

Reserved Stock User Guide

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Reserved Stock

The Reserved Stock module gives you the functionality to reserve items for individual or groups of Customers/ship-to addresses. Item quantities can be allocated to a Reserve Number (see below). When a sales document is entered for an item that has been held in reserve for the Customer/ship-to address, the user will have the option to take the stock from the reserve.

The key features of the Reserved Stock module are:

- The facility to assign items to a reserve for individual or groups of Customers/ship-to addresses
- The facility to select whether to use reserved stock in sales orders/invoices
- The facility to define a selling price for any stock taken out of reserves

Note that when reserving stock on serial tracked items, the serial numbers may not be longer than nineteen characters. This should be taken into account when setting up serial tracking on items that may be involved in reserved stock.

Reserve Numbers

Reserve Numbers allow you to reserve items at a specific site ID. You can set up reserve numbers using the Reserved Stock Maintenance window and select whether they are applicable for a single Customer address, multiple addresses for a Customer, or multiple addresses for multiple Customers. Customers can be assigned to a reserve number using the Reserved Stock - Assign Customers window or the Reserved Stock - Assign Customers By Range window. As many items as required can be assigned to a reserve number using the Reserved Stock - Assign Items window or the Reserved Stock - Assign Items By Range window.

Note that the Reserved Stock module is intended for the general allocation of inventory or the creation of memorandum style reserves.

Reserved Stock is not intended for the reserving of specific lots or inventory in specific bins.

Reserve Statuses

If you are using Reserved Stock with the Trinity En Primeur and Paid Reserves module, then statuses will be assigned to reserved stock transactions. Additional reserve status fields will be displayed in several Reserved Stock Inquiry and report windows.

See the En Primeur and Paid Reserves User Guide for further details.

Cards

1. Reserved Stock Maintenance Window

Cards >> Trinity >> Reserved Stock >> Maintenance

Used the Reserved Stock Maintenance window to:

- Create and maintain reserve numbers

The screenshot shows the 'tcs46 Reserved Stock Maintenance' window. The interface includes a menu bar with 'Save', 'Clear', and 'Delete' options. The main form contains the following fields and controls:

- Reserve Number:** RESSTK0001
- Site ID:** WAREHOUSE
- Reserve Description:** Reserved Stock Number 0001
- Reserve Type:** Radio buttons for Ship To Address, Debtor, Group (selected), and All Debtors.
- Allocation Type:** Radio buttons for Allocate (selected) and Memo Only.
- Start Date:** 12/04/2007
- End Date:** 31/12/9999
- Leave Open:** Checked checkbox.
- Agreed Prices:** Checked checkbox.

At the bottom, there are navigation arrows and a dropdown menu set to 'by Reserve Number'.

1.1 Creating Reserve Numbers

To create reserve numbers in the Reserved Stock Maintenance window:

1. Enter a reserve number, or if you are maintaining a reserve number, select one using the lookup.

Alternatively, you can click the New button to auto-generate a new reserve number. The next reserve number in the sequence, starting at RSV00000001, will be generated.

2. Enter a site ID to which you want the reserve number to be applicable, or select one using the lookup.
3. Enter a description for the reserve number.
4. For the Reserve Type option, select one of the following options.

Ship To Address	Individual Customers/addresses can be assigned to the reserve number.
Customer	All delivery addresses for a Customer can be assigned to the reserve number.
Group	Any combination of Customer/addresses, including multiple Customers, can be assigned to the reserve number.
All Customers	All Customers will be assigned to a reserve number. You cannot assign individual Customers using the Reserved Stock – Assign Customers window.
Class ID	All Customers from a Customer class can be assigned to a reserve number. If this option is selected, you should enter or select a class ID.

