



## Release Back Order For Sage 100 2015

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## Installation Instructions and Cautions

**PLEASE NOTE: SAGE 100** must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

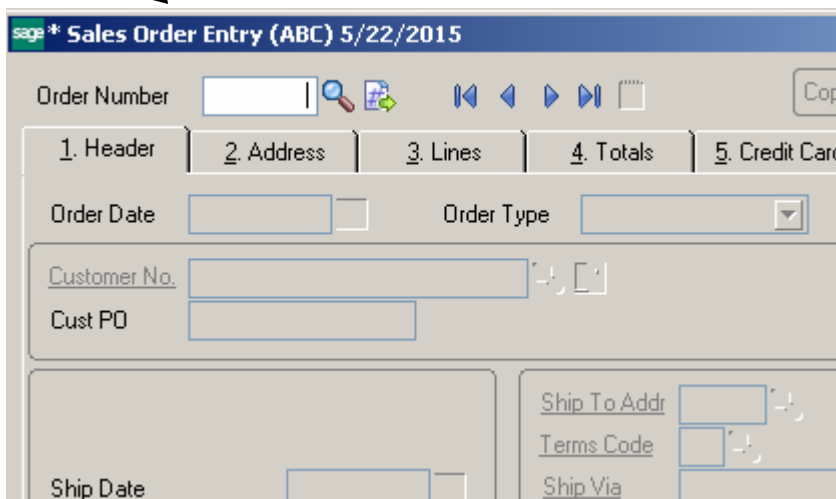
### Wait! Before You Install – Do You Use CUSTOM OFFICE?

**THIS IS AN IMPORTANT CAUTION:** If you have Custom Office installed, **and** if you have modified any SAGE 100 screens, you must run **Customizer Update** after you do an enhancement installation.

**But wait! BEFORE** you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



## Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.10		AAAAAAAAAAAAAAAA	BBBBB
IIG Enhancement	5.20		AAAAAAAAAAAAAAAA...	BBBBB

Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

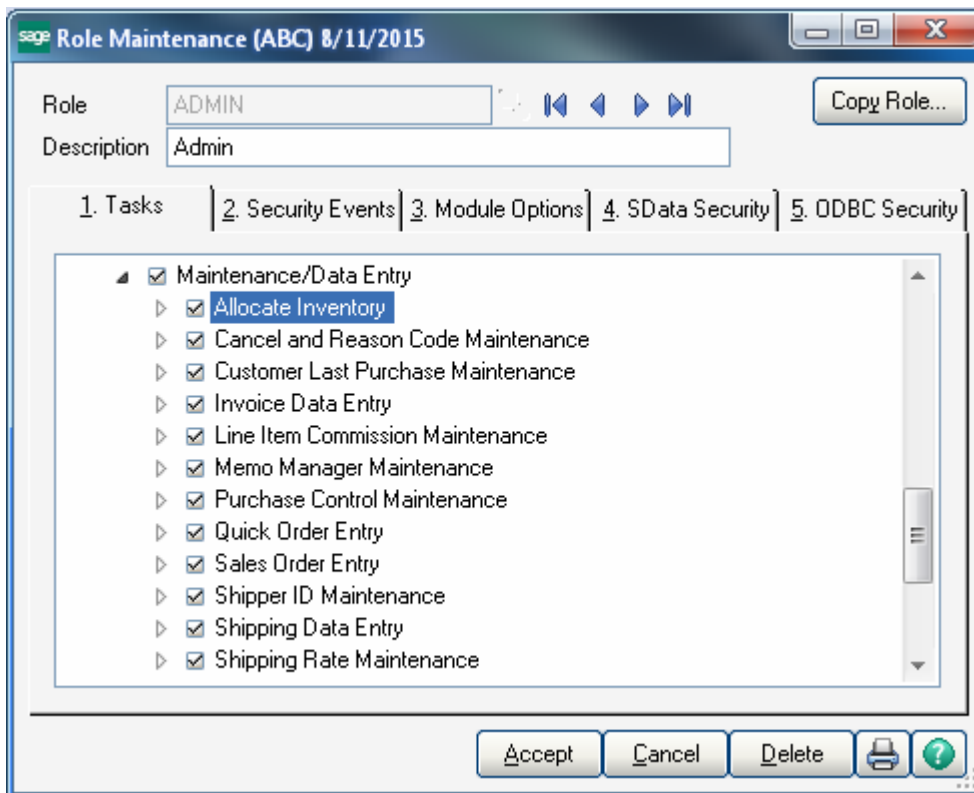
## ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



## Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



## Introduction

The **Release Back Order** enhancement enables allocating inventory to the Sales Orders in order to track real availability of the items on open orders. Manual as well as auto allocation of inventory to the order lines is provided. The allocated quantities can be shipped completely in the Invoice Data Entry and Shipping Data Entry. This enhancement enables also Future Order processing.

## Release Back Order Processing

### Sales Order Options

Select the **Main** tab of the **Sales Order Options** program under the **Sales Order Setup** menu.

Sage Sales Order Options (ABC) 8/11/2015

1. Main | 2. Entry | 3. Line Entry | 4. Forms | 5. Printing | 6. Quick Print | 7. History | 8. Job Cost

Enable Shipping

Post Sales to General Ledger by Division Yes

Post Customer Deposits by Division

Post Deposits in Detail

Calendar Month: 2020  
Current Calendar Year: 2020  
Current Period: 05

Integrate with:  
General Ledger   
Inventory Management   
Job Cost

Default General Ledger Accounts:

Customer Deposits	201-00-00	Customer Deposits
Special Item Sales	400-01-01	Distribution sales - East
Special Item COGS	450-10-00	Cost of Goods Sold
Special Item Purchases	450-01-00	Purchases

Release Back Order

Allow Future Order  Number of days in the future for setting Future Flag in Sales Order: 0  Manual

Accept Cancel

The **Allow Future Order** option enables Future Order processing. Select this option and corresponding checkbox will be shown on the Header of the **Sales Order Entry** screen allowing you to mark future orders and prevent auto allocation of the inventory.

The **Number of days in the future for setting Future Flag in Sales Order** option allows for automatically setting the **Future Order** flag upon entering a Sales Order or changing the Ship Date if the order's ship date is more than the number of days specified here. This option is enabled only if the **Allow Future Order** checkbox is selected.

**Sales Order Options (ABC) 8/11/2015**

1. Main | 2. Entry | 3. Line Entry | 4. Forms | 5. Printing | 6. Quick Print | 7. History | 8. Job Cost

Enable Shipping

Post Sales to General Ledger by Division Yes

Post Customer Deposits by Division

Post Deposits in Detail

Calendar Month

Current Calendar Year 2020

Current Period 05

Integrate with

General Ledger

Inventory Management

Job Cost

Default General Ledger Accounts

Customer Deposits	201-00-00	Customer Deposits
Special Item Sales	400-01-01	Distribution sales - East
Special Item COGS	450-10-00	Cost of Goods Sold
Special Item Purchases	450-01-00	Purchases

Release Back Order

Allow Future Order  Number of days in the future for setting Future Flag in Sales Order 7

Accept Cancel



## Sales Order Entry

### Auto Allocation

The enhancement enables user to allocate items for **Standard** and **Back Orders**.

When a line is added in the Sales Order, allocation is performed automatically if the Order is not marked as Future Order.

The screenshot displays the SAP Sales Order Entry (ABC) 8/11/2015 window. The interface includes a navigation bar with tabs for Header, Address, Lines, Totals, and Credit Card. The main area is divided into several sections:

- Order Information:** Order Number 0000187, Order Date 8/11/2015, Order Type Standard Order, User GH.
- Customer Information:** Customer No. 01-ABF (American Business Futures), Cust PO.
- Shipping Information:** Ship Date 8/12/2015, Ship To Addr 2 (American Business Futures), Terms Code 01 (Net 30 Days), Ship Via UPS RED (FOB), Confirm To John Quinn, E-mail artie@sage.sample.com, Fax No., Comment.
- Status and Warehouse:** Status New, Reason, Whse 001 (EAST WAREHOUSE).
- Sales Tax:** Schedule W1, Wisconsin.
- Personnel and Allocation:** Salesperson 0100 (Jim Kentley), Split Comm. No, Future Order checkbox, Priority (1=high) 5. Buttons for Split Comm..., Release, and Allocate are visible.
- Printing Options:** Print Order (checked), Print Pick Sheets (checked), Quick Print Without Displaying Printing Window (unchecked).
- Bottom Bar:** Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and a help icon.

