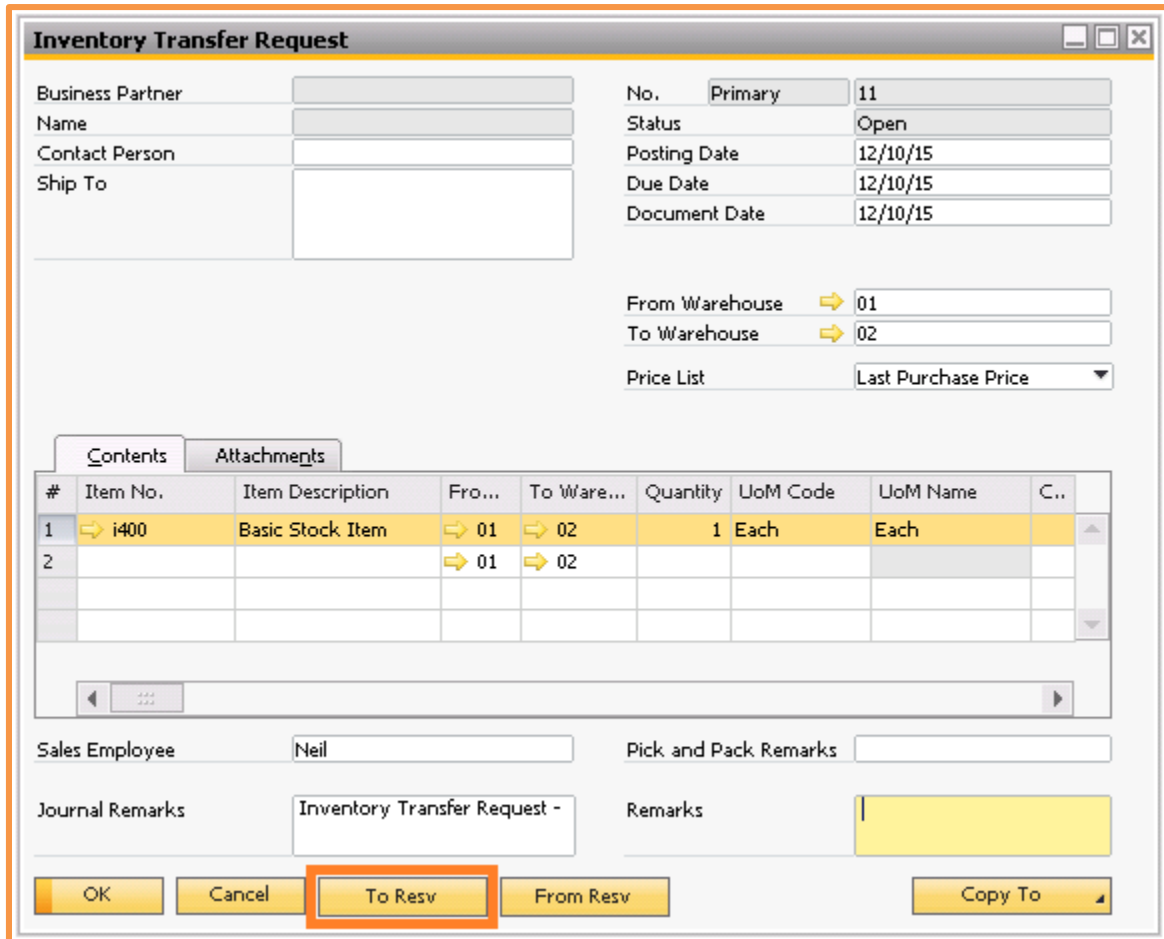
Item No.

