



## Release Back Order For Sage 100 ERP 2013

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## Installation Instructions and Cautions

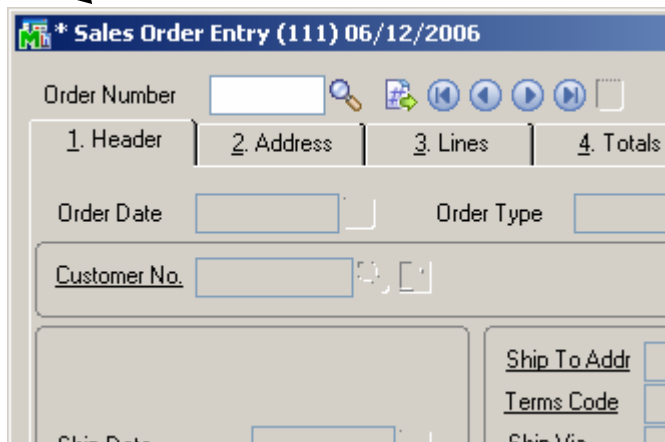
**PLEASE NOTE: SAGE 100 ERP** must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP 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 ERP 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 ERP.

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	Status
IIG Enhancement	5.00		AAAAAAAAAAAAAAAA	BBBBBB	Invalid

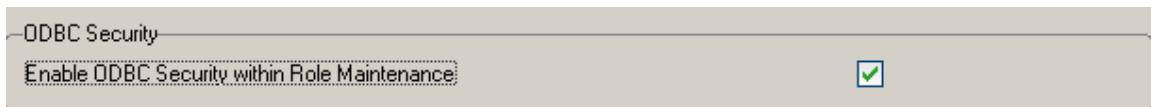
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

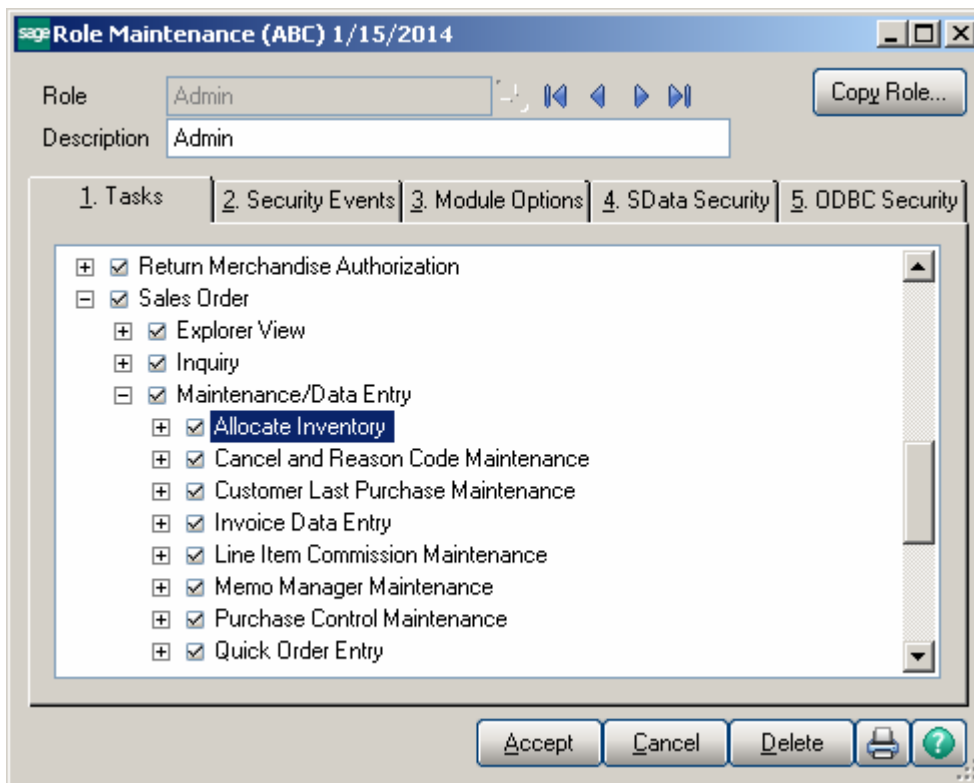
## ODBC Security

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.

Sales Order Options (ABC) 9/17/2014

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 2014  
Current Period 01

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

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

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.

sage Sales Order Options (ABC) 9/17/2014

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: 2014

Current Calendar Year: 2014

Current Period: 01

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

Allow Future Order  Number of days in the future for setting Future Flag in Sales Order 5

Accept Cancel [Printer Icon] [Help Icon]



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) 1/16/2014 window. The interface includes a top navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The main area is divided into several sections:
 

- Order Information:** Order Number (0000174), Order Date (1/16/2014), Order Type (Standard Order), and Master/Repeating No. (empty).
- Customer Information:** Customer No. (01-ABF), Cust PO (empty), and Customer Name (American Business Futures).
- Shipping Information:** Ship Date (1/16/2014), Ship To Addr (2), Terms Code (01), Ship Via (UPS BLUE), and FOB (empty).
- Contact Information:** Confirm To (John Quinn), E-mail (artie@sage.sample.com), and Fax No. (empty).
- Salesperson and Allocation:** Salesperson (0100), Split Comm. (No), and Priority (1=high) 5. There are buttons for 'Allocate', 'Release', and 'Split Comm...'.
- Warehouse and Tax:** Whse (001), Status (New), Reason (empty), and Sales Tax Schedule (WI).
- Printing Options:** Checkboxes for 'Print Order' and 'Print Pick Sheets' (both checked), and a checkbox for 'Quick Print Without Displaying Printing Window' (unchecked).
- Bottom Bar:** Buttons for 'Print Order...', 'Print Pick...', 'Recalc Price', 'Accept', 'Cancel', and 'Delete'.

SAP Sales Order Entry (ABC) 1/16/2014

Order Number: 0000174

Copy from... Defaults... Customer... Credit...

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

Quick Row: 1

	Item Code	Ordered	Allocated Qty	Back Ordered	Unit Price	Extension
1	1001-HON-H252	5.00	5.00	.00	81.480	407.40
2		.00	.00	.00	.000	.00

Description: HON 2 DRAWER LETTER FLE W/O LK  
Warehouse: 001  
Unit Of Measure: EACH  
Shipped: .00

Available Allocate Quantity is 992 EACH

Total Amount: 407.40

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.