SAP Sales Order Entry (ABC) 8/11/2015

Order Number: 0000187

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: GH

	Item Code	Ordered	Allocated Qty	Back Ordered	Unit Price	Extension
1	1001-HON-H252	3.00	3.00	.00	84.000	252.00
2		.00	.00	.00	.000	.00

Description: HON 2 DRAWER LETTER FLE W/O LK  
Warehouse: 002  
Unit Of Measure: EACH  
Shipped: .00

Available Allocate Quantity is 1519 EACH

Total Amount: 252.00

Print Order... | Print Pick... | Recalc Price | Accept | Cancel | Delete

By default, the **Allocated Qty** is set equal to the Quantity Ordered and can be changed if needed. Select the **Allocated Quantity** field to see the **Available Allocate Quantity**. The Quantity Allocated cannot exceed Quantity Ordered and Quantity Available for Allocation.

The Allocated quantities can be zeroed through the **Release** button added on the **Header** tab.

Click the **Item Quantity Inquiry** button on the **Lines** tab of **Sales Order Entry** screen to see the allocated quantities.

The screenshot shows the 'sage Item Quantity Inquiry' window. At the top, the item code is '1001-HON-H252' and the description is 'HON 2 DRAWER LETTER FLE W/O LK'. The unit of measure is 'EACH'. Below this is a table with the following data:

Whse	Descrip...	On ...	On PO	On SO	On Bk...	Committed	Available	In Ship...	On Han...	Allocated
000	CENTR...	2,64...	11.00	2,650.00	4.00	2,654.00	5.00-	10.00	2,639.00	14.00
001	EAST ...	999...	.00	1,136.00	165.00	1,301.00	301.98-	235.00	764.02	406.00
002	WEST ...	1,51...	.00	15.00	10.00	25.00	1,497.00	.00	1,519.00	3.00
098	SCRAP ...	1.00	.00	.00	.00	.00	1.00	.00	1.00	.00

Below the main table is a summary table:

	On Hand	On PO	On SO	On Bk Ord	Committed	Available	In Shipping	On Hand
Totals	5,168.02	11.00	3,801.00	179.00	3,980.00	1,191.02	245.00	

The 'Allocated' column in the main table is highlighted with a blue box. At the bottom right of the window are 'OK' and '?' buttons.

## Future Orders

The **Future Order** functionality has been added to the **Sales Order Entry**.

The screenshot shows the Sage Sales Order Entry (ABC) 8/11/2015 window. The 'Future Order' checkbox is checked and circled in blue. Other fields include Order Number 0000188, Order Date 8/11/2015, Order Type Standard Order, Customer No. 01-ABF, Ship Date 8/19/2015, Status New, Whse 001 EAST WAREHOUSE, Sales Tax Schedule WI, Ship To Addr 2, Terms Code 01 Net 30 Days, Ship Via UPS RED FOB, Confirm To John Quinn, E-mail artie@sage.sample.com, Salesperson 0100 Jim Kentley, and Priority (1=high) 5. Buttons for Allocate, Release, and Split Comm are visible.

Check the **Future Order** box if you do not want to allocate inventory automatically. If this box is checked, the items can be allocated in the **Lines** only by using the **Allocate** button or manually entering the quantities in the **Allocated Qty** field.

Click the **Allocate** button to allocate all the items of the order.

Click the **Release** button to set to zero all Allocated Quantities in the Order.

The Order is automatically placed on future if there is number of days specified for **Number of days in the future for setting Future Flag in Sales Order** field in the Sales Order Options and the difference of days between the Order's **Ship Date** and current **Module Date** exceeds the number of days specified in the Sales Order Options.

## Allocate Inventory

The **Allocate Inventory** program has been added to the **Sales Order Main** menu.

Select Field	Operand	Value	
Sales Order Number	All		
Sales Order Date	All		
Sales Order Ship Date	All		
Sales Order Priority Code	All		
Customer Number	All		
Item Code	All		

Exclude Orders On Hold  Exclude Accounts On Credit Hold  Exclude Future Orders

SO No.	Ship Date	Customer No.	Item No.	Whse	U/M	Qty Ord.	Qty Alloc.	Qty Allowed	Incl	Item Description
--------	-----------	--------------	----------	------	-----	----------	------------	-------------	------	------------------

Buttons: Select, Clear, Include All, Exclude All, Allocate All, Release Allocation, Close

The following selection fields are available: **Sales Order Number**, **Sales Order Date**, **Sales Order Ship Date**, **Sales Order Priority Code**, **Customer Number**, **Item Code**. Click **Select** button after applying the necessary selection filters.

Allocate Inventory

Select Field	Operand	Value
Sales Order Number	All	
Sales Order Date	All	
Sales Order Ship Date	All	
Sales Order Priority Code	All	
Customer Number	All	
Item Code	All	

Exclude Orders On Hold
  Exclude Accounts On Credit Hold
  Exclude Future Orders

SO No.	Ship Date	Customer No.	Item No.	Whse	U/M	Qty Ord.	Qty Alloc.	Qty Allowed	Incl	Item Description
1	0000174 7/21/2015	01-ABF	1001-HON-H252	001	EACH	2.00	2.00	593.02	<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
2	0000174 7/21/2015	01-ABF	6655	001	EACH	2.00	.00		<input checked="" type="checkbox"/>	PRINTER STAND W/ BASKET
3	0000174 7/21/2015	01-ABF	1001-HON-H252	001	PKG	1.00	1.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
4	0000174 7/21/2015	01-ABF	2480-8-50	000	BOX	2.00	2.00		<input checked="" type="checkbox"/>	DESK FILE 8" CAP 50
5	0000176 7/21/2015	01-ABF	1001-HON-H252	001	EACH	5.00	5.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
6	0000176 7/21/2015	01-ABF	1001-HON-H252	001	EACH	2.00	2.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
7	0000176 7/21/2015	01-ABF	1001-HON-H252	000	EACH	4.00	4.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
8	0000176 7/21/2015	01-ABF	AA	001	EACH	11.00	.00		<input checked="" type="checkbox"/>	Item AA
9	0000176 7/21/2015	01-ABF	GB-MD750	000	EACH	2.00	2.00		<input checked="" type="checkbox"/>	MODEM 9600 (SYNCHRONOUS)
10	0000178 7/22/2015	01-ABF	1001-HON-H252	001	EACH	2.00	2.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
11	0000178 7/22/2015	01-ABF	6655	001	EACH	3.00	.00		<input checked="" type="checkbox"/>	PRINTER STAND W/ BASKET
12	0000179 7/24/2015	01-ABF	2480-555	003	EACH	2,700.00	2,700.00		<input checked="" type="checkbox"/>	DESK FILE 8" CAP 555
13	0000181 7/30/2015	01-ABF	D1400	001	EACH	3.00	.00		<input type="checkbox"/>	EXECUTIVE DESK ENSEMBLE
14	0000181 7/30/2015	01-ABF	1001-HON-H252	001	EACH	5.00	2.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O

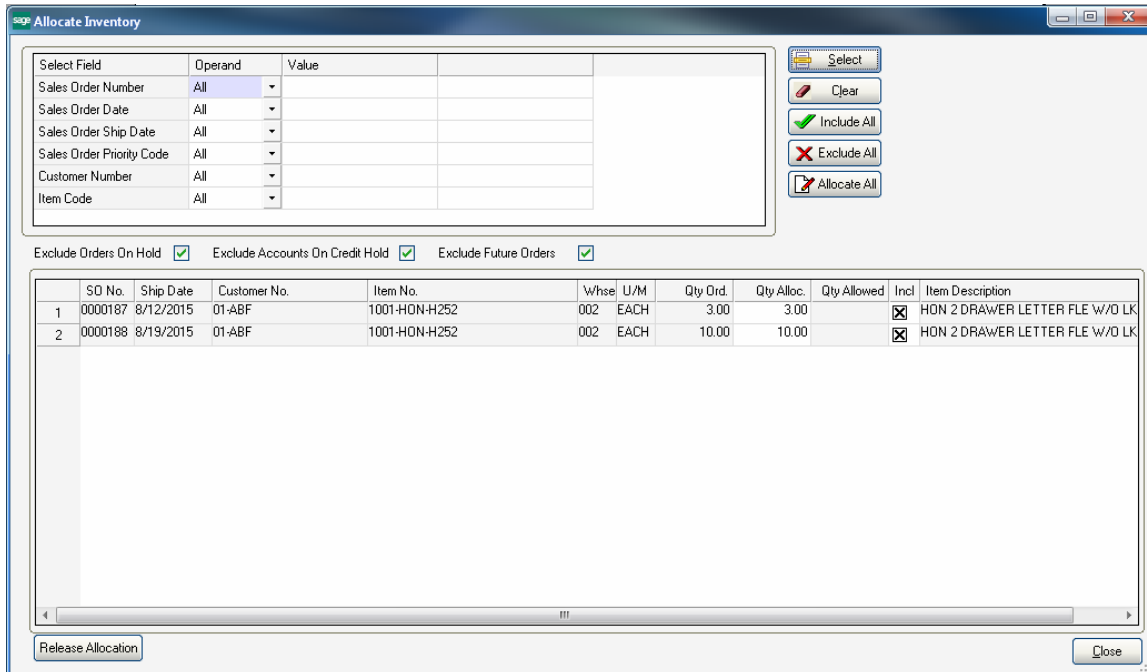
**Qty Alloc.** displays the Quantity already allocated in the Sales Order. If the item has not been allocated on the Sales Order, the **Qty Alloc.** is set to 0 and the field next to it displays the quantity available for allocation.