5. For the Allocation Type option, select allocate or memo only.

Allocate	Any items quantity allocated will be amended to incorporate any quantities that are assigned to a reserve number
Memo Only	Any items quantity allocated will not be amended to incorporate any quantities that are assigned to a reserve number

6. Enter the start date for the reserve number.
7. Enter the end date for the reserve number.
Note that if you do not want to specify an end date for a reserve number, you can select the Leave Open option. Reserve numbers that have this option selected will not be closed.
8. Click the Agreed Prices checkbox to apply the setting that any items assigned to the reserve number must have a reserve price set up in the Reserved Stock - Assign Items window. By default, set reserve prices are used for any reserved stock taken by sales transactions.
9. Click Save.

Click the Delete button to delete a reserve number.

Note that you can click the Go To button to open the Reserved Stock - Assign Customers or Reserved Stock - Assign Items windows.

2. Reserved Stock - Assign Items Window

Cards >> Trinity >> Reserved Stock >> Items

Use the Reserved Stock - Assign Items window to:

- Assign items to a reserve number

An item may be assigned to as many reserve numbers as required.

2.1 Assigning Items to Reserve Numbers

To assign items to reserve numbers in the Reserved Stock - Assign Items window:

1. Enter a reserve number or select one using the lookup. Details for the selected reserve number will automatically be displayed.
2. In the scrolling window, enter an item number or select one using the lookup.
3. If the selected reserve number has the Agreed Prices option selected, enter a pricing U of M and a price. When stock is taken from the reserve for a transaction, the price entered here will be used by default.

Note that all items on a reserve number must have the same pricing U of M.

4. In the Quantity Reserved field, enter the quantity of the item (in the displayed unit of measure) that is to be reserved. If the Reserve Number is an Allocation (rather than Memo), then the Items Allocated Quantity will be adjusted when the Quantity Reserved is modified. The quantity taken and quantity remaining will also be displayed.

The quantity entered in the Quantity Reserved field may be manually amended at a later date if required.

5. Repeat these steps to assign as many items as required to the reserve number. Alternatively, click the Ranges button to assign a range of items in the Reserved Stock - Assign Items By Range window.
6. Click Save.

Click on an item then click the Delete button to delete items from a reserve number.

Note that you can click the Go To button to open the Reserved Stock - Assign Customers window.

3. Reserved Stock - Assign Items By Range Window

Cards >> Trinity >> Reserved Stock >> Items >> Ranges button

Use the Reserved Stock - Assign Items By Range window to:

- Assign ranges of items to a reserve number

3.1 Assigning Ranges of Items to a Reserve Number

To assign ranges of items to a reserve number in the Reserved Stock - Assign Items By Range window:

The window will open with the currently selected reserve number displayed.

1. Click All to assign all records or From to assign a selection of records for item number, generic description, and class ID. If you select From, enter To and From values to specify a range, or use the lookups.
2. For the Select Items whose Reserve Number is set to options select one of the options:

Unassigned	Only items not currently assigned to a reserve number will be included in the range.
Any	All items will be included in the range.
Specified	If you select specified, enter a reserve number or select one using the lookup. Only items assigned to this reserve number will be included in the range.

3. Enter a default quantity reserved. This quantity will be assigned to all items in the range that you assign to the reserve number. If required, the quantity reserved can be amended in the Reserved Stock - Assign Items window.

Note that the quantity entered into the Default Quantity Reserved field must be a whole number.

4. Click the Preview button to preview your selection in the scrolling window.
5. Click the Assign button to assign the selected range of items to the current reserve number.
6. Click OK to close the window.

4. Reserved Stock - Assign Customers Window

Cards >> Trinity >> Reserved Stock >> Customers

Use the Reserved Stock - Assign Customers window to:

- Assign Customers to a reserve number

4.1 Assigning Customers to a Reserve Number

To assign Customers to a reserve number in the Reserved Stock - Assign Customers window:

1. Enter a reserve number or select one using the lookup. Details for the selected reserve number will automatically be displayed.
2. In the scrolling window, enter a Customer ID or select one using the lookup.
3. If the current reserve number has a reserve type of group or ship-to address, you should also select a ship-to address ID.