Item Code: 1001-HON-H252      HON 2 DRAWER LETTER FLE W/O LK      Standard U/M: EACH

W...	Descri...	On H...	On ...	On ...	Comm...	Available	In Ship...	On Hand Less ...	Allocated
001	EAST ...	992.00	.00	.00	8.00	989.00	.00	992.00	5.00
000	CENTR...	2,675.00	1.00	.00	.00	2,675.00	.00	2,675.00	.00
002	WEST ...	1,519.00	.00	10.00	22.00	1,497.00	.00	1,519.00	.00
098	SCRAP ...	1.00	.00	.00	.00	1.00	.00	1.00	.00

	On SO	On Bk Ord	Committed	Available	In Shipping	On Hand Less Ship	Allocated
Totals	20.00	10.00	30.00	5,162.00	.00	5,187.00	5.00

## Future Orders

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

The screenshot shows the Sage Sales Order Entry (ABC) 1/16/2014 window. The 'Future Order' checkbox is checked and circled in blue. Other fields include Order Number 0000176, Order Date 1/16/2014, Order Type Standard Order, Customer No. 01-ABF, Ship Date 1/16/2014, Status New, Whse 001 EAST WAREHOUSE, Ship To Addr 2, Terms Code 01 Net 30 Days, Ship Via UPS BLUE, Confirm To John Quinn, E-mail artie@sage.sample.com, Salesperson 0100 Jim Kentley, Split Comm. No, 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(s) are 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. If 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 the Order is automatically placed as future.

SAP Sales Order Entry (ABC) 1/16/2014

Order Number: 0000176

Order Date: 1/16/2014

Order Type: Standard Order

Customer No.: 01-ABF (American Business Futures)

Ship Date: 1/25/2014

Status: New

Whse: 001 (EAST WAREHOUSE)

Sales Tax Schedule: WI

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 BLUE (FOB)

Confirm To: John Quinn

E-mail: artie@sage.sample.com

Fax No.:

Comment:

Salesperson: 0100 (Jim Kentley)

Split Comm.: No

Future Order:  Priority (1=high) 5

Buttons: Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, ?

## Allocate Inventory

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

The screenshot shows the 'Allocate Inventory' window. It features a table for selecting fields, a set of control buttons, exclusion checkboxes, a data table, and a 'Release Allocation' button.

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			

Buttons: Select, Clear, Include All, Exclude All, Allocate All

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

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

Buttons: 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.

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	

SD No.	Ship Date	Customer No.	Item No.	Whse	U/M	Qty Ord.	Qty Alloc.	Qty Allowed	Incl	Item Description
1	0000158	5/31/2010	02-AUTOCR	D1000	001	EACH	2.00	.00	<input checked="" type="checkbox"/>	DESK 72" X 30"
2	0000159	5/31/2010	02-GREALAR	D1400	001	EACH	.00	.00	<input checked="" type="checkbox"/>	EXECUTIVE DESK ENSEMBLE
3	0000159	5/31/2010	02-GREALAR	D1700	001	EACH	2.00	.00	<input checked="" type="checkbox"/>	SECRETARY DESK ENSEMBLE
4	0000160	5/31/2010	01-RSSUPPL	D1400	001	EACH	1.00	.00	<input checked="" type="checkbox"/>	EXECUTIVE DESK ENSEMBLE
5	0000160	5/31/2010	01-RSSUPPL	D2000-C	001	EACH	1.00	.00	<input checked="" type="checkbox"/>	EXECUTIVE CREDENZA
6	0000161	5/31/2010	01-HILLSB	4886-18-14-3	001	EACH	1.00	.00	<input checked="" type="checkbox"/>	PAPER CADDY 18"W 14"D 3"H
7	0000161	5/31/2010	01-HILLSB	8971	001	EACH	15.00	.00	<input checked="" type="checkbox"/>	UNIVERSAL 5 1/4" SSDD FLEX DSK
8	0000162	5/31/2010	02-AMERCON	6655	001	EACH	3.00	.00	<input checked="" type="checkbox"/>	PRINTER STAND W/ BASKET
9	0000162	5/31/2010	02-AMERCON	VOG-CM-MP-8	001	EACH	2.00	.00	<input checked="" type="checkbox"/>	MODESTY PANEL
10	0000164	5/31/2010	02-ORANGE	6650-26-16-11	001	EACH	1.00	.00	<input checked="" type="checkbox"/>	SOUND CVR 26"W 16"D 11"H DM
11	0000171	5/1/2010	01-ABF	1001-HDN-H252	001	EACH	1.00	.00	<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/D LK
12	0000174	1/16/2014	01-ABF	1001-HDN-H252	001	EACH	5.00	5.00	<input checked="" type="checkbox"/>	HON 2 DRAWER LETTER FLE W/D LK

