Order Allocation

Contents

1 Order Allocation

1.1 Goods Out - Order Allocation

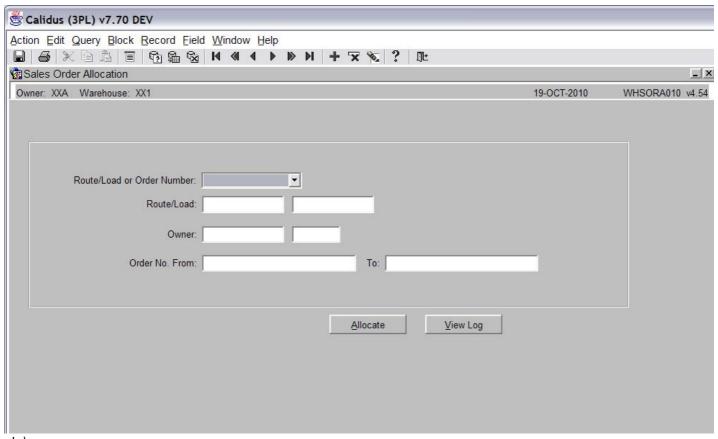<br\>

The Order Allocation screen is used to allocate stock to a sales order.

There are 2 stages to creating a sales order; header and detail.
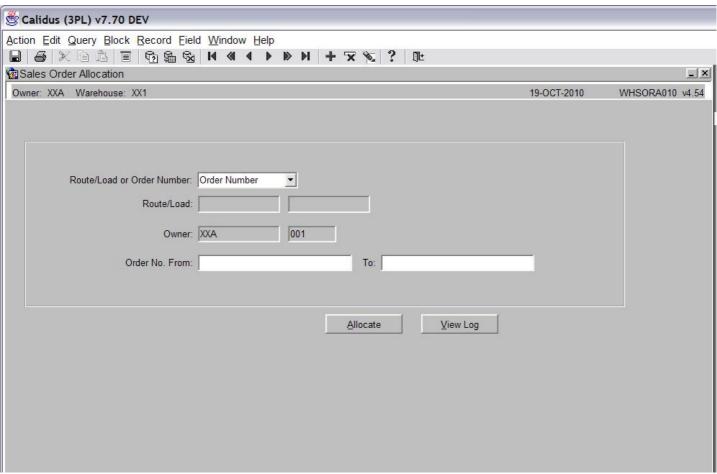
The Order Allocation screen can be found in the Sales Allocation and Picking folder.

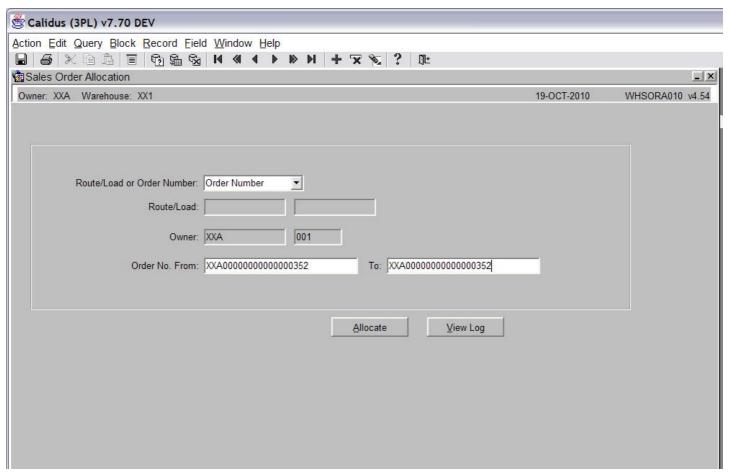The following section covers how to allocate a single order. <br\>

<br\>

Select Order Number from the drop down box. The Route/Load boxes will now be greyed out (see screen shot below). <br\>

Ready for **What's Next, Now**™

<br\>

Enter the order number you wish to allocate. If you don?t know the full number, you can use the list of values icon and select the order.
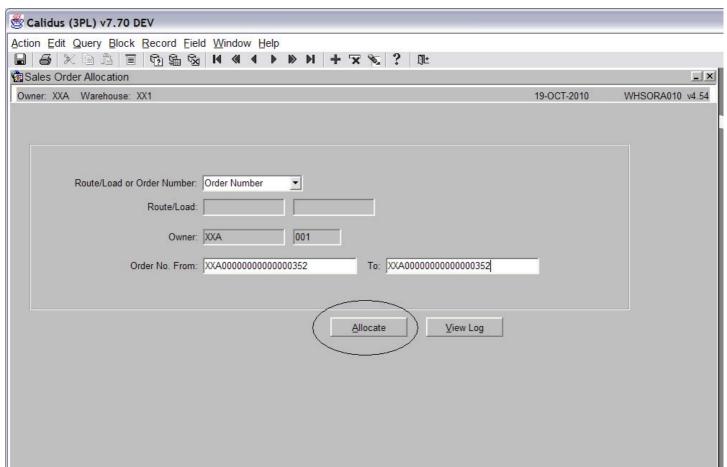
After selecting the order press the tab button so that the same order is in the? Order No. From and To? fields (see screen shot below). <br\>

Ready for **What's Next, Now**™

<br\>

Press the ?Allocate? button to continue (see screen shot below) <br\>

Ready for **What's Next, Now**™

<br\>

The system will inform the user when the allocation is complete (see screen shot below) <br\>

Ready for **What's Next, Now**™

<br\>

Ready for **What's Next, Now**™

2 Document History

Version	Date	Status	Reason	Initials
Version1	09/11/2010	Released		LBW

Ready for **What's Next, Now**™