Where the reserve number has a reserve type of Customer, you will not have the option to select a ship-to address. The appropriate address/addresses will be assigned automatically.

4. Repeat these steps to assign as many Customers as required to the reserve number. Alternatively, click the Ranges button to assign a range of Customers in the Reserved Stock - Assign Customers By Range window.
5. Click Save.

Click on a Customer then click the Delete button to unassign Customers from a reserve number.

Note that you can click the Go To button to open the Reserved Stock - Assign Items window.

5. Reserved Stock - Assign Customers By Range Window

Cards >> Trinity >> Reserved Stock >> Assign Customers >> Ranges button

Use the Reserved Stock - Assign Customers By Range window to:

- Assign ranges of Customers to a reserve number

Customer ID	Ship To Address ID	Salesperson ID
AARONFIT0001	PRIMARY	PAUL W.
AARONFIT0001	WAREHOUSE	PAUL W.
ADVANCED0001	PRIMARY	PAUL W.
AMERICAN0001	PRIMARY	PAUL W.
ATMORERE0001	PRIMARY	PAUL W.
CELLULAR0001	PRIMARY	PAUL W.
CELLULAR0001	WAREHOUSE	PAUL W.

5.1 Assigning Ranges of Customers to a Reserve Number

To assign ranges of Customers to a reserve number in the Reserved Stock - Assign Customers By Range window:

The window will open with the currently selected reserve number displayed.

- Click All to assign all records or From to assign a selection of records for Customer ID, ship-to address ID, and salesperson ID. If you select From, enter To and From values to specify a range, or use the lookups.

If the current reserve number has a reserve type of group or ship-to address, you can click the Select Specific Ship-To Address ID option to select a specific ship-to address range.

Where the reserve number has a reserve type of Customer, you will not have the option to select a ship-to address. The appropriate address/addresses will be assigned automatically.

- For the Select Customer/Addresses whose Reserve Number is set to options select one of the options:

Unassigned	Only Customers/addresses not currently assigned to a reserve number will be included in the range.
-------------------	--

Any	All Customers/addresses will be included in the range.
Specified	If you select specified, enter a reserve number or select one using the lookup. Only Customers/addresses assigned to this reserve number will be included in the range.

3. Click the Preview button to preview your selection in the scrolling window.
4. Click the Assign button to assign the selected range of Customer/addresses to the current reserve number.
5. Click OK to close the window.

Transactions

6. Reserved Stock Allocation Window

Transactions >> Sales >> Sales Transaction Entry >> Additional >> Reserve Stock Allocation

Use the Reserve Stock Allocation window to:

- Allocate reserved stock to sales transactions

Note that this window is also available as an Additional option from the Sales Item Detail Entry window.

Alternatively, when you enter a quantity in a transaction for an item/Customer/address combination that has reserved stock, a dialogue box will ask if you want to take stock from the Customer reserve. Click Yes to display the Reserved Stock Allocation window.

If you reduce a quantity already entered so that it is less than the reserved quantity allocated, the Reserved Stock Allocation window will be displayed. You should amend the reserve stock allocated so that it is not greater than the quantity entered.

6.1 Allocating Reserved Stock to Sales Transactions

To allocate reserved stock to sales transaction in the Reserved Stock Allocation window:

1. All reserve numbers for the item/Customer/address combination will be displayed in the scrolling window.
2. Select a reserve number and, in the Qty To Take field, enter the quantity that you want to take from the reserve for the current sales transaction.

Note that this quantity cannot be higher than that displayed in the Qty Remaining field.

3. Click Insert. The selected reserve number will be added to the lower scrolling window, and the quantity entered in the Qty To Take field will be entered into the Qty Taken field.
4. Repeat these steps as required. The quantity ordered and total quantity taken will be displayed. The quantity displayed in the Quantity Taken field should not be higher than that displayed in the Quantity Ordered field. You can remove allocated reserve stock by selecting the reserve number in the lower scrolling window and clicking Remove. Alternatively, click Remove All to remove all allocated reserve stock.
5. When you have completed your selection, click OK to close the window.