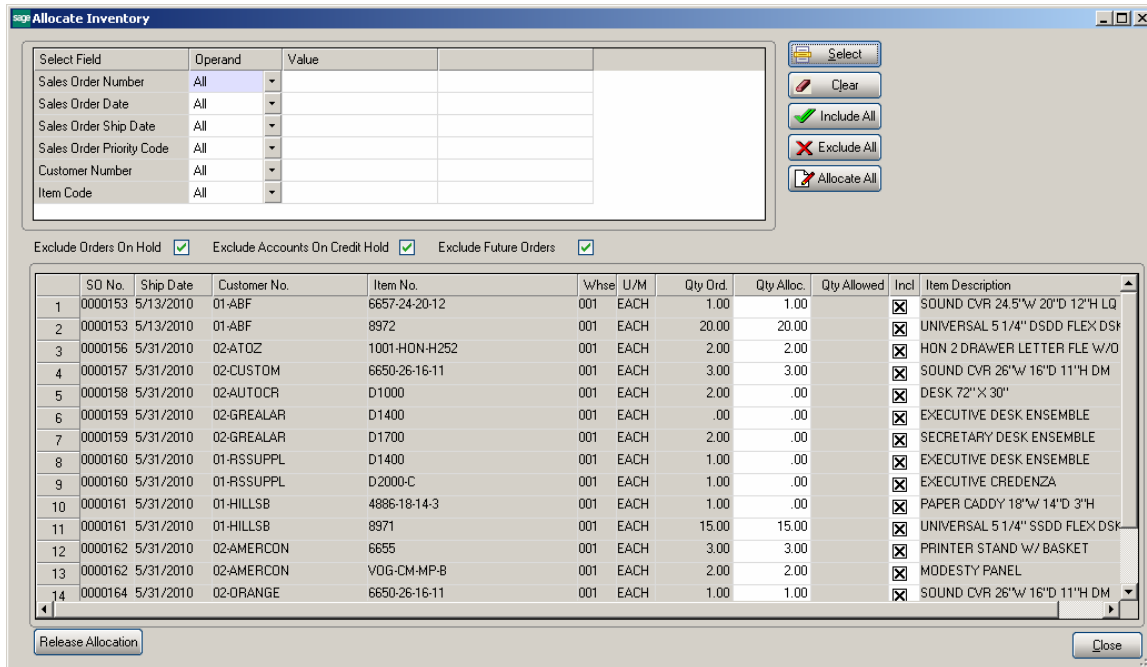
**Qty Alloc.** displays the Quantity already allocated in the Sales Order. If the item has not been allocated on the Sales Order, the **Qty Alloc.** is set to 0 and the field next to it displays the quantity available for allocation.

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.

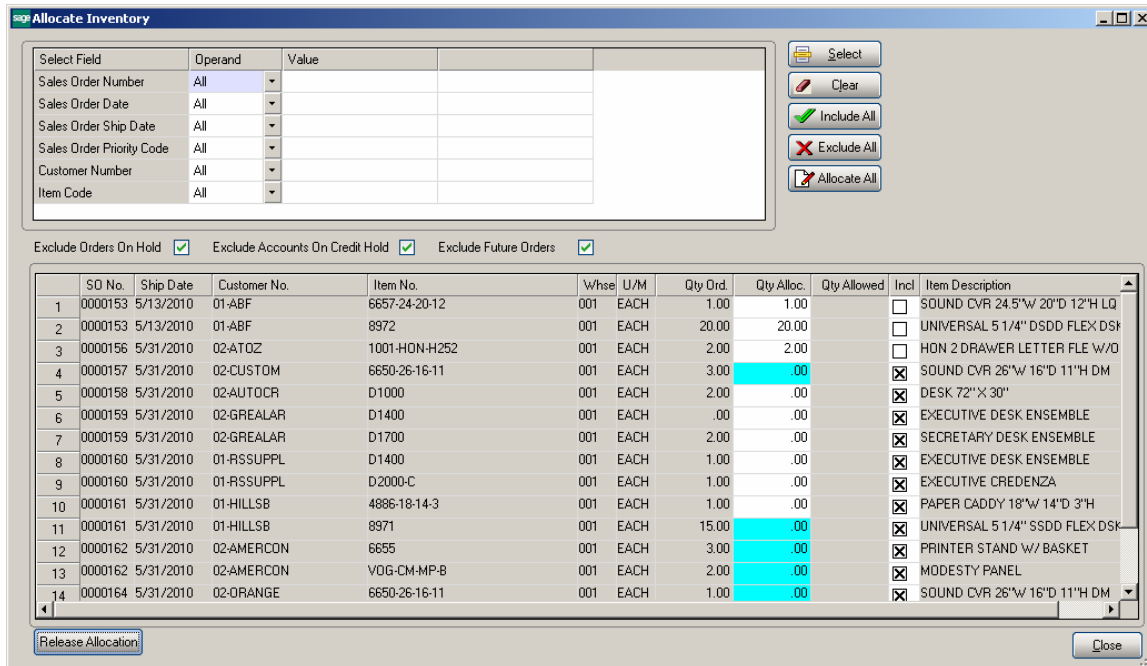
Items can be allocated automatically by placing checkmarks in the **Incl** (Included) column in the lines. The **Include** and **Exclude All** buttons are also available. Click the **Allocate All** button to perform auto allocation.

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.

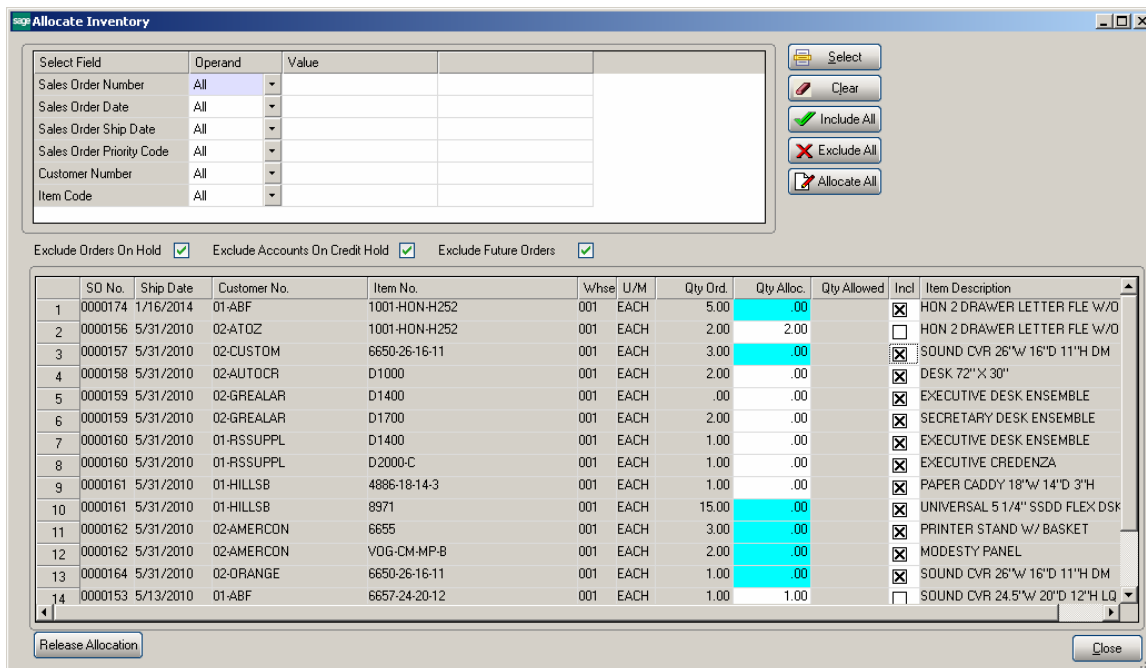


The **Exclude Orders On Hold**, **Exclude Accounts On Credit Hold** and **Exclude Future Orders** checkboxes are selected by default.

