

Receiver Allocation

Last Modified on 09/14/2023 10:26 am EDT

Overview

Receiving Docs reflect what Items have been shipped by a Vendor and received at your location. You have the ability to Allocate this received inventory from a Receiving Doc. You will need to access Company Preferences from your Admin page and select Receiving. You will need to check the box that says, "Enable Receiver Allocation"

Please note this feature is currently in Beta

The screenshot shows the OrderTime Admin interface. The 'Company Preferences' page is open, with the 'Receiving' section selected in the left-hand menu. The 'Receiving' section contains several checkboxes and a dropdown menu. The 'Enable Receiver Allocation' checkbox is checked and highlighted with a red box. The 'Allocate Receiver Charges based on:' dropdown is set to 'Cost'.

Once the Status of the Receiving Doc has moved to a Received status, you will be able to begin allocating by selecting the orange ALLOCATE button located above the General section of the Receiving Document.

The screenshot shows the OrderTime Receiving Document interface. The 'Receiver - 1177' is displayed, and the 'ALLOCATE' button is highlighted with a red box. The 'Status' is 'Received'. The 'General' section shows the vendor 'TennisTime' and the 'Summary' section shows a total amount of 177.33. The 'Items' section contains a table with the following data:

ITEM	DESCRIPTION	QUANTITY	UOM	COST	EXT.	VALUE AMOUNT	LINKED OPEN QUANTITY	CONVERSION RATE	REF NOS	VOLUME EXT.	ACTIONS
01-1202	The main part	16.00	EA	2.08	33.28	33.28	0.00	1		80.00	🔍 🔄 🗑️
02-2506		16.00	EA	9.00	144.00	144.00	0.00	1		0.00	🔍 🔄 🗑️
03-1480		16.00	EA	0.00	0.00	0.00	0.00	1		0.00	🔍 🔄 🗑️

If there are not any items to Allocate, you will be presented with the following error message:

ERROR

Nothing on this document to allocate.

If inventory is available to Allocate, after selecting the ALLOCATE button, you will be presented with the MRP for Receiver page. The page will reflect:

- Which Receiver is being presented
- The Description of the Item
- The number Available to be allocated

OrderTime

Purchasing > Receivers > Receiver MRP

MRP For Receiver 1179

Line 1: 01-1202 Description: The main part Available: 15.00 Required: 778.00 Applied: 0.00

TRAN TYPE	NO.	LINE NO.	RELATED TO ENTITY NAME	PROMISE DATE	DATE	STATUS	QUANTITY	APPLIED	BALANCE	
<input type="checkbox"/>	Sales Order	322	7	Kelsey	8/2/2018	7/26/2018	Ready to Ship	6.00	0.00	6.00
<input type="checkbox"/>	Sales Order	1024	2	Get Sauced	8/30/2019	8/30/2019	Approved	718.00	0.00	718.00
<input type="checkbox"/>	Sales Order	1138	4	A SHORE THING (CHARLESTOWN)	2/12/2020	2/12/2020	Approved	6.00	0.00	6.00
<input type="checkbox"/>	Sales Order	1162	4	68 Proteus Cares	3/27/2020	3/27/2020	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Sales Order	1415	4	Advance Packaging Technologies	11/30/2020	11/30/2020	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Sales Order	1754	8	70E Solutions Incjob 556	10/27/2021	10/27/2021	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Sales Order	2340	4	1496 Ontario Inc.	12/20/2022	12/20/2022	Approved	6.00	0.00	6.00
<input type="checkbox"/>	Sales Order	10024	4	1496 Ontario Inc.	1/12/2023	1/12/2023	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Sales Order	10024	16	1496 Ontario Inc.	1/12/2023	1/12/2023	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Work Order	213	1	Internal	6/3/2019	6/3/2019	Waiting	7.00	0.00	7.00
<input type="checkbox"/>	Work Order	214	1	Internal	6/3/2019	6/3/2019	Waiting	15.00	0.00	15.00
<input type="checkbox"/>	Work Order	321	2	Internal	5/20/2020	5/20/2020	Waiting	3.00	0.00	3.00
<input type="checkbox"/>	Work Order	328	2	Internal	5/20/2020	5/20/2020	Waiting	2.00	0.00	2.00

Next >

On this page you will then select the Sales Order you wish to apply the allocation to and click on 0.00 in the APPLIED column of that Sales Order. This will open a field window allowing you to enter the number of items you are allocating to this specific Sales Order. Once entered you can select the Next button at the bottom of the page.