Warehouse

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	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

OK Cancel

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 Transfer Request**

Business Partner: [ ] No. Primary 11  
 Name: [ ] Status Open  
 Contact Person: [ ] Posting Date 12/10/15  
 Ship To: [ ] Due Date 12/10/15  
 Document Date 12/10/15

From Warehouse → 01  
 To Warehouse → 02  
 Price List Last Purchase Price

#	Item No.	Item Description	Fro...	To Ware...	Quantity	UoM Code	UoM Name	C..
1	i400	Basic Stock Item	→ 01	→ 02	1	Each	Each	
2			→ 01	→ 02				

Sales Employee Neil Pick and Pack Remarks [ ]  
 Journal Remarks Inventory Transfer Request - Remarks [ ]

OK Cancel **To Resv** From Resv Copy To

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

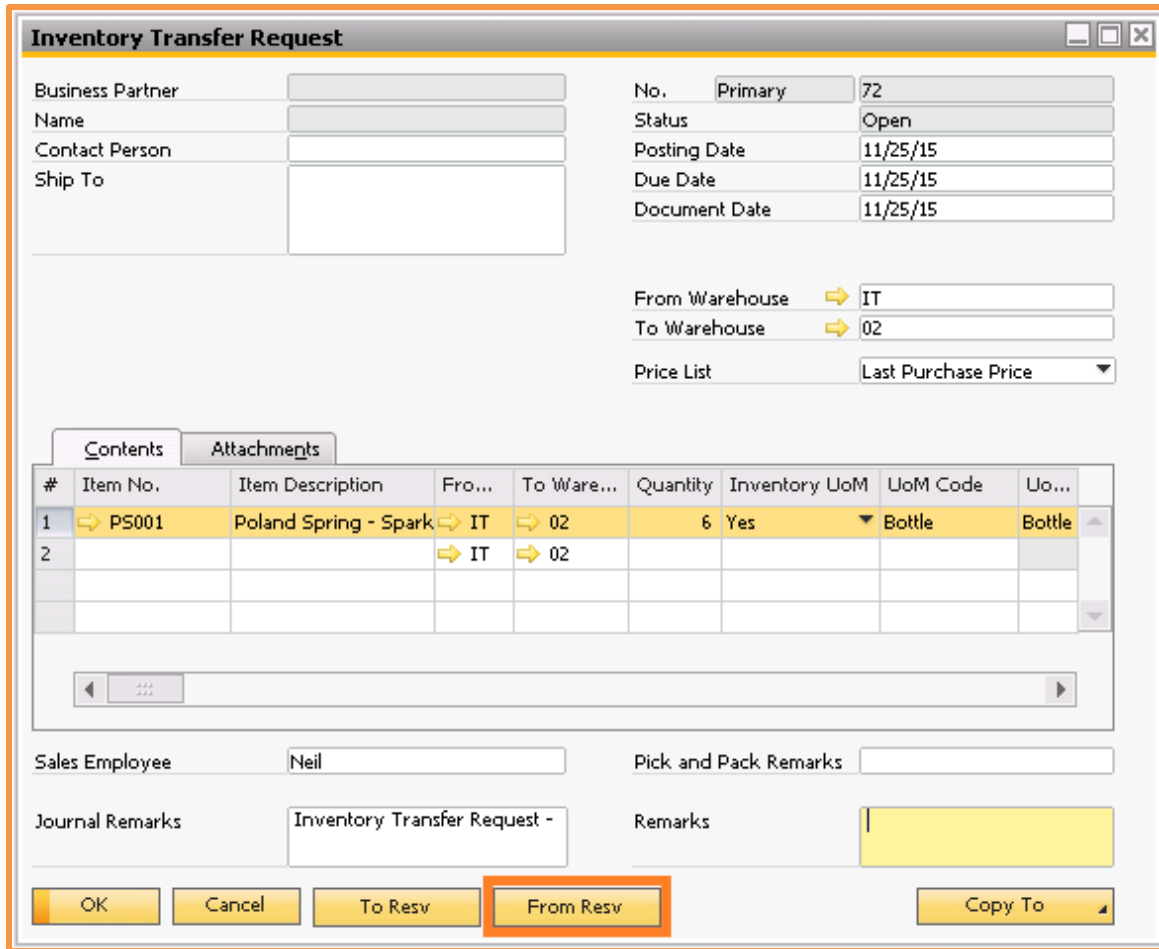
After you make your reservations you will just continue the rest of your sales process. If you need to make any changes to the reservations, you can just follow the steps laid out earlier in this document.