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.



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.

sage Customer Maintenance (ABC) 1/16/2014

Customer No. 01-ABF  
Name American Business Futures

Copy From... Renumber... More...

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. S/Os

Comment Call Ed for credit approval.  
Open Item Customer  Internet Enabled   
Customer Status Active  
[Inactive Reason](#)  
Priority (1=high) 5

Data Entry  
Price Level 1 2 3  
Diff Pymt Type N 4 5 6  
Discount Rate 7  
Fin Charge Rate 8  
[Item Code](#) WIDGE 9

8" x 10" Widgets

Printing  
Sort AMER  
Customer Type A2  
Statement Cycle M  
Print Dun Message   
Batch Fax

Primary Credit Card Information  
Card ID  
Payment Type  
Cardholder Name  
Last Four Digits  
Expiration Date

**Sage Sales Order Entry (ABC) 1/16/2014**

Order Number: 0000177

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

Order Date: 1/16/2014 | Order Type: Standard Order | Master/Repeating No.:

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

Ship Date: 1/16/2014

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 BLUE | 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

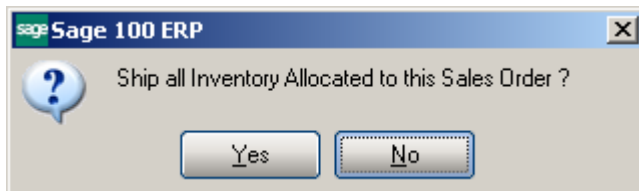
Print Order... | Print Pick... | Recalc Price | Accept | Cancel | Delete

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

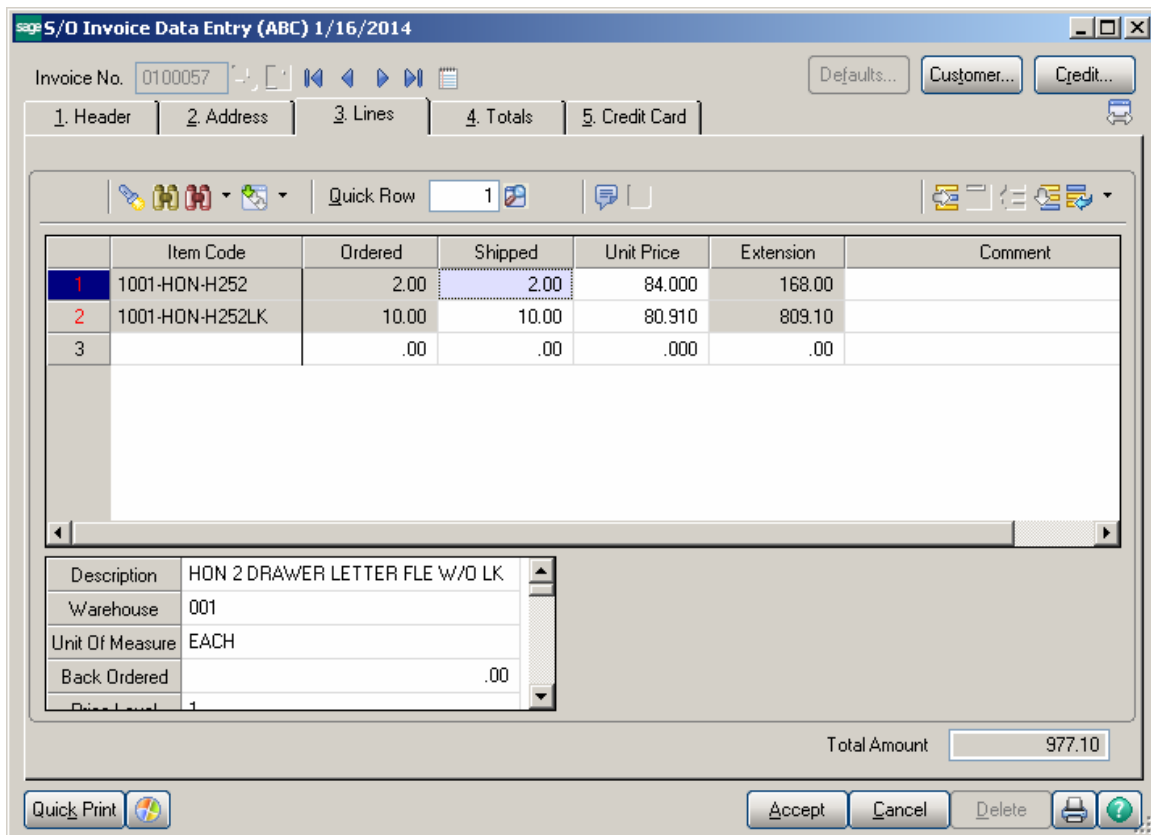
If the quantity available of the item is not sufficient to fulfill several Sales Orders, the item will be allocated to the higher priority order first. If orders have the same priority, the older date order is allocated first. If the dates are the same, the order with the smaller order number is allocated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

Shipping Allocated Quantity**Invoice Data Entry**

When creating an Invoice, the following message appears:

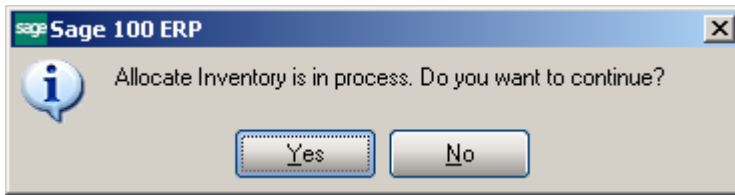


Click **Yes** to ship allocated quantities.