Note that you cannot close the window if the quantity taken is greater than the quantity ordered.

Also, note that if agreed prices have been set up in the Reserved Stock - Assign Items window for items taken from the reserve, then the transaction price will default to the agreed price. If the transaction unit of measure is different from the pricing unit of measure, then the system will convert the prices as required. For example, if you have a transaction unit of Case (with 1 Case containing 10 Each), and a pricing unit of Each with a price of \$25.00, then the price used in the transaction would be \$250.00.

Once reserved stock with an agreed price has been added to the lower scrolling window, then further reserved stock with agreed prices can only be added if they share the same pricing unit of measure and price.

Inquiries

7. Reserved Stock Inquiry Window

*Inquiry >> Trinity >>
Reserved Stock >> Reserves*

Use the Reserved Stock Inquiry window to:

- Inquire about reserved stock

Also, note that if you are working with the En Primeur and Paid Reserves module, then an additional Reserve Status field will be displayed.

Customer ID	Ship To Address ID	Salesperson ID
ADAMPARK0001	PRIMARY	GREG E.

Item Number	U Of M	Qty Reserved	Qty Taken	Qty Remaining
1GPROC	Each	2	0	2

7.1 Inquiring About Reserved Stock

To inquire about reserved stock in the Reserved Stock Inquiry window:

1. Enter a reserve number or select one using the lookup.
2. All Customers/addresses and items assigned to the reserve number will be displayed in the scrolling windows, with relevant details.
3. Click the Transactions button to display the transactions for the selected reserve number in the Reserved Stock Transaction Inquiry window.

Note that if a specific item number has been selected in the scrolling window, then only transactions for the selected item will be displayed.

4. Click OK to close the window. If the Reserved Stock Transaction Inquiry window is open, then this will also be closed.

8. Reserved Stock Transaction Inquiry Window

Inquiry >> Trinity >> Reserved Stock >> Inquiry >> Transactions button

Use the Reserved Stock Transaction Inquiry window to:

- Inquire about reserved stock transactions

Trans. Date	Item Number	Transaction Type	U Of M	Quantity
4/17/2020	1GPROC	Reserved	Each	2

Also, note that if you are working with the En Primeur and Paid Reserves module, then an additional Reserve Status field will be displayed.

8.1 Inquiring About Reserved Stock Transactions

To inquire about reserved stock transactions in the Reserved Stock Transaction Inquiry window:

The window will open with the currently selected reserve number displayed.

1. Click All to view all item numbers or From to view a selection of item numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you selected an item number in the Reserved Stock Inquiry window, then all transactions for this item will be displayed by default.

2. Click Today to view only transactions for the current day, All to view all transactions or From to view a selection of transaction dates. If you select From, enter To and From values to specify a range, or use the lookups.

3. The selected range of transactions will be displayed in the scrolling window.

Note that if you select an item in the Reserved Stock Inquiry window, then the range of transactions displayed will be updated to display only those for the selected item.