### 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: [ ] Status Open  
 Contact Person: [ ] Posting Date 11/25/15  
 Ship To: [ ] Due Date 11/25/15  
 Document Date 11/25/15

From Warehouse → IT  
 To Warehouse → 02  
 Price List Last Purchase Price ▼

#	Item No.	Item Description	From Warehouse	To Warehouse	Quantity	Inventory UoM	UoM Code	UoM Code
1	PS001	Poland Spring - Spark	IT	02	6	Yes	Bottle	Bottle
2			IT	02				

Sales Employee Neil Pick and Pack Remarks [ ]  
 Journal Remarks Inventory Transfer Request - Remarks [ ]

OK Cancel To Resv **From Resv** Copy To ▼

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.

**Order Reservations**

Item No.   Allocated & Reserved Items  
 Unreserved Items  
 Both

Warehouse

Delivery Date From  To

Find Sales Doc No.

Sales Doc Type

**In Stock & Supply Documents**

Type	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	97.75	Bottle	1.00	97.75	Bottle	41.75	0.00	97.75
2	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
3	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
4	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
5	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
6	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
7	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
8	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
										192.75		41.75		192.75

**Demand Documents**

Type	Document	Customer	Order Date	Row	Deliver Date	Ordered	Open	UoM	Per Unit	Inv Qty	Inv UoM	Allocated	Reserved	Unreserved
1	OTR	72	11/25/2015	0	11/25/2015	6.000	6.000	Bottle	1.00	6.00	Bottle	0.00	6.00	0.00
										6.00		6.00		

Update Cancel Display All Display Selected Doc Manage Reservations File Export

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. Primary: 72  
 Status: Open  
 Posting Date: 11/25/15  
 Due Date: 11/25/15  
 Document Date: 11/25/15

From Warehouse:   
 To Warehouse:   
 Price List: Last Purchase Price

Contents Attachments

#	Item No.	Item Description	Fro...	To Ware...	Quantity	Reserved Qty	Inventory UoM	UoM Code	I
1	PS001	Poland Spring - Spark	IT	02	6	6	Yes	Bottle	B
2			IT	02					

Sales Employee: Neil  
 Journal Remarks: Inventory Transfer Request -  
 Pick and Pack Remarks:   
 Remarks:

OK Cancel To Resv From Resv Copy To

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 are a few differences; the Suggested Bin Transfer option, in the WMS Logistics Manager 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.

**Order Reservations**

Item No. [I400]  Allocated & Reserved Items  
 Warehouse Miami, FL  Unreserved Items  
 Delivery Date From [ ] To [12/10/15]  Both  
 Find Sales Doc No. 10494  
 Sales Doc Type Sales Orders

**In Stock & Supply Documents**

Type	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	765.00	1.00	765.00			24.00	11.00	747.00
2	PO	10031	V1010	01/05/2015	101	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
3	PO	10031	V1010	01/05/2015	11	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
4	PO	10031	V1010	01/05/2015	110	01/05/2015	1.00	1.00	1.00	1.00		0.00	0.00	1.00
5	PO	10031	V1010	01/05/2015								0.00	0.00	1.00
6	PO	10031	V1010	01/05/2015								0.00	0.00	1.00
7	PO	10031	V1010	01/05/2015								0.00	0.00	1.00
8	PO	10031	V1010	01/05/2015								0.00	0.00	1.00
												11.00	0.00	944.00

**Achieve One System Message**

You have changed the total reserved quantity of In Stock Inventory. Would you like to trigger a Suggested Bin Transfer for the difference?

Yes No

**Demand Documents**

Type	Document	Customer	Order Date	Reserved	Unreserved								
1	SO	10494	c20000	12/10/2015	0	12/10/2015	5.000	5.000	1.00	5.00	0.00	5.00	0.00

Update Cancel Display All Display Selected Doc Manage Reservations File Export

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.

Warehouse Logistics

Open Documents   Pending Replenishment   Released by Logistics   Ready For WMS   Being Picked by WMS   Parked Orders   Doc Processor   Completed

Find Document Number:  Quick Select

Selected	Trans Type	Doc. No.	Doc. Row	Warehouse	Item	Item Name	UOM	Per Unit	Open Qty	Release Qty	Avl Alloc	Avail Rel	On Hand	Fullfil	
1	<input type="checkbox"/>	SG	19	0	02	I400	Basic Stock Item	Manual	1	5.00	5.00	725.00	725.00	765.00	100.00

1 Document

And if pull it up on the Handheld you can see it is suggesting I transfer it from its current bin location into the designated Reserved bin.