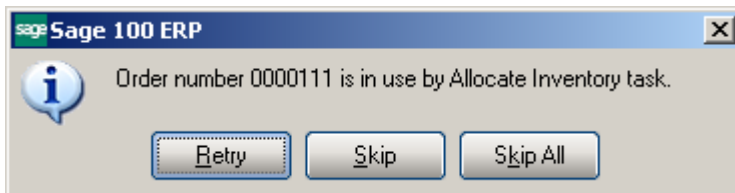
When generating Invoice(s) through the **Auto Generate Invoice Selection** program the quantity allocated (except of the Lot/Serial Items) in the Sales Order(s) will be automatically set as Shipped in the generated Invoice(s).

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.

Shipping Data Entry (ABC) 1/16/2014

Shipper ID: 1    Ship Date: 1/17/2014    Order No.: 0000174  
Shipping No.: 0100059    Ship Status: New    SO Created By: IIG  
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	5.00	.00	.00	

Description: HON 2 DRAWER LETTER FLE W/O LK  
Warehouse: 001  
U/M: EACH  
Package: 0001

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.

SAP Shipping Data Entry (ABC) 1/16/2014

Shipper ID: 1    Ship Date: 1/17/2014    Order No.: 0000174  
Shipping No.: 0100059    Ship Status: New    SO Created By: IIG  
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	5.00	5.00	.00	

Description: HON 2 DRAWER LETTER FLE W/O LK  
Warehouse: 001  
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) 1/16/2014

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 2014

Current Period 01

Segment Substitution

G/L Segment for Whse Postings Location

Enable Warranty Tracking

Track Warehouse Transfers as Issues

Calculate Commission by Inventory Item

Include in Quantity Available No POs and WOs

Integrate with

General Ledger

Job Cost

Allocate Inventory to Sales Orders During Update

Accept Cancel [Printer Icon] [Help Icon]



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.

**SAP Purchase Order Options (ABC) 1/16/2014**

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: 2014

Current Period: 01

**Integrate with**

General Ledger:

Inventory Management:

Job Cost:

Bank Reconciliation:

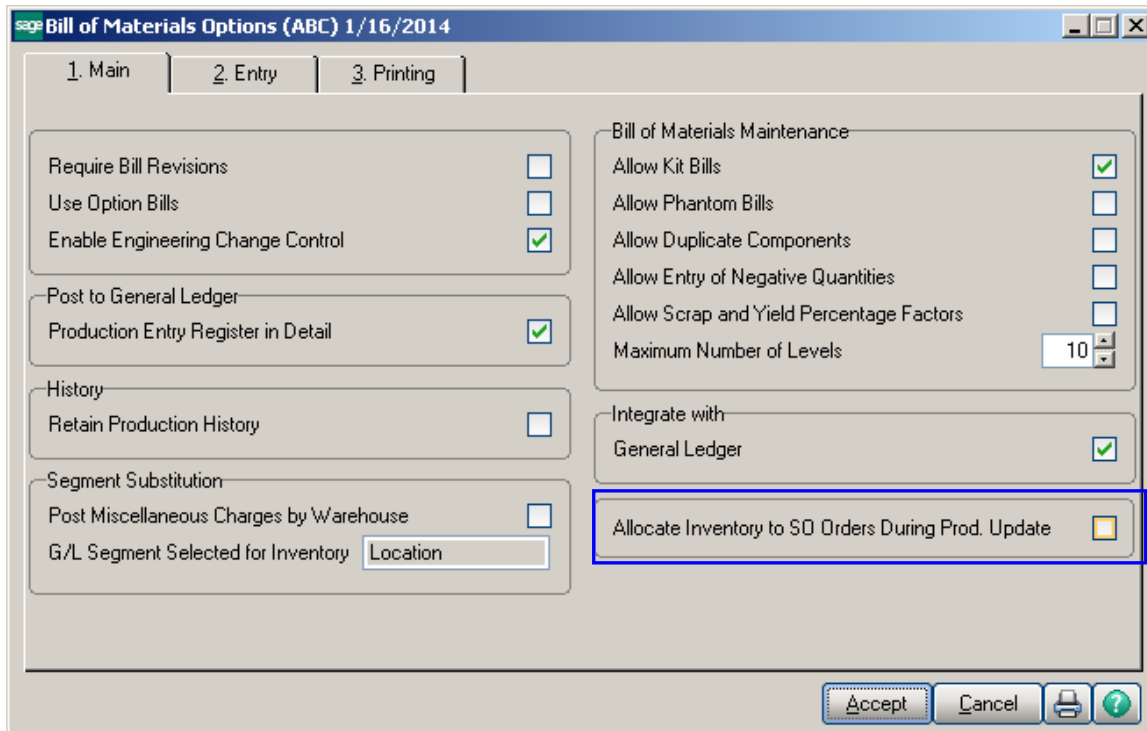
Work Order:

**Allocate Inventory to Sales Orders During Receipt Update:**

Accept Cancel [Print] [Help]

### 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

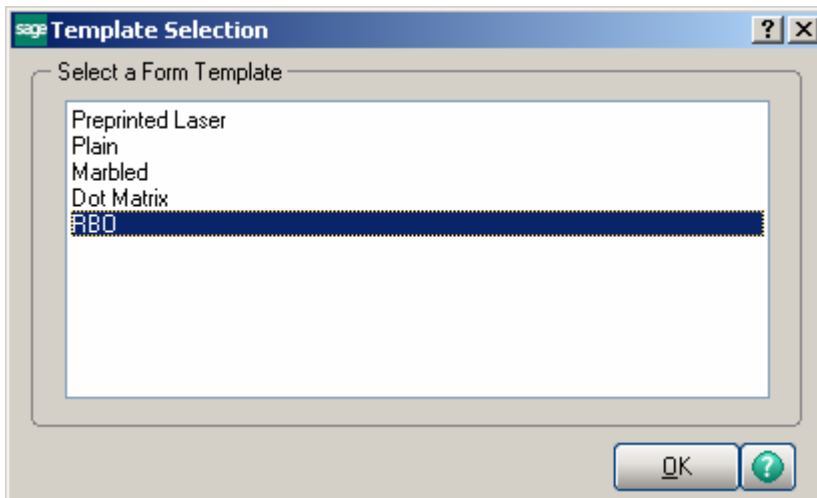
The **Include In Allocation** checkbox added on the **Warehouse Code Maintenance** allows the user to select the warehouse(s) to be included in the calculation of total quantity allowed for allocation.