Allocated Quantities can be changed. When the **Qty Alloc.** field is selected; the **Qty Allowed** is displayed next to it. Quantity Allocated cannot be set to exceed Quantity Ordered or Quantity Allowed.

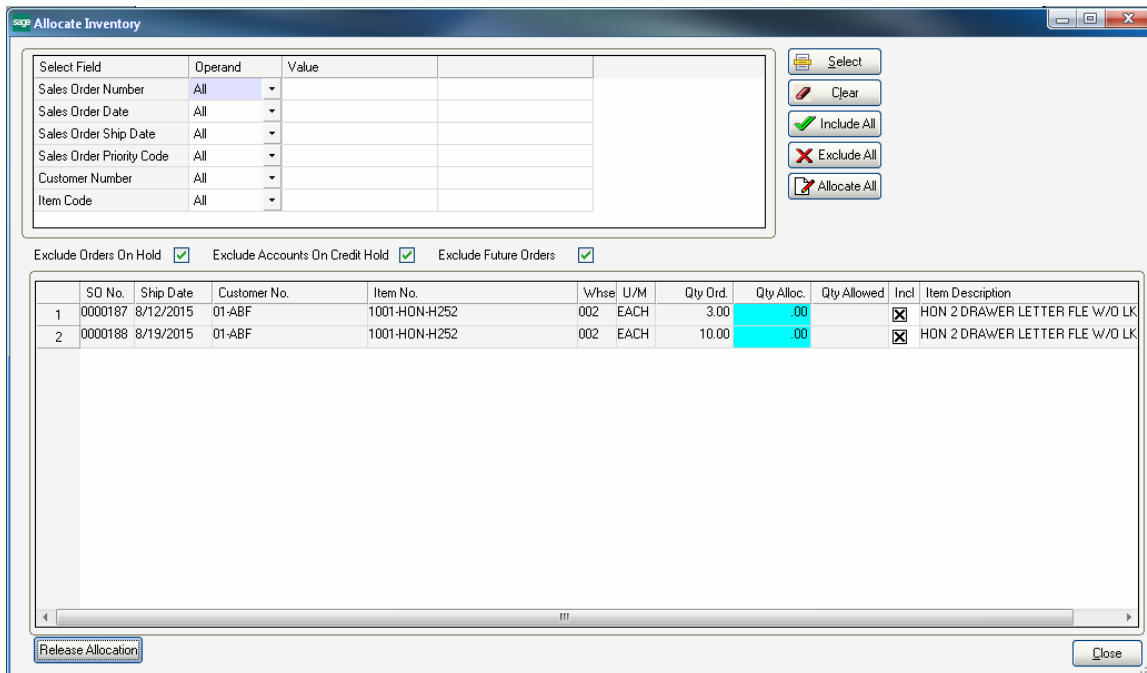
Items can be allocated automatically by placing checkmarks in the **Incl** (Included) column in the lines. The **Include** and **Exclude All** buttons are also available. Click the **Allocate All** button to perform auto allocation.

The Include checkmarks cannot be set for Future Orders.

**Release Allocation** button allows the user to release allocated quantities for the lines having **Incl** flag turned on. Upon pressing this button the **Qt Alloc** field is zeroed for the lines marked as **Incl.**:



The program highlights the changed Allocated Quantities.



For exploded kits allocation is available for component lines only.

The orders on hold, future orders and accounts on credit hold can be excluded from selection and the data being loaded in the grid can be sorted by columns.

The **Exclude Orders On Hold**, **Exclude Accounts On Credit Hold** and **Exclude Future Orders** checkboxes are selected by default.

If the **Exclude Orders On Hold** checkbox is selected, all orders having **Status** set **On Hold** in the Sales Order Entry will be excluded from selection.

If the **Exclude Accounts On Credit Hold** checkbox is selected, all Orders which Customers have the **Credit Hold** checkbox selected in the **Customer Maintenance** will be excluded from selection.

If the **Exclude Future Orders** checkbox is selected, all orders indicated as future in the Sales Order Entry will be ignored during the selection.  
After the records are loaded in the grid the user can sort the rows of the grid by any of the column just clicking on the corresponding column.

The screenshot shows the 'Allocate Inventory' window. At the top, there is a 'Select Field' table with columns for 'Select Field', 'Operand', and 'Value'. Below this, there are several checkboxes for filtering options: 'Exclude Orders On Hold', 'Exclude Accounts On Credit Hold', and 'Exclude Future Orders', all of which are checked. The main part of the window is a grid with the following columns: 'SO No.', 'Ship Date', 'Customer No.', 'Item No.', 'Whse', 'U/M', 'Qty Ord', 'Qty Alloc', 'Qty Allowed', 'Incl', and 'Item Description'. The records are sorted by 'Ship Date' in descending order. The 'Incl' column contains checkboxes for each row, and the 'Item Description' column contains the names of the items.

SO No.	Ship Date	Customer No.	Item No.	Whse	U/M	Qty Ord	Qty Alloc	Qty Allowed	Incl	Item Description
1	0000188 8/19/2015	01-ABF	1001-HON-H252	002	EACH	10.00	.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
2	0000187 8/12/2015	01-ABF	1001-HON-H252	002	EACH	3.00	.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
3	A1 8/11/2015	01-ABF	1001-HON-H252	001	EACH	150.00	150.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
4	AA 8/10/2015	01-ABF	1001-HON-H252	001	EACH	780.00	602.02		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
5	AA 8/10/2015	01-ABF	1001-HON-H252	000	EACH	2,640.00	2,639.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
6	0000181 7/30/2015	01-ABF	D1400	001	EACH	3.00	.00		<input type="checkbox"/>	EXECUTIVE DESK ENSEMBLE
7	0000181 7/30/2015	01-ABF	1001-HON-H252	001	EACH	5.00	2.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
8	0000181 7/30/2015	01-ABF	1001-HON-H252LK	001	EACH	9.00	1.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/L
9	0000181 7/30/2015	01-ABF	2480-8-50	001	EACH	10.00	10.00		<input checked="" type="checkbox"/>	DESK FILE 8" CAP 50
10	0000181 7/30/2015	01-ABF	D1400	000	EACH	2.00	2.00		<input checked="" type="checkbox"/>	EXECUTIVE DESK ENSEMBLE
11	0000179 7/24/2015	01-ABF	2480-555	003	EACH	2,700.00	2,700.00		<input checked="" type="checkbox"/>	DESK FILE 8" CAP 555
12	0000178 7/22/2015	01-ABF	1001-HON-H252	001	EACH	2.00	2.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O
13	0000178 7/22/2015	01-ABF	6655	001	EACH	3.00	.00		<input checked="" type="checkbox"/>	PRINTER STAND W/ BASKET
14	0000174 7/21/2015	01-ABF	1001-HON-H252	001	EACH	2.00	2.00		<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/O

In our example the records are sorted by Ship Date descending.

### Automatic Allocation Priority

Automatic Allocation is based on the Sales Order **Priority**.

The **Priority** field on the **Additional** tab of the **Customer Maintenance** screen is intended for setting priority for the selected Customer. This priority is defaulted to the Sales Order when creating an Order.



The screenshot shows the Sage Customer Maintenance (ABC) 8/11/2015 window. At the top, the title bar reads "sage Customer Maintenance (ABC) 8/11/2015". Below the title bar, the "Customer No." field contains "01-ABF" and the "Name" field contains "American Business Futures". To the right of the name field, a red warning message states "Customer Credit Limit Is Exceeded".

Navigation tabs are located below the name field, including "1. Main", "2. Additional", "3. Statistics", "4. Summary", "5. History", "6. Invoices", "7. Transactions", and "8. S/Os".

The main area is divided into several sections:

- Comment:** "Call Ed for credit approval."
- Open Item Customer:**  "Internet Enabled"
- Customer Status:** "Active" (dropdown menu)
- Inactive Reason:** (empty field)
- Priority (1=high):** "5" (dropdown menu)
- Data Entry:** (dropdown menu with options 1-9, option 5 is selected)
- Price Level:** "1" (dropdown menu)
- Dflt Pymt Type:** "N" (dropdown menu)
- Discount Rate:** (empty field)
- Fin Charge Rate:** (empty field)
- Item Code:** "WIDGE9" (text field with a search icon)
- 8" x 10" Widgets:** (empty field)

On the right side, there are sections for "Printing" and "Primary Credit Card Information":

- Printing:** "Sort" (text field "AMER"), "Customer Type" (text field "A2"), "Statement Cycle" (text field "M"), "Print Dun Message" , "Batch Fax" , "Use Sage Data Cloud for Invoice Printing" .
- Primary Credit Card Information:** "Card ID" (text field with search icon), "Payment Type" (text field), "Cardholder Name" (text field), "Last Four Digits" (text field), "Expiration Date" (text field), and a "Credit Cards..." button.