4. Click OK to close the window.

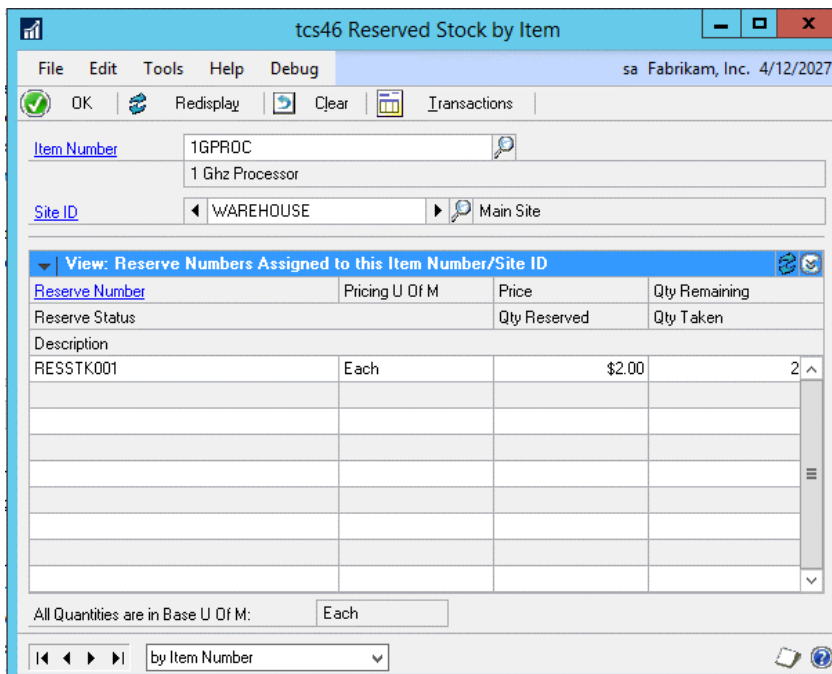
Note that you can click the Print button to display the Reserved Stock Transaction Report window.

9. Reserved Stock Item Inquiry Window

Inquiry >> Trinity >> Reserved Stock >> Item Inquiry

Use the Reserved Stock Item Inquiry window to:

- Inquire about reserved stock for selected items



This window is also available as an Additional option from the Microsoft Dynamics™ GP Available To Promise window.

Note that reserved stock numbers will not appear in the Available To Promise window. As such, the running total balance figure will not tally with the free forward balance. To view the difference, select the Reserved Stock Item Inquiry window from the Additional option.

Also, note that if you are working with the En Primeur and Paid Reserves module, then an additional Reserve Status field will be displayed.

9.1 Inquiring About Reserved Stock for Selected Items

To inquire about reserved stock for selected items in the Reserved Stock Item Inquiry window:

1. Enter an item number or select one using the lookup.

If you opened this window from the Microsoft Dynamics™ GP Available To Promise window, then the item number will be selected by default.

2. Enter a site ID or select one using the lookup or browse buttons.

If you opened this window from the Available To Promise window, then the site ID will be selected by default.

3. All reserve numbers and associated quantities for the item/site combination will be displayed in the scrolling window.
4. Click the Transactions button to display the transactions for the selected item number in the Reserved Stock Item Transaction Inquiry window.

Note that if a specific reserve number has been selected in the scrolling window, then only transactions for the selected reserve number will be displayed.

5. Click OK to close the window. If the Reserved Stock Item Transaction Inquiry window is open, then this will also be closed.

10. Reserved Stock Item Transaction Inquiry Window

Inquiry >> Trinity >> Reserved Stock >> Item Inquiry >> Transactions button

Use the Reserved Stock Item Transaction Inquiry window to:

- Inquire about reserved stock transactions for selected items

Trans. Date	Reserve Number	Status	Transaction Type	Quantity
4/17/2020	RESSTK001	Reserved		2

Note that if you are working with Trinity En Primeur and Paid Reserves, then an additional Reserve Status field will be displayed.

10.1 Inquiring About Reserved Stock Transactions for Selected Items

To inquire about reserved stock transactions for selected items in the Reserved Stock Item Transaction Inquiry window:

The window will open with the currently selected item number displayed.

1. Click All to view all reserve numbers or From to view a selection of reserve numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you selected a reserve number in the Reserved Stock Item Inquiry window, then all transactions for this reserve number will be displayed by default.

2. Click Today to view only transactions for the current day, All to view all transactions or From to view a selection of transaction dates. If you select From, enter To and From values to specify a range, or use the lookups.

3. The selected range of transactions will be displayed in the scrolling window.

Note that if you select a reserve number in the Reserved Stock Item Inquiry window, then the range of transactions displayed will be updated to display only those for the selected reserve number.

4. Click OK to close the window.

Note that you can click the Print button to display the Reserved Stock Item Transaction Report window.