The screenshot shows a software window titled "sage Warehouse Code Maintenance (ABC) 1/16/2014". At the top, there are navigation buttons (back, forward, search, etc.) and a "Warehouse Code" field containing "001". Below that is a "Description" field containing "EAST WAREHOUSE". A large section contains various input fields: "Name", "Address" (with a location pin icon), "ZIP Code", "City" and "State", "Country" (with a magnifying glass icon), "Telephone" and "Ext", "Fax", "E-mail Address" (with an envelope icon), and "Contact". Below this section is a "Post to Location" field with "01" and "East Sales Office" (with a magnifying glass icon). At the bottom of this section is an "Include In Allocation" checkbox which is checked. At the very bottom of the window are buttons for "Accept", "Cancel", "Delete", a printer icon, and a help icon.

## 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.

Sales Order Printing (ABC) 12/26/2011

Form Code: STANDARD

Description: RBO

Number of Copies: 1  Collated  Multi-Part Form Enabled

Sort Orders By: Order Number

Order Type to Print: All

Line 1 Message:

Line 2 Message:

Selections

Select Field	Operand	Value
Order Number	Equal to	0000176
Warehouse Code	All	

\\WIGSERVER\HP LaserJet 1022

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

Sales Order Printing

Main Report

1

ABC Distribution and Service Corp. 0000176  
1/16/2014

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

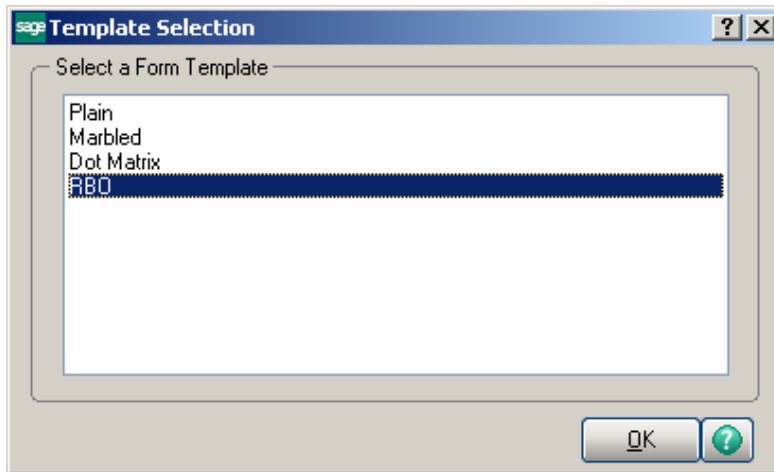
UPS BLUE Net 30 Days

1001-HON-H252	EACH	2.00	2.00	0.00	84.000	168.00
HON 2DRAWER LETTER FLE W/D LK			Whse: 001			
1001-HON-H252LK	EACH	10.00	10.00	0.00	80.910	809.10
HON 2DRAWER LETTER FLE W/LCK			Whse: 000			

Current Page No.: 1 Total Page No.: 1 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: NEW  
Description: RBO

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

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

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

Select Field	Operand	Value
Order Number	All	
Warehouse Code	All	

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

**Picking Sheet Printing** Main Report

Page: 1

**Picking Sheet**

Warehouse: 001 EAST WAREHOUSE

Order Number: 0000112      Order Date: 5/3/2010  
 Customer Number: 02-CUSTOM      Salesperson: 0300

Sold To: Custom Craft Products      Ship To: Custom Craft Products  
 1007 West 1st Street      1007 West 1st Street  
 Santa Ana, CA 92554      Santa Ana, CA 92554  
 Confirm To: Rex Anderson

---

Customer P.O.: VERBAL      Ship VIA: UPS BLUE      F. O. B.:      Terms: 2% Ten Days, Net 30 Days

Location	Item Code	Unit	Allocated	Shipped	Backordered	Code
A-100-20	PFS-007-CABLE	FT	1,000.00			B
	EIA RS232 CABLE 7 CONDUCTOR	Quantity Backordered:	0.00			
A-300-30	PFS-007-CONN-F	EACH	10.00			B
	EIA RS232 CONECT 7 CONDUCTOR F	Quantity Backordered:	0.00			
A-300-40	PFS-007-CONN-M	EACH	15.00			B
	EIA RS323 CONECT 7 CONDUCTOR M	Quantity Backordered:	0.00			
E-100-40	GLOB-V-3096-25W	EACH	5.00			B
	GLOBE FOLDING TABLE 30x96	Quantity Backordered:	0.00			
E-100-50	GLOB-V-3696-25W	EACH	4.00			B
	GLOBE FOLDING TABLE 36x96	Quantity Backordered:	0.00			
E-400-10	VOG-CM-MSC	EACH	8.00			B
	STORAGE CUBE	Quantity Backordered:	0.00			
E-400-20	VOG-CM-MP-B	EACH	3.00			B
	MODESTY PANEL	Quantity Backordered:	0.00			
E-500-10	VOG-CM-CASTERS	SET	10.00			B
	CASTERS (SET OF 4, 2 W/LOCK)	Quantity Backordered:	0.00			
E-500-20	WJ-M-2109-A	BOX	5.00			B
	POST BINDER 3/16X1/2(100)	Quantity Backordered:	0.00			
E-500-30	WJ-M-2107-B	BOX	12.00			B

Current Page No.: 3      Total Page No.: 3+      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**.