AWM Emulator

Header   Item

SBT # 19   Line 0

.. I400

Basic Stock Item

Transfer Qty 5 Manual

Total Qty 5 Manual

Tranfered 0

From Bin 02-B-8

Bin 02-RSVD-1

Qty 5 Manu

Cancel   Save

Inventory Menu

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

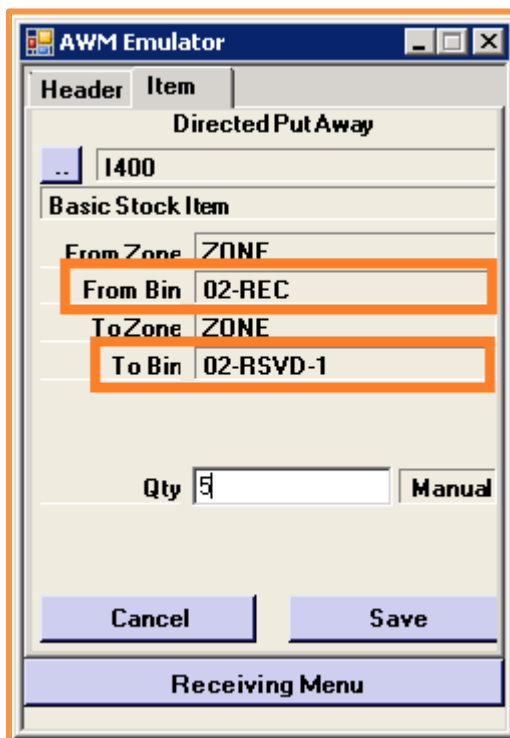
**Note:** Any time you make any changes to an existing In Stock quantity reservation it will ask if you want to create a Suggested Bin transfer. It is up to you to decide if you want to or not.

### 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.



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.

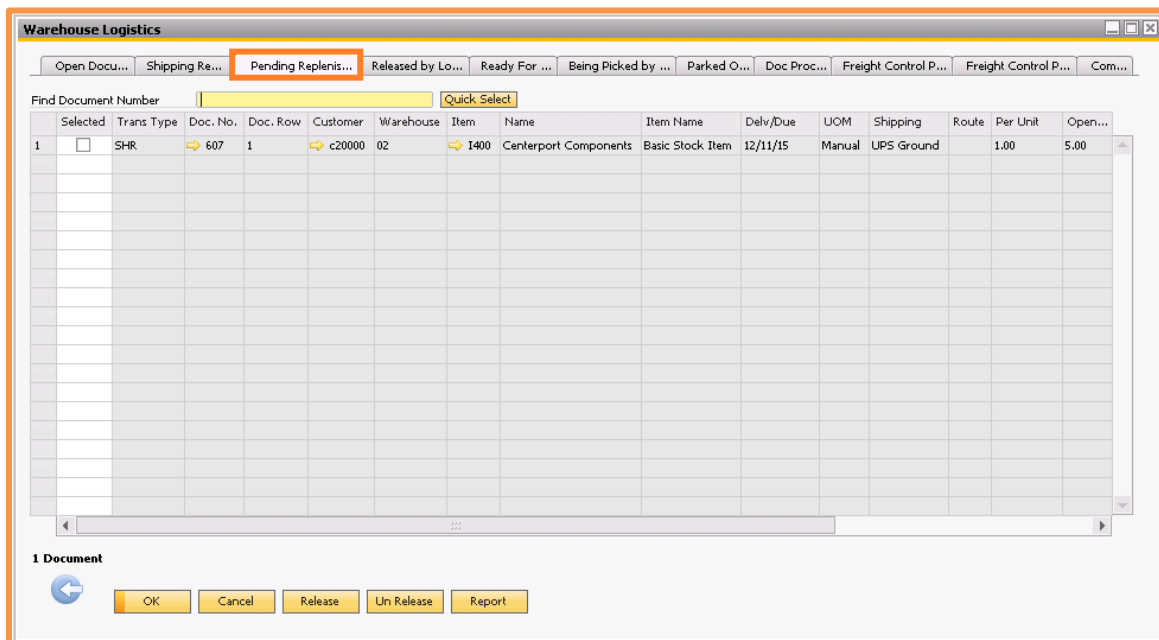
For a much more in depth look at the Direct Put Away process itself see the ***Achieve Warehouse Management User Guide***.