11. Reserved Stock Customer Reserves Window

Inquiry >> Trinity >> Reserved Stock >> Customer Inquiry

Use the Reserved Stock Customer Reserves to:

- Inquire about Customer reserved stock

Reserve Number	Item Number	Pricing U Of M	Qty U Of M	Price	Qty Remaining
RESSTK001	1GPROC	Each	Each	\$2.00	2

11.1 Inquiring About Customer Reserved Stock

To inquire about Customer reserved stock using the Reserved Stock Customer Reserves window:

1. Enter a Customer ID or select one using the lookup.
2. Enter a ship to address or select one using the lookup, or click the All Addresses checkbox to view details for all ship-to addresses.
3. Enter a site ID or select one using the lookup or browse buttons, or click the All Sites checkbox to view details for all sites.
4. Reserve details for the Customer/site combination will be displayed in the scrolling window. Note that only reserve numbers specifically assigned to the selected Customer or address will be displayed.
5. Click OK to close the window.

Note that you can click clear at any point to clear any entries.

Reports

12. Reserved Stock Transaction Report Window

Reports >> Trinity >> Reserved Stock >> Transaction Report

Use the Reserved Stock Transaction Report window to:

- Print reports for reserved stock transactions

This window can also be opened from the Reserved Stock Transaction Inquiry window.

Note that if you are working with Trinity En Primeur and Paid Reserves, then an additional reserve status field will also be displayed.

12.1 Printing Reports for Reserved Stock Transactions

To print reports for reserved stock transactions in the Reserved Stock Transaction Report window:

1. Click All to report on all reserve numbers or From to report on a selection of reserve numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you opened this window from the Reserved Stock Transaction Inquiry window, then the selected reserve number will be selected by default.

2. Click All to report on all item numbers or From to report on a selection of item numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you opened this window from the Reserved Stock Transaction Inquiry window, then the selected item number will be selected by default.

3. Click Today to report on only transactions for the current day, All to report on all transactions or From to report on a selection of transaction dates. If you select From, enter To and From values to specify a range, or use the lookups.
4. From the Sort Report By drop-down menu, select to sort the report by transaction date, item number, or user ID.
5. Click the Print button to print the report.

13. Reserved Stock Item Transaction Report Window

Reports >> Trinity >> Reserved Stock >> Item Transaction Report

Use the Reserved Stock Item Transaction Report window to:

- Print reports for reserved stock item transactions

This window can also be opened from the Reserved Stock Item Transaction Inquiry window.

Note that if you are working with Trinity En Primeur and Paid Reserves, then an additional reserve status field will also be displayed.

13.1 Printing Reports for Reserved Stock Item Transactions

To print reports for reserved stock item transactions in the Reserved Stock Item Transaction Report window:

1. Click All to report on all item numbers or From to report on a selection of item numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you opened this window from the Reserved Stock Item Transaction Inquiry window, then the selected item number will be selected by default.

2. Click All to report on all reserve numbers or From to report on a selection of reserve numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you opened this window from the Reserved Stock Item Transaction Inquiry window, then the selected reserve number will be selected by default.

3. Click Today to report on only transactions for the current day, All to report on all transactions or From to report on a selection of transaction dates. If you select From, enter To and From values to specify a range, or use the lookups.
4. From the Sort Report By drop-down menu, select to sort the report by transaction date, item number, or user ID.
5. Click the Print button to print the report.