The screenshot shows the Sage Open Sales Order Report (ABC) 1/16/2014 window. The interface includes the following sections:

- Report Setting:** STANDARD (with a search icon) and a Save button.
- Description:** Open Sales Order Report.
- Setting Options:**
  - Type: Public (dropdown)
  - Print Report Settings:
  - Number of Copies: 1 (spinner)
  - Default Report:
  - Three Hole Punch:
  - Collated:
- Sort Report By:** Priority Code (dropdown)
- Select:** All Orders (dropdown menu is open showing: All Orders, Only Future Orders, All Orders Except Future 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 (dropdown)
- 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 (dropdown)

**Selections Table:**

Select Field	Operand	Value
Sales Order Number	All	
Customer Number	All	
Shipping Date	All	

**Footer:** Adobe PDF (dropdown), Keep Window Open After Print  Preview  Print Preview Setup ?

Here is the result of printout:

Open Sales Order Report  
 For Order Types: Back Orders, Standard Orders  
 ABC Distribution and Service Corp. (ABC)

Order Number	Type / eBM	Customer / Name	Item Description	P	Unit	Price	Quantity On Order	Quantity Shipped	Quantity Back Order	Extension	
0000171	Std	01-ABF American Business Futures									
	<b>Pr. Code:</b> 5	<b>RMA:</b> 0000002 <b>Cust PO:</b> 1001-HON-H252	HON 2 DRAWER LETTER FILE W/O LK	001	EACH	81.480	1.00	0.00	0.00	81.48	
							<b>Order Date:</b> 5/1/2010	<b>Status:</b> New	<b>Ship Date:</b> 5/1/2010		
							<b>Last Invoice:</b>	<b>Last Invoice Date:</b>			
										<b>Order 0000171 Total:</b>	81.48
										81.48	
										81.48	
										81.48	
0000111	Back	02-JELICO Jelico Packing									
	<b>Pr. Code:</b> 5	<b>Cust PO:</b> VERBAL									
		<b>Salesperson:</b> 0300									
							<b>Order Date:</b> 5/1/2010	<b>Status:</b> Open	<b>Ship Date:</b> 5/1/2010		
							<b>Last Invoice:</b> 0100004	<b>Last Invoice Date:</b> 5/5/2010			
5/1/2013		GB-EL04MS-25	RJ-11 4 WIRE MOD CABLE 25 FT	001	EACH	4.610	15.00	15.00	0.00	0.00	
5/1/2013		GB-EQ380-10-MF	CENTRONICS CABLE 10 FT M/F	001	EACH	33.470	5.00	5.00	0.00	0.00	
5/1/2013		GB-EQ380-10-M/M	CENTRONICS CABLE 10 FT M/M	001	EACH	32.090	10.00	10.00	0.00	0.00	
5/1/2013		GB-EQ380-5-M/F	CENTRONICS CABLE 5 FT M/F	001	EACH	28.130	10.00	10.00	0.00	0.00	
5/1/2013		GB-EQ380-5-M/M	CENTRONICS CABLE 5 FT M/M	001	EACH	28.130	10.00	10.00	0.00	0.00	
5/1/2013		GB-MD791	MODEM 9600 FAST POLL	001	EACH	1,895.250	5.00	1.00	4.00	7,581.00	
							Freight				3.00
							Sales Tax				467.18
							Less Trade Discount				1,137.15
											6,914.03
							<b>Order 0000111 Total:</b>				6,914.03
0000177	Std	01-ABF American Business Futures									
	<b>Pr. Code:</b> 5	<b>Cust PO:</b> 1001-HON-H254LK	HON 4 DRAWER LETTER FILE W/ LCK	001	EACH	135.000	2.00	0.00	0.00	270.00	
							<b>Order Date:</b> 1/19/2014	<b>Status:</b> New	<b>Ship Date:</b> 1/26/2014		
							<b>Last Invoice:</b>	<b>Last Invoice Date:</b>			
										<b>Order 0000177 Total:</b>	270.00
										7,184.03	
										7,184.03	
										7,184.03	
										7,184.03	
							<b>Report Total:</b>				7,265.51

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.

The screenshot shows the 'Item Quantity Inquiry' window. At the top, the 'Item Code' field contains '1001-HON-H254LK', the description is 'HON 4 DRAWER LETTER FLE W/ LCK', and the unit of measure is 'EACH'. Below this is a table with columns: Whse, Description, On H..., On PO, On SO, On Bk Ord, Committed, Available, and Allocated. The data rows are:

Whse	Description	On H...	On PO	On SO	On Bk Ord	Committed	Available	Allocated
000	CENTRAL ...	28.00	.00	.00	.00	.00	28.00	.00
001	EAST WA...	9.00	.00	8.00	.00	8.00	6.00	5.00
002	WEST WA...	1.00	.00	3.00	2.00	5.00	4.00-	.00

Below the main table is a 'Totals' grid with columns: On Hand, On PO, On SO, On Bk Ord, Committed, Available, and Allocated. The data row is:

	On Hand	On PO	On SO	On Bk Ord	Committed	Available	Allocated
Totals	38.00	.00	11.00	2.00	13.00	30.00	5.00

The window includes 'OK' and '?' buttons at the bottom right.

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.

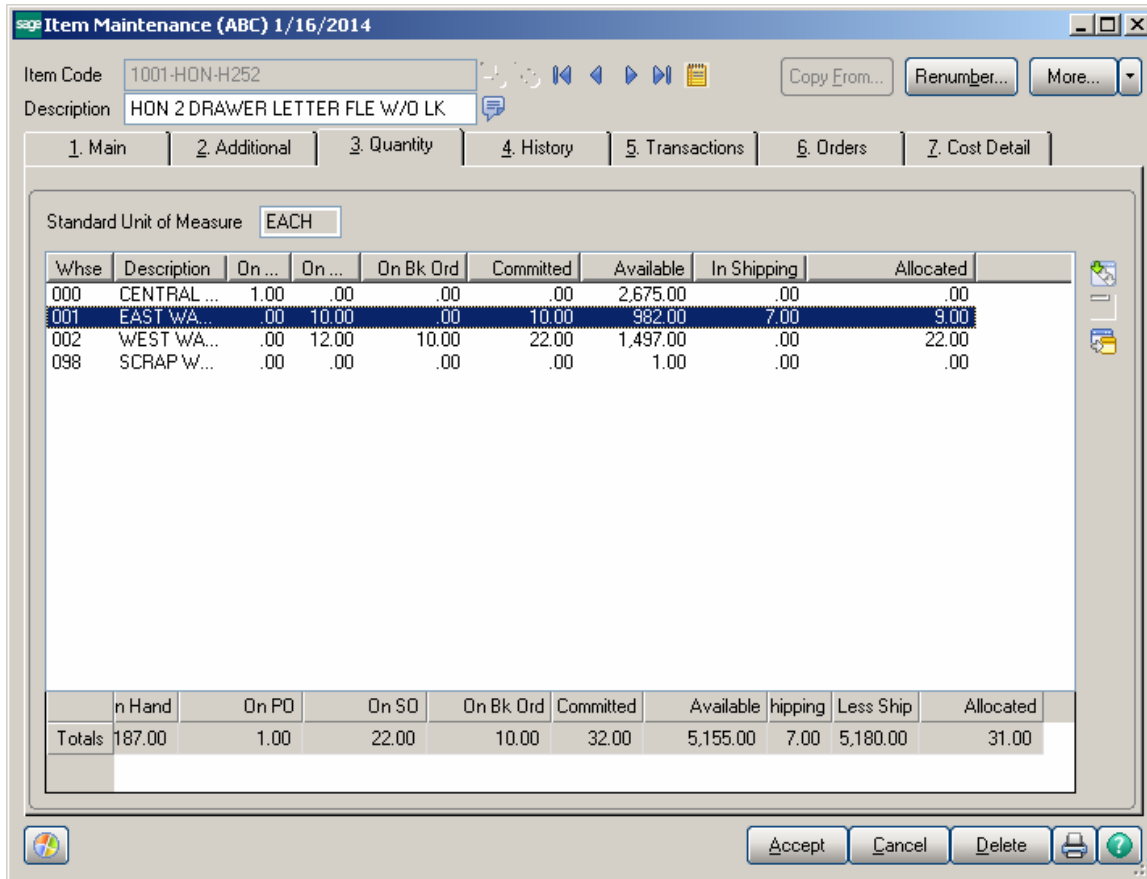
## Item Maintenance/Inquiry

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 SAP Item Maintenance window for item 1001-HON-H252. The 'Quantities' grid is as follows:

Whse	De...	On Hand	On PO	On SO	On B...	Commi...	Available	In S...	On Han...	Allocated
000	CEN...	2,675.00	1.00	.00	.00	.00	2,675.00	.00	2,675.00	.00
001	EAS...	992.00	.00	10.00	.00	10.00	982.00	7.00	985.00	9.00
002	WE...	1,519.00	.00	12.00	10.00	22.00	1,497.00	.00	1,519.00	22.00
098	SCR...	1.00	.00	.00	.00	.00	1.00	.00	1.00	.00

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



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.

SAP Item Maintenance (ABC) 1/16/2014

Item Code: 1001-HON-H252  
 Description: HON 2 DRAWER LETTER FLE W/D LK

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

Purchase Order  Sales Order

Order No.	Type	Customer No.	Customer Name	Order Date	W.	Ordered	S...	Bac...	Allocate...	Promise Dat
0000143	Stand...	02-ALLENAP	Allen's Appliance ...	5/15/2010	002	12.00	.00	.00	12.00	5/15/2010
0000149	Back...	02-AMERCON	American Concret...	5/23/2010	002	35.00	25...	10.00	10.00	5/23/2010
0000156	Stand...	02-ATOZ	A To Z Carpet Su...	5/15/2010	001	2.00	.00	.00	2.00	5/31/2010
0000171	Stand...	01-ABF	American Busines...	5/1/2010	001	1.00	.00	.00	.00	5/1/2010
0000174	Stand...	01-ABF	American Busines...	1/16/2014	001	5.00	.00	.00	5.00	1/16/2014
0000176	Stand...	01-ABF	American Busines...	1/16/2014	001	2.00	.00	.00	2.00	1/17/2014

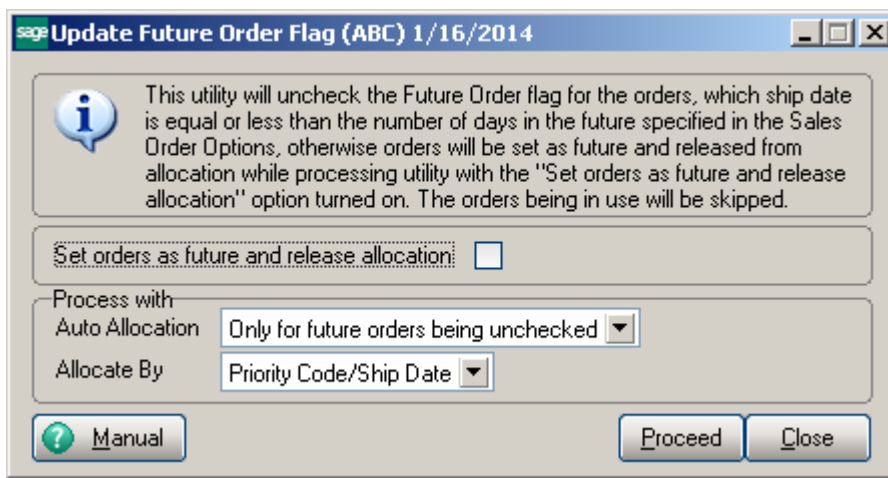
Ordered: 57.00 | Shipped: 25.00 | Back Ordered: 10.00 | Allocated: 31.00

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..

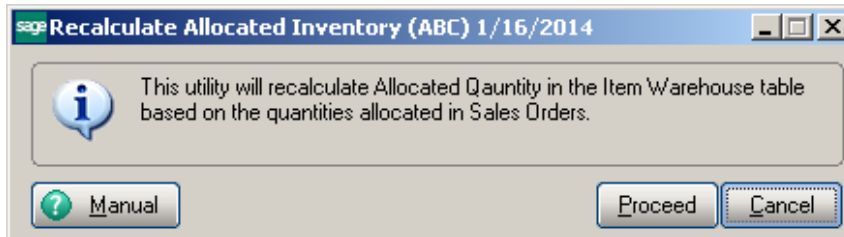
If no allocation is required the user can enter only "N" as the argument to update just the Future Flag without processing allocation.

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

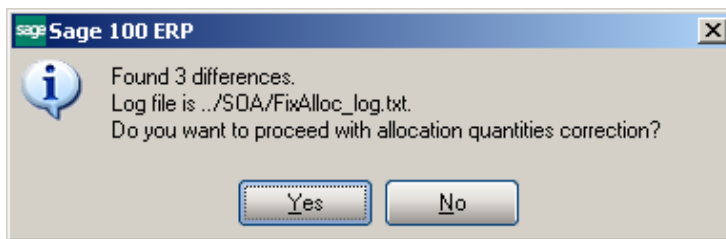
*Note: When running the utility outside of MAS90 the System Date is taken into account instead of current Module Date.*

## 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.