**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

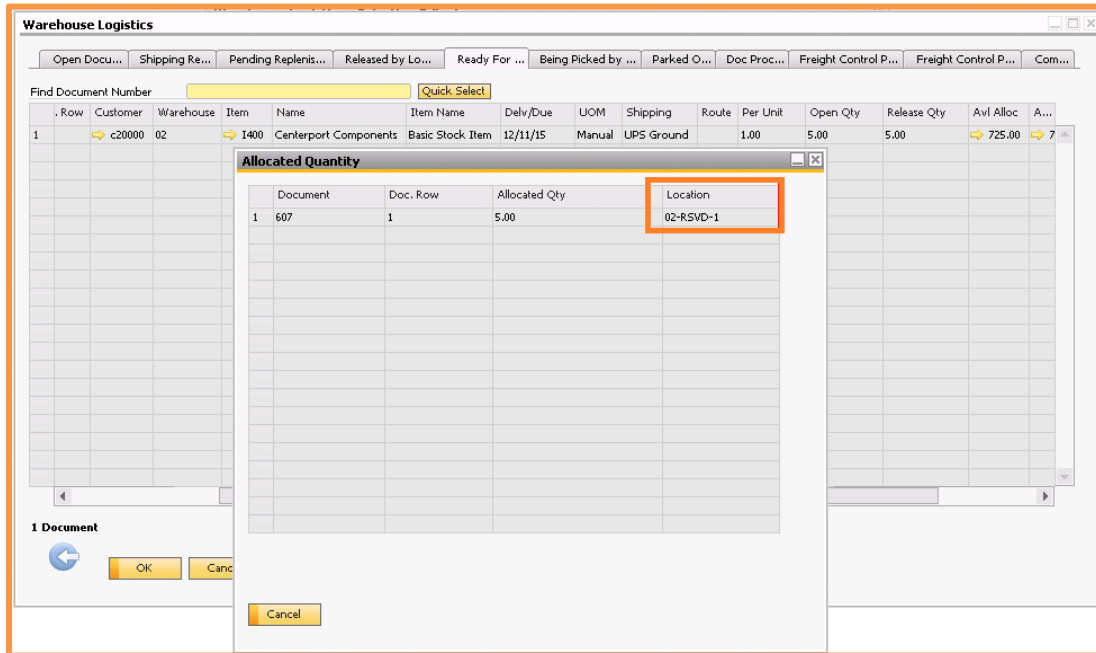
The Logistics Manager is used to release Sales Orders for allocation and picking on the Handhelds. When you have Order Reservations, a couple of things may change.

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.

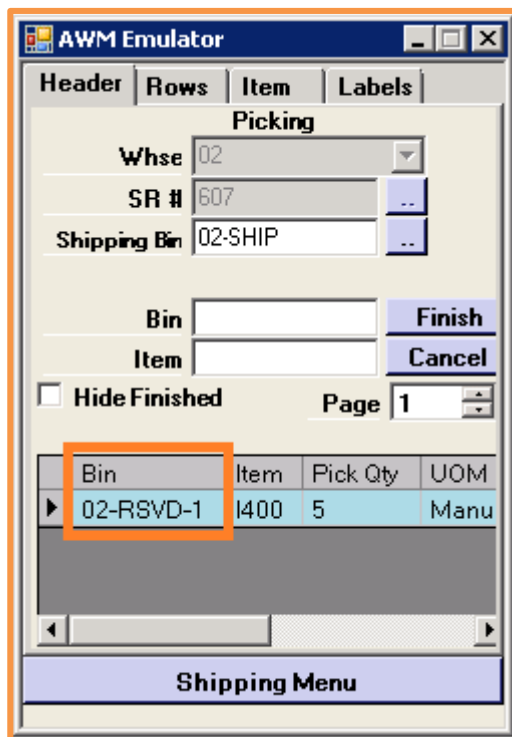


If you release an order that is reserved, then during the allocation process it will first check the Reserved bin for the quantity. If it finds the item quantity in the Reserved bin then that is where it will allocate the pick to as you can see in the image below.





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.



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