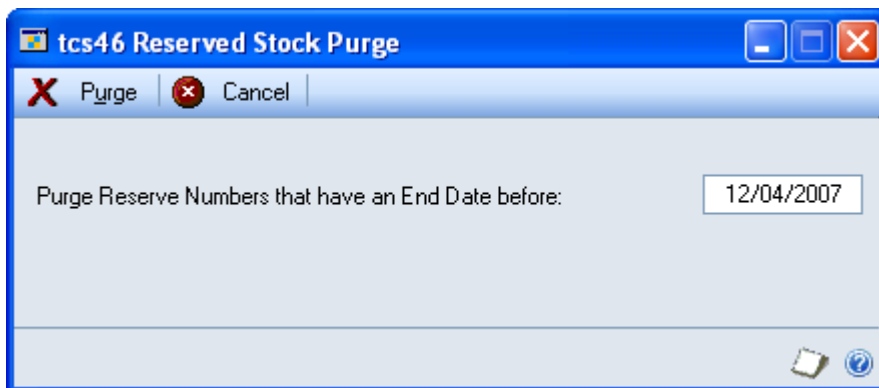
Routines

14. Reserved Stock Purge Window

Tools >> Routines >> Trinity >> Reserved Stock >> Purge

Use the Reserved Stock Purge window to:

- Purge reserve numbers





14.1 Purging Reserve Numbers

To purge reserve numbers in the Reserved Stock Purge window:

1. Enter the date up to which you want to purge reserve numbers. All reserve numbers with an end date before the entered date will be purged.
2. Click Purge.

Appendix A

Reserved Stock – Access to Windows

Window Name	 Menu Access	 Other Access
Reserved Stock - Assign Customers	Cards >> Trinity >> Reserved Stock >> Customers	Cards >> Trinity >> Reserved Stock >> Items >> Go To button
Reserved Stock - Assign Customers By Range		Cards >> Trinity >> Reserved Stock >> Customers >> Ranges button
Reserved Stock - Assign Items	Cards >> Trinity >> Reserved Stock >> Items	Cards >> Trinity >> Reserved Stock >> Customers >> Go To button
Reserved Stock - Assign Items By Range		Cards >> Trinity >> Reserved Stock >> Items >> Ranges button
Reserved Stock Allocation		Transactions >> Sales >> Sales Transaction Entry >> Additional >> Reserve Stock
Reserved Stock Customer Reserves	Inquiry >> Trinity >> Reserved Stock >> Customer Inquiry	
Reserved Stock Inquiry	Inquiries >> Trinity >> Reserved Stock >> Inquiry	
Reserved Stock Item Inquiry	Inquiries >> Trinity >> Reserved Stock >> Item Inquiry	
Reserved Stock Item Transaction Inquiry		Inquiries >> Trinity >> Reserved Stock >> Item Inquiry >> Transactions button
Reserved Stock Item Transaction Report	Reports >> Trinity >> Reserved Stock >> Item Transaction Report	Inquiries >> Trinity >> Reserved Stock >> Item Inquiry >> Transactions button >> Print icon button
Reserved Stock Maintenance	Cards >> Trinity >> Reserved Stock >> Maintenance	
Reserved Stock Purge	Tools >> Routines >> Trinity >> Reserved Stock >> Purge	
Reserved Stock Transaction Inquiry		Inquiries >> Trinity >> Reserved Stock >> Inquiry >> Transactions button
Reserved Stock Transaction Report	Reports >> Trinity >> Reserved Stock >> Transaction Report	Inquiries >> Trinity >> Reserved Stock >> Inquiry >> Transactions button >> Print icon button

Appendix B

Reserved Stock - Reports

Report Name	Functionality
Reserved Stock Transaction Report	Reports on reserved stock transactions
Reserved Stock Item Transaction Report	Reports on an item specific basis on reserved stock transactions

Appendix C

Alternate Microsoft Dynamics™ GP Windows in the Reserved Stock Module

Window Name	Series	Module	Modification
Inventory Available To Promise	Inventory	Reserved Stock	Enables the viewing of reserved stock quantities
Sales Transaction Entry	Sales	Reserved Stock	Enables reserved stock functionality during sales transactions

Appendix D

About Trinity

Help >> About Microsoft Dynamics GP >> Additional >> About Trinity Suite

Use the About Trinity Suite window to check your registration information and installation details. The window will tell you which Trinity modules you are registered to use and which have been installed on your system.