At the bottom of the window, there are buttons for "Accept", "Cancel", "Delete", a printer icon, and a help icon.

Sage Sales Order Entry (ABC) 8/11/2015

Order Number: 0000189 | Copy From... | Defaults... | Customer... | Credit...

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: GH

Order Date: 8/11/2015 | Order Type: Standard Order | Master/Repeating No.:

Customer No.: 01-ABF | American Business Futures  
Cust PO:

Ship Date: 8/11/2015

Status: New | Reason: | Whse: 001 | EAST WAREHOUSE  
Sales Tax: Schedule: WI | Wisconsin:

Print Order:  | Print Pick Sheets:   
Quick Print Without Displaying Printing Window:

Ship To Addr: 2 | American Business Futures  
Terms Code: 01 | Net 30 Days  
Ship Via: UPS RED | FOB: | Confirm To: John Quinn  
E-mail: artie@sage.sample.com | Fax No.: | Batch Fax:   
Comment: | Salesperson: 0100 | Jim Kentley  
Split Comm.: No | Split Comm... | Release | Allocate  
Future Order:  | Priority (1=high): 5

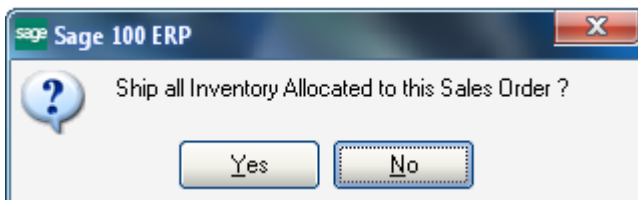
Print Order... | Print Pick... | Recalc Price | Accept | Cancel | Delete | ?

One (1) is the highest priority number; nine (9) is the lowest. The default is five (5).

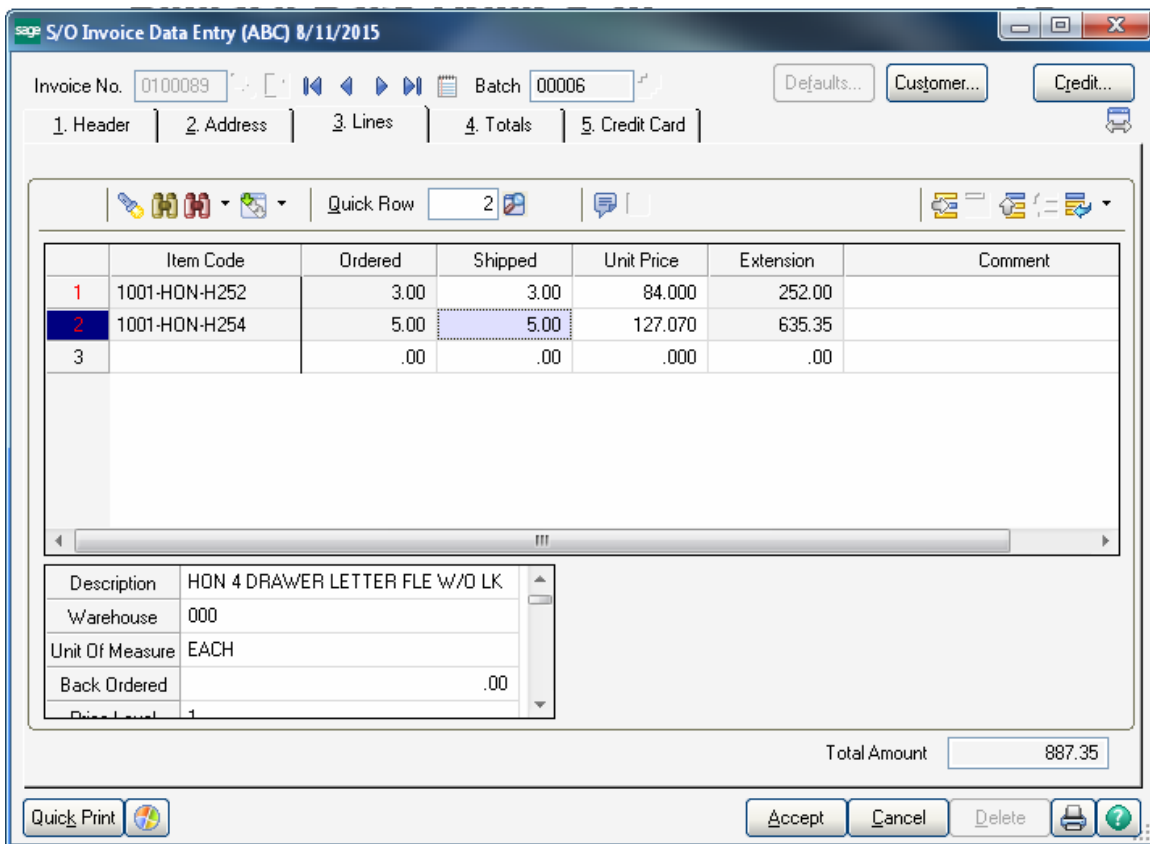
If the quantity available of the item is not sufficient to fulfill several Sales Orders, the item will be allocated to the higher priority order first. If orders have the same priority, the older date order is allocated first. If the dates are the same, the order with the smaller order number is allocated first.

Shipping Allocated Quantity**Invoice Data Entry**

When creating an Invoice, the following message appears:

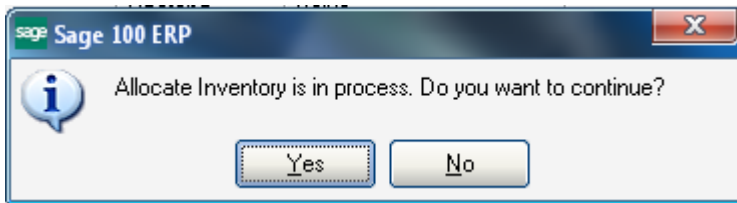


Click **Yes** to ship allocated quantities.



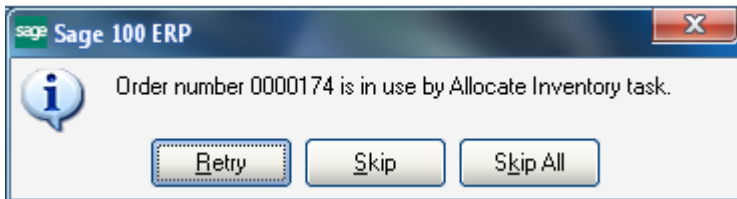
When generating Invoice(s) through the **Auto Generate Invoice Selection** program the quantity allocated (except of the Lot/Serial Items) in the Sales Order(s) will be automatically set as Shipped in the generated Invoice(s).

If the **Allocate Inventory** is in process the following message will appear while trying to generate Invoice(s) by the **Auto Generate Invoice Selection** program.



The user can select **Yes** to continue the process or **No** to terminate it.

During generation the user is prompted about the Order (s) being used by the Allocate Inventory process:



## Shipping Data Entry

The **Ship Allocated** button added on the **Lines** tab of the **Shipping Data Entry** allows for shipping the quantities allocated in the Sales Order.

Sage Shipping Data Entry (ABC) 8/11/2015

Shipper ID: 1    Ship Date: 8/11/2015    Order No.: 0000190    Batch No.: 00009  
 Shipping No.: 0100112    Ship Status: New    SO Created By: GH  
 Customer No.: 01-ABF    American Business Futures

1. Lines    2. Shipping

Item Code:    Quick Row: 1    Pkg: 0001

	Item Code	Ordered	Shipped	Back Ordered	Comment
1	1001-HON-H252	3.00	.00	.00	
2	1001-HON-H254	5.00	.00	.00	

Description: HON 2 DRAWER LETTER FLE W/O LK  
 Warehouse: 002  
 U/M: EACH  
 Package:

Quick Print    Auto Increment      Ship Allocated    Accept    Cancel    Delete

Upon clicking the **Ship Allocated** button **Shipped** quantity is set equal to the quantity allocated in the Sales Order and the quantities not allocated are automatically back ordered if **Allow Back Orders** flag is set for the Item and the shipper is allowed to change backorder quantity on lines.

SAP Shipping Data Entry (ABC) 8/11/2015

Shipper ID: 1    Ship Date: 8/11/2015    Order No.: 0000190    Batch No.: 00009  
 Shipping No.: 0100112    Ship Status: New    SO Created By: GH  
 Customer No.: 01-ABF    American Business Futures

1. Lines    2. Shipping

Item Code:    Quick Row: 1    Pkg: 0001

	Item Code	Ordered	Shipped	Back Ordered	Comment
1	1001-HON-H252	3.00	2.00	1.00	
2	1001-HON-H254	5.00	3.00	2.00	

Description: HON 2 DRAWER LETTER FLE W/O LK  
 Warehouse: 002  
 U/M: EACH  
 Package: 0001

Quick Print    Auto Increment     Ship Allocated     Accept    Cancel    Delete    [Print]    [Help]

## Auto Allocation During Journals Updates

The **Daily Receipt Registers/Update, Production Entry Register** and **I/M Transaction Journal** (for Adjustment and Receipt Transaction types) update programs have been modified to automatically allocate inventory to orders for updated inventory items. Respective option has been added to the **Inventory Management Options, Purchase Order Options** and **Bill of Materials Options** screens to make the auto allocation optional.

Sales Orders being in use while running the updates will be skipped from inventory auto allocation.

If the quantity available of the item is not sufficient to fulfill several Sales Orders, the Inventory is allocated to the higher priority order first. If orders have the same priority, the older date order is allocated first. If the dates are the same, the order with the smaller order number is allocated first.

The Inventory is automatically allocated only to the orders not set as **Future**.

**Note:** The auto allocation will not affect the orders being in use by the Sales Order Entry, Allocate Inventory programs and the ones being invoiced.

## Inventory Management Options

The **Allocate Inventory to Sales Orders During Update** checkbox added on the Main tab of the Inventory Management Options screen enables inventory auto allocation to Sales Orders during Transaction Journal update.

Inventory Management Options (ABC) 8/11/2015

1. Main | 2. Additional | 3. Entry | 4. Printing

Require Multiple Warehouses

Reorder by Warehouse

Default Warehouse Code 000

Inventory Period

Base Inventory Periods On Calendar Months

Current Calendar Year 2020

Current Period 05

Segment Substitution

G/L Segment for Whse Postings Location

Enable Warranty Tracking

Integrate with

General Ledger

Job Cost

Track Warehouse Transfers as Issues

Calculate Commission by Inventory Item

Include in Quantity Available No POs and WOs

Allocate Inventory to Sales Orders During Update

Enable Allocation by Total of Warehouses

Accept Cancel

The **Enable Allocation by Total of Warehouse** checkbox added on the Main tab of the Inventory Management Options screen enables inventory allocation based on the total quantity of warehouses.

For **I/M Adjustment Transaction** only the adjustments entered with positive quantity, to increase the quantity on hand, are taken into account.

## Purchase Order Options

The **Allocate Inventory to Sales Orders During Receipt Update** checkbox added on the **Main** tab of the **Purchase Order Options** screen enables inventory auto allocation to Sales Orders.



sage Purchase Order Options (ABC) 8/11/2015

1. Main | 2. Additional | 3. Generate | 4. Entry | 5. Line Entry | 6. Printing | 7. History

Purchase Orders

Days to Retain Completed Purchase Orders: 0

Automatically Close Partially Received Purchase Orders:

Receipt Variance to Close Purchase Order Lines: .000%

Post Accounts Payable Invoices:

Calendar Month

Current Calendar Year: 2020

Current Period: 05

Integrate with

General Ledger:

Inventory Management:

Job Cost:

Bank Reconciliation:

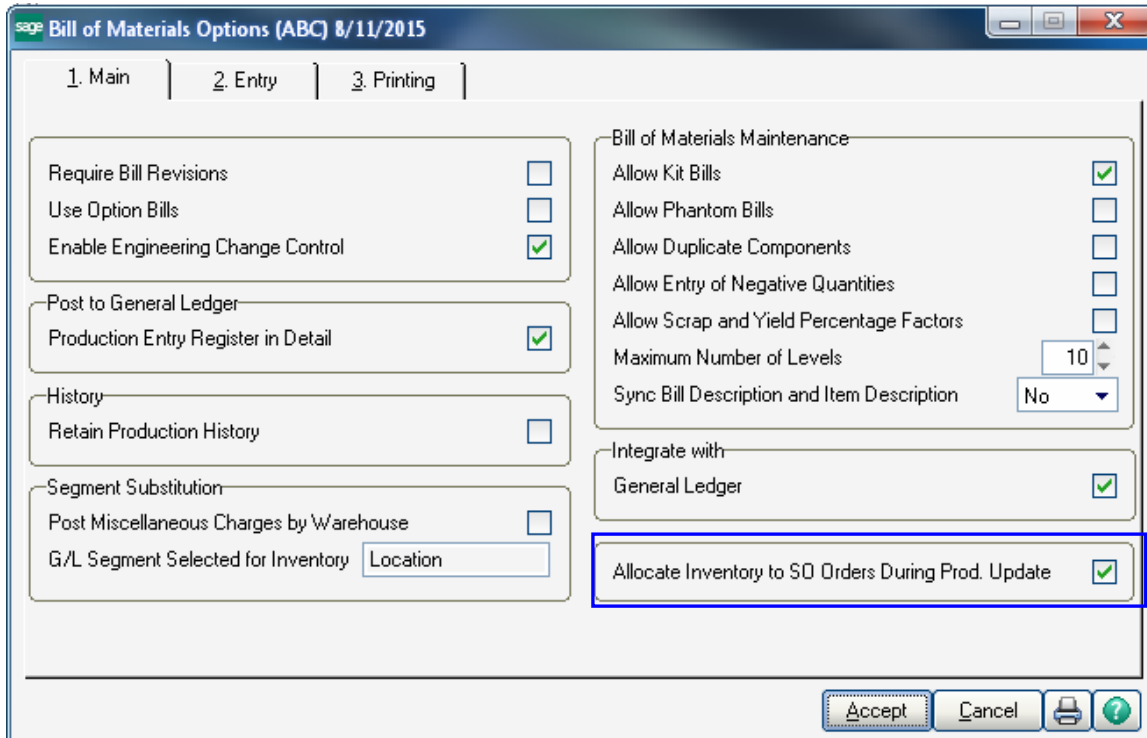
Work Order:

Allocate Inventory to Sales Orders During Receipt Update:

Accept Cancel [Printer Icon] [Help Icon]

### Bill of Materials Options

The **Allocate Inventory to SO Orders During Prod. Update** checkbox added on the Main tab of the **Bill of Materials Options** screen enables taking care of Bill items auto allocation to Sales Orders.



## Warehouse Code Maintenance

The **Include In Allocation** checkbox added on the **Warehouse Code Maintenance** allows the user to select the warehouse(s) to be included in the calculation of total quantity allowed for allocation.

Sage Warehouse Code Maintenance (ABC) 8/11/2015

Warehouse Code: 000

Description: CENTRAL WAREHOUSE

Name: ABC CENTRAL WAREHOUSE

Address: 1101 W. MAC ARTHUR BLVD.

ZIP Code: 92626

City: COSTA MESA State: CA

Country: [Search]

Telephone: [ ] Ext: [ ]

Fax: [ ]

E-mail Address: [ ]

Contact: [ ]

Post to Location: 03 Central Warehouse

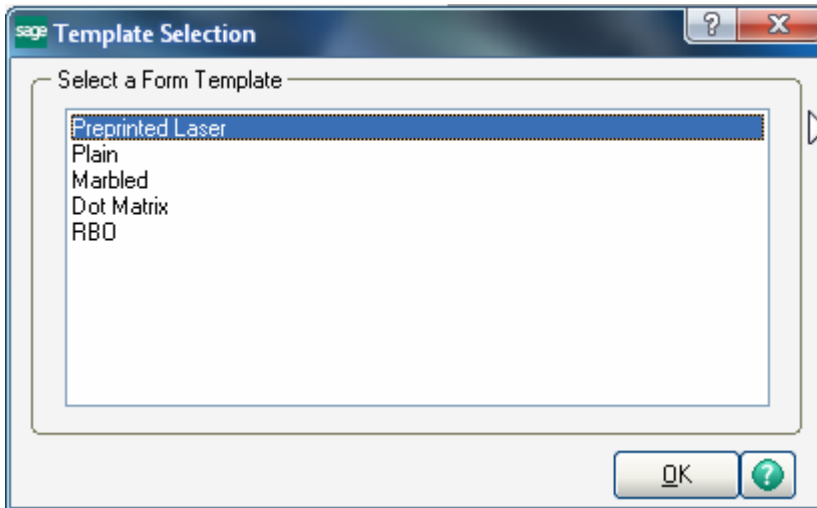
Include In Allocation:

Accept Cancel Delete [Print] [Help]

## Printings

### Sales Order Printing

Open the **Sales Order Printing** program to Print/Preview Orders.



Select RBO form template from the Template selection to have the Quantity allocated displayed on the report.

The screenshot shows a software window titled "Sales Order Printing (ABC) 8/11/2015". The interface includes several sections for configuring the print job:

- Form Code:** RBO (with a search icon)
- Description:** RBO Form
- Buttons:** Select, Clear, Designer...
- Number of Copies:** 1 (with up/down arrows)
- Collated:**
- Multi-Part Form Enabled:**  (with a "Multi Part..." button)
- Sort Orders By:** Order Number (dropdown)
- Order Type to Print:** All (dropdown)
- Print Comments:** Partial (dropdown)
- Print Orders On Hold:**
- Print Bill Options:**
- Print Lot/Serial Distributions:**
- Line 1 Message:** (empty text field)
- Line 2 Message:** (empty text field)
- Selections:** A table with columns for Select Field, Operand, and Value.

Select Field	Operand	Value
Order Number	All	(with search icon)
Warehouse Code	All	
- Keep Window Open After:** Print  Preview  (with a "Print Add'l Documents" button)
- Printer Selection:** Adobe PDF (dropdown)
- Buttons:** Alignment, Print, Preview, Setup, and a help icon.

For Standard and Back Orders the **Sales Order Printing** screen includes the **Quantity Allocated**.

Sales Order Printing

Main Report

34 / 37

1

ABC Distribution and Service Corp. 0000188  
8/11/2015

0100  
01-ABF

American Business Futures  
2131 N. 14th Street  
Suite 100  
Accounting Department  
Milwaukee, WI 53205-1204

American Business Futures  
Racine Warehouse  
5411 Kendrick Place  
Racine, WI 53120

John Quinn

UPS RED Net 30 Days

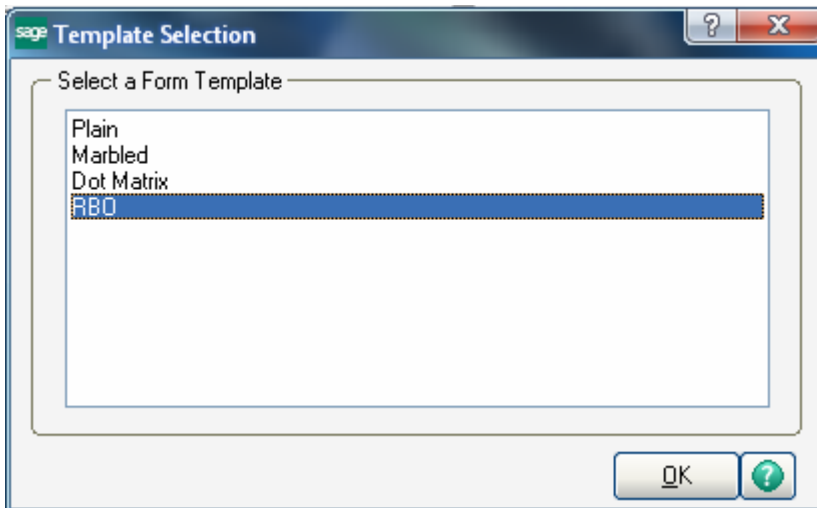
1001-HON-H252	EACH	5.00	5.00	0.00	81.480	407.40
HON 2DRAWER LETTER FLE W/O LK	EACH	4.00	4.00	0.00	34.950	139.80
2480-555	EACH					
DESK FILE 8" CAP 555						

Whse 002  
Whse 001

Current Page No.: 34 Total Page No.: 37 Zoom Factor: 100%

### Picking Sheet Printing

Select the **Picking Sheet Printing** under the Sales Order Main menu.  
Select RBO form template from the Template selection to have the Quantity allocated displayed on the report.



Check the **Suppress not Allocated Lines** box to exclude the lines with no quantity allocated from printing in the Picking Sheet.

Form Code: RBO  
 Description: RBO Form

Number of Copies: 1  
 Collated:   
 Multi-Part Form Enabled:

Order Type to Print: All  
 Print Orders on Hold:   
 Print Comments: Partial  
 Print Bill Options:

Include Unauthorized/Expired Credit Card Orders:   
 Include Back Order Quantity in Quantity Ordered:   
 Include Back Ordered Lines:   
 Print Orders for Customers on Credit Hold:   
 Print Lot/Serial Distributions:

Additional Item Types to Print  
 Charge Items:   
 Miscellaneous Items:   
 Special Items:   
 Suppress not Allocated Lines:

Line 1 Message:   
 Line 2 Message:   
 Selections:

Select Field	Operand	Value
Order Number	All	
Warehouse Code	All	

Keep Window Open After  
 Print:  Preview:

Adobe PDF  
 Alignment Print Preview Setup

The **Picking Sheet Printing** prints the **Quantity Allocated** instead of Quantity Ordered.



Page 1

**Picking Sheet**

Warehouse: 000 CENTRAL WAREHOUSE

Order Number: 0000184      Order Date: 8/10/2015  
Customer Number: 01-ABF      Salesperson: 0100

**Sold To:**  
American Business Futures  
2131 N. 14th Street  
Suite 100  
Accounting Department  
Milwaukee, WI 53205-1204  
Confirm To: John Quinn

**Ship To:**  
American Business Futures  
Racine Warehouse  
5411 Kendrick Place  
Racine, WI 53120

---

Customer P.O.	Ship VIA	F. O. B.	Terms			
	UPS RED		Net 30 Days			
Location	Item Code	Unit	Allocated	Shipped	Backordered	Code
D-100-10	6655 PRINTER STAND W/BASKET	EACH	3.00	_____	_____	A
E-300-10	1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK	EACH	10.00	_____	_____	A
E-300-40	1001-HON-H254LK HON 4 DRAWER LETTER FLE W/LCK	EACH	3.00	_____	_____	A

Current Page No.: 4      Total Page No.: 7+      Zoom Factor: 100%

*Note: The Suppress Not Allocated Lines option is applied only to regular Items. This option is skipped for parent Item of exploded Kit.*

A special field has been added to the **Picking Sheet Printing** screen to indicate how many times the line has been printed in the Picking Sheet. Picking Sheets from the same Sales Order, printed with some time interval, may have different Allocated Quantities. The first time, the line is printed with **Code "A"**. The next time, the line is set to B, then C, and so on. Lines in the same Pick Sheet can have different Codes, if one of them was added to the Order later than another (after printing the Pick Sheet several times). Line Codes are reset during Daily Sales Reports/Updates.

## Open Sales Order Report

Modifications have been done in **Open Sales Order Report** to add **Priority Code Sort Option** and **Select** drop down box.

The **Priority Code** field has been added to the **Selections** to allow tab, which allows specifying priority codes in the range of 1..9.

The **Select** drop down box is enabled only if the **Allow Future Order** option is selected on the **Main** tab of the **Sales Order Options**. Here you can select to print the report for **All Orders**, only for **Future Orders**, or for **All Orders except Future Orders**.

Report Setting: STANDARD

Description: Open Sales Order Report

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Sort Report By: Sales Order Number

Select: All Orders

Sales Order Types to Print:

- All Types:
- Back Orders:
- Master Orders:
- Standard Orders:
- Price Quotes:
- Repeating Orders:
- RMA Orders:

Extension Calculation: Quantity On Order

Sales Order Statuses to Print:

- All Statuses:
- New:
- Open:
- Hold:

Print Summary Report:  Print Tax Detail:  Only Print Unauthorized or Expired Credit Card Orders:

Include Component Lines:  Print Comments: Partial

Print Lot/Serial Distributions:

Select Field	Operand	Value
Bill To Name	All	
Salesperson	All	
Priority Code	All	

Adobe PDF

Keep Window Open After:  Print  Preview

Print Preview Setup

Here is an example of printout:

**Open Sales Order Report**  
**Sorted By Sales Order Number**  
**For Order Types: Back Orders, Standard Orders**

**ABC Distribution and Service Corp. (ABC)**

Order Number	Type	Item Code	Customer / Name	Item Description	P Unit	Price	Quantity On Order	Quantity Shipped	Quantity Back Order	Extension
0000111	Back	02-JELLCO	Jellico Packing							
		Curt PO: VERBAL		Salesperson: 0300	Order Date: 5/1/2020	Status: Open	Ship Date: 5/1/2020			
		Pr.Code: 5			Last Invoice: 0100004	Last Invoice Date: 5/5/2020				
5/1/2020		GB-EL04MS-25	RJ-11 4 WIRE MOD CABLE 25 FT		001 3 EACH	4.610	15.00	15.00	0.00	0.00
5/1/2020		GB-EQ390-10-MF	CENTRONICS CABLE 10 FT M/F		001 3 EACH	33.470	5.00	5.00	0.00	0.00
5/1/2020		GB-EQ390-10-MM	CENTRONICS CABLE 10 FT M/M		001 3 EACH	32.090	10.00	10.00	0.00	0.00
5/1/2020		GB-EQ390-5-MF	CENTRONICS CABLE 5 FT M/F		001 3 EACH	28.130	10.00	10.00	0.00	0.00
5/1/2020		GB-EQ390-5-MM	CENTRONICS CABLE 5 FT M/M		001 3 EACH	28.130	10.00	10.00	0.00	0.00
5/1/2020		GB-MD791	MODEM 9600 FAST POLL		001 3 EACH	1,895.250	5.00	1.00	4.00	7,581.00
		Freight								26.00
		Sales Tax								467.18
		Less Trade Discount								1,137.15 -
										Order 0000111 Total: 6,937.03
0000112	Std	02-CUSTOM	Custom Craft Products							
		Curt PO: VERBAL		Salesperson: 0300	Order Date: 5/3/2020	Status: Open	Ship Date: 5/1/2020			
		Pr.Code: 5			Last Invoice:	Last Invoice Date:				
5/1/2020		GLOB-V-3090-25W	GLOBE FOLDING TABLE 30x60		001 1 EACH	89.600	2.00	0.00	0.00	179.20
5/1/2020		GLOB-V-3096-25W	GLOBE FOLDING TABLE 30x96		001 1 EACH	110.730	5.00	0.00	0.00	553.63
5/1/2020		GLOB-V-3696-25W	GLOBE FOLDING TABLE 36x96		001 1 EACH	131.000	4.00	0.00	0.00	524.00
5/1/2020		PFS-007-CABLE	EIA RS232 CABLE 7 CONDUCTOR		001 1 FT	0.180	1,000.00	0.00	0.00	190.00
5/1/2020		PFS-007-CONN-F	EIA RS232 CONNECT 7 CONDUCTOR F		001 1 EACH	13.000	10.00	0.00	0.00	130.00
5/1/2020		PFS-007-CONN-M	EIA RS232 CONNECT 7 CONDUCTOR M		001 1 EACH	13.000	15.00	0.00	0.00	195.00
5/1/2020		VOG-CM-CASTERS	CASTERS (SET OF 4, 2 W/LOCK)		001 1 SET	20.460	10.00	0.00	0.00	204.60
5/1/2020		VOG-CM-MP-B	MODESTY PANEL		001 1 EACH	42.000	3.00	0.00	0.00	126.00
5/1/2020		VOG-CM-MSC	STORAGE CUBE		001 1 EACH	266.750	8.00	0.00	0.00	2,134.00
5/1/2020		WJ-M-2107-B	POST BINDER 3/8 X 1 (100)		001 1 BOX	30.960	12.00	0.00	0.00	371.52
5/1/2020		WJ-M-2109-A	POST BINDER 3/16 X 1/2 (100)		001 1 BOX	28.400	5.00	0.00	0.00	142.00
		Freight								11.50
		Sales Tax								226.06
		Less Trade Discount								418.63 -
										Order 0000112 Total: 4,558.88
0000115	Std	01-ABF	American Business Futures							
		Curt PO: VERBAL		Salesperson: 0100**	Order Date: 5/18/2020	Status: Open	Ship Date: 5/31/2020			
		Pr.Code: 5			Last Invoice:	Last Invoice Date:				
5/31/2020		D1400	EXECUTIVE DESK ENSEMBLE		001 1 EACH	1,700.000	4.00	0.00	0.00	6,800.00
5/31/2020		D1700	SECRETARY DESK ENSEMBLE		001 1 EACH	900.000	2.00	0.00	0.00	1,800.00
		Sales Tax								116.10
		Less Trade Discount								860.00 -
										Order 0000115 Total: 7,856.10
0000116	Std	01-BRESLIN	Breslin Parts Supply							
		Curt PO: 90-1004		Salesperson: 0100**	Order Date: 5/19/2020	Status: Hold	Ship Date: 5/31/2020			
		Pr.Code: 5			Last Invoice:	Last Invoice Date:				
5/31/2020		1001-HON-H254LK	HON 4 DRAWER LETTER FILE W/ LCK		001 EACH	135.000	3.00	0.00	0.00	405.00
5/31/2020		ARS-9301	ART SPECIALTY BRONZE LAMP		001 EACH	115.950	4.00	0.00	0.00	463.80

Current Page No.: 1      Total Page No.: 1+      Zoom Factor: 100%

You can see that **Priority Code (Pr. Code)** field added on the printout.

## Item Quantity Inquiry

The **Allocated** column added to the **Item Quantity Inquiry** grid allows for viewing information about quantity allocated by warehouse. The **Allocated** column in the **Totals** grid displays the total quantity allocated for all warehouse locations.

W...	Description	On ...	On PO	On SO	On Bk Ord	Com...	Available	In Shi...	On ...	Allocated
001	EAST WA...	19.00	.00	24.00	.00	24.00	5.00	10.00	9.00	10.00
000	CENTRAL ...	86.00	10.00	10.00	.00	10.00	81.00	8.00	78.00	8.00
002	WEST WA...	9.00	.00	25.00	2.00	27.00	18.00	.00	9.00	.00
<b>Totals</b>		114.00	10.00	59.00	2.00	61.00	58.00	.00	96.00	18.00

This window is accessible by one of the following methods:

- In any data entry window that allows inquiry on a line item, select a line item, and then click the Item Quantity Inquiry button.
- In any data entry window, at the Item Code field, right-click and select Item Quantity Inquiry.

## Item Maintenance/Inquiry

The **Allocated** column added to the Quantity grid on the Main and Quantity tabs allows for viewing allocated quantity for the selected item by warehouse.

The screenshot displays the Sage Item Maintenance window for item 1001-HON-H254. The 'Quantity' tab is selected, showing a grid of warehouse quantities. The 'Allocated' column in this grid shows the total quantity allocated for each warehouse. Below the grid, the 'Totals' section shows a total allocated quantity of 83.500.

Whse	Description	On H...	On PO	On SO	On Bk Ord	C...	Available	On Hand ...	Allocated
002	WEST WAR...	9.00	.00	25.00	2.00	27...	18.00-...	9.00	.00
000	CENTRAL ...	86.00	10.00	10.00	.00	10...	76.00 8	78.00	8.00
001	EAST WAR...	19.00	.00	24.00	.00	24...	5.00- 1	9.00	10.00

The **Allocated** field in the Totals grid shows the total quantity allocated for all warehouses.

SAP Item Maintenance (ABC) 8/11/2015

Item Code: 1001-HON-H254  
 Description: HON 4 DRAWER LETTER FLE W/O LK

Standard Unit of Measure: EACH

Whse	Description	On...	On PO	On SO	On Bk ...	Committed	Available	In Ship...	On H...	Allocated	Last
000	CENTRAL ...	86...	10.00	10.00	.00	10.00	76.00	8.00	78.00	8.00	4/30
001	EAST WA...	19...	.00	24.00	.00	24.00	5.00-	10.00	9.00	10.00	4/30
002	WEST WA...	9.00	.00	25.00	2.00	27.00	18.00-	.00	9.00	.00	4/30

	In Hand	On PO	On SO	On Bk Ord	Committed	Available	In Shipping	Less Ship	Allocated
Totals	114.00	10.00	59.00	2.00	61.00	53.00	18.00	96.00	18.00

The **Allocated Qty** column added to the **Sales Order** grid on the **Orders** tab allows for viewing the quantity allocated on sales orders by the Order numbers and the total Allocated on all Sales Orders.

sage Item Maintenance (ABC) 8/11/2015

Item Code: 1001-HON-H254  
 Description: HON 4 DRAWER LETTER FLE W/O LK

1. Main | 2. Additional | 3. Quantity | 4. History | 5. Transactions | 6. Orders | 7. Cost Detail

Purchase Order  Sales Order View Lot/Serial

Order No.	Type	Customer No.	Customer Name	Order Date	Whse	Ordered	Back Ordered	Allocated	P
0000143	Stand...	02-ALLENAP	Allen's Appliance ...	5/15/2020	002	25.00	.00	.00	5
0000149	Back...	02-AMERCON	American Concret...	5/23/2020	002	5.00	2.00	.00	5
0000190	Stand...	01-ABF	American Busines...	8/11/2015	000	5.00	.00	3.00	8
0000182	Stand...	01-ABF	American Busines...	8/7/2015	001	12.00	.00	5.00	8
0000184	Stand...	01-ABF	American Busines...	8/10/2015	001	12.00	.00	5.00	8
0000187	Stand...	01-ABF	American Busines...	8/11/2015	000	5.00	.00	5.00	8