OrderTime

Purchasing > Receivers > Receiver MRP

MRP For Receiver 1179

Line 1: 01-1202 Description: The main part Available: 15.00 Required: 778.00 Applied: 0.00

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<input type="checkbox"/>	Sales Order	322	7	Kelsey	8/2/2018	7/26/2018	Ready to Ship	6.00	0.00	6.00
<input type="checkbox"/>	Sales Order	1024	2	Get Sauced	8/30/2019	8/30/2019	Approved	718.00	4	718.00
<input type="checkbox"/>	Sales Order	1138	4	A SHORE THING (CHARLES) (UWIN)	2/12/2020	2/12/2020	Approved	6.00	0.00	6.00
<input type="checkbox"/>	Sales Order	1162	4	68 Proteus Caret	3/27/2020	3/27/2020	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Sales Order	1415	4	Advance Packaging Technologies	11/30/2020	11/30/2020	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Sales Order	1754	8	70E Solutions Incjob 556	10/27/2021	10/27/2021	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Sales Order	2340	4	1496 Ontario Inc.	12/20/2022	12/20/2022	Approved	6.00	0.00	6.00
<input type="checkbox"/>	Sales Order	10024	4	1496 Ontario Inc.	1/12/2023	1/12/2023	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Sales Order	10024	16	1496 Ontario Inc.	1/12/2023	1/12/2023	Approved	3.00	0.00	3.00
<input type="checkbox"/>	Work Order	213	1	Internal	6/3/2019	6/3/2019	Waiting	7.00	0.00	7.00
<input type="checkbox"/>	Work Order	214	1	Internal	6/3/2019	6/3/2019	Waiting	15.00	0.00	15.00
<input type="checkbox"/>	Work Order	321	2	Internal	5/20/2020	5/20/2020	Waiting	3.00	0.00	3.00
<input type="checkbox"/>	Work Order	328	2	Internal	5/20/2020	5/20/2020	Waiting	2.00	0.00	2.00

Next >

Selecting the Next button will bring you to the Summary page of the allocation you have chosen and if you are satisfied with your choices you can select the green PROCESS button in the upper right hand portion of the page.

OrderTime

Home Sales Purchasing Production Rentals Repairs Warehouse Reports

Purchasing > Receivers > Receiver MRP

MRP For Receiver 1179 Process Cancel

Summary

TRAN TYPE	NO.	LINE NO.	RELATED TO ENTITY NAME	PROMISE DATE	DATE	STATUS	QUANTITY	APPLIED	BALANCE
Sales Order	1024	2	Get Sauced	8/30/2019	8/30/2019	Approved	718.00	6.00	712.00

< Prev

To confirm your allocation you can review the Sales Order you allocated to and verify your allocation process.

OrderTime

Home Sales Purchasing Production Rentals Repairs Warehouse Reports

Sales > Sales Orders > Sale Order

Sales Order - 1024 From Quote #1 EDIT CUSTOM FIELDS ALLOCATE DEALLOCATE SPLIT Create PDF Export Print Label Status: Approved

General

No. 1024
Customer: Get Sauced
Date: 8/30/2019
Promise Date: 8/30/2019
Customer PO
Contact
Total Margin: 19,984.00
Total Margin: 50.0 %
Percentage

Bill Address
GET SAUCED
CM

Ship Address
GET SAUCED

Summary *Revision: 1*

Subtotal	40,050.00
Ship Amount	0.00
Discount Amount	-0.00
Taxes	0.00
Total Amount	40,050.00
Paid	-150.00
Balance	39,900.00

Items Details Memo & Instructions Custom Payments Ship Docs Dependency Dependency Item Attachments Open