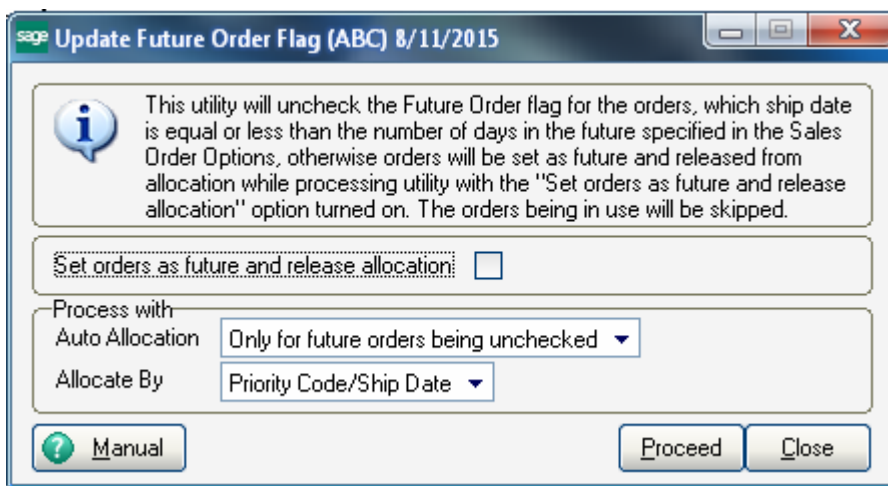
Ordered: 64.00   Shipped: 3.00   Back Ordered: 2.00   Allocated: 18.00

Accept   Cancel   Delete

## Update Future Order Flag

The **Update Future Order Flag** utility has been added to the **Sales Order Utilities Menu** to allow the user to automatically take off the Order from Future or put to Future if certain conditions are met:

- If the difference between the Order's **Ship Date** and **Current Module Date** is equal or less than number of days in the future specified in the **Sales Order Options** the Future flag will be turned off.
- If the difference between the Order's **Ship Date** and **Current Module Date** is greater than number of days in the future specified in the **Sales Order Options** and the utility is processed with the **Set orders as future and release allocation** checkbox selected, the Future flag will be turned on and the allocation zeroed on the Sales Orders lines.



This utility provides also additional options for processing Auto Allocation:

**Only for future orders being unchecked-** if this option is selected for auto allocation the program will process only those orders, which have been taken off from future in a result of running this utility.

**For All Orders-** all existing orders, which are not marked as **Future Order**, will take part in the auto allocation.

**Do Not Allocate-** no allocation will process.

The auto allocation of the Orders can be done respectively based on the Allocate By option:



**Priority Code/Ship Date**- allocation will process for higher priority order first. If orders have the same priority, the older Ship Date order will be allocated first.

**Ship Date/Priority Code**- allocation will process for orders with older Ship Date first. If orders have the same Ship Date the high priority order will be allocated first.

**Ignore Ship Date**- allocation will process based on the standard allocation logic.

*Note: The Orders being in use by other tasks, at the time of running the utility, will be skipped.*

For this utility a log is generated in the system SOA folder with the following name:

**IIG\_RBOFutureOrder.log.**

## Running the Update Future Order Flag Utility Outside of MAS

For running the **Update Future Order Flag** outside of MAS90 the user just need to add the following arguments: **-ARG DIRECT UION "Username" "Password" "CompanyCode""SO068\_RBOFutureOrderUtl" "RPF"** to the end of the text (“pvxwin32.exe -hd ..\launcher\sota.ini ..\soa\startup.m4p”) in the Target field of the MAS90 shortcut where: **Username** - is the user's logon. If security has been set up, a valid user logon is required. If security has not been set up, enter "" instead of a user logon.

**Password**- is the user's password. If the user does not have a password, or if security has not been set up, enter "" instead of a password.

**CompanyCode**- is the company code that should be used.

The argument “**RPF**” means the utility will be automatically run without opening the utility screen with the following options set by default: **Set orders as future and release allocation, Auto Allocation** set to **Only for future orders being unchecked** and **Allocate by** set to **Priority Code/Ship Date**.

In order to run the utility with **Set orders as future and release allocation option** turned off remove prefix “R” from argument “PF”.

Here are the possible arguments values for respective options:

“**P**”- **Priority Code/Ship Date**

“**S**”- **Ship Date/Priority Code**

“**T**”- **Ignore Ship Date**

“**N**”- **Do not allocate**

“**F**”- **Only for Future orders being unchecked**

“**A**”- **For All Orders**

If no argument is entered the utility screen will be opened..

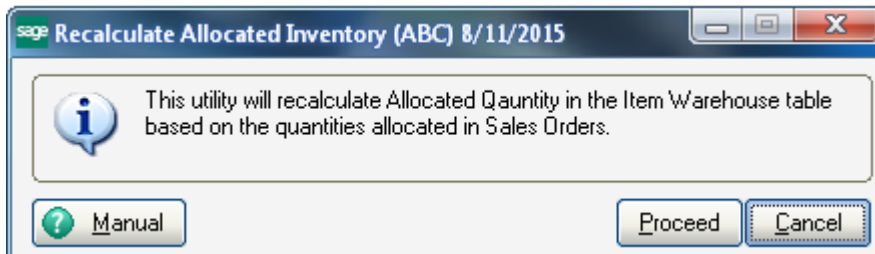
If no allocation is required the user can enter only “**N**” as the argument to update just the Future Flag without processing allocation.

The user can create a task in the windows task scheduler to run the utility automatically on the scheduled Day/Time.

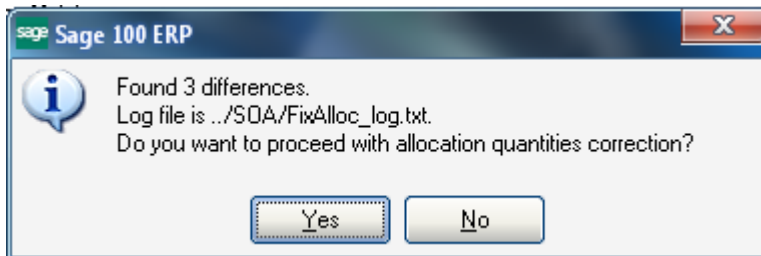
*Note: When running the utility outside of MAS90 the System Date is taken into account instead of current Module Date.*

## Recalculate Allocated Inventory

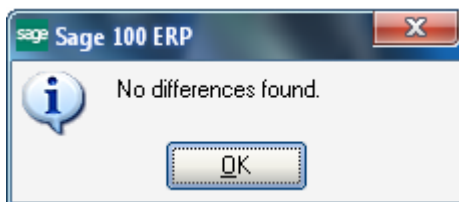
The **Recalculate Allocated Inventory** program has been developed to allow correcting Allocated Quantity in the Item Warehouse table based on the quantities allocated on Sales Orders. This program can be run from **Inventory Management Utilities** menu.



Click **Proceed**. When differences are found the following message is displayed:

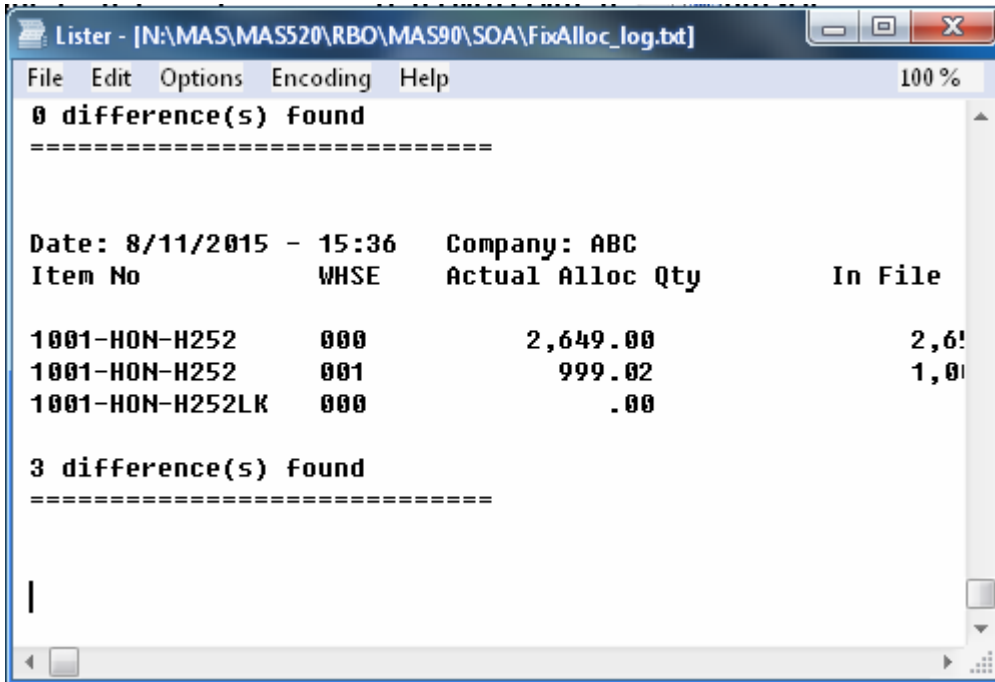


Otherwise the following message is displayed:



When clicking **Yes**, the program corrects the quantities.

In the `../SOA/FixAlloc_log.txt` file you can view the differences in item quantities.



**Note:** If **Sales Order** is opened, the following message appears when opening **Recalculate Allocated Inventory** program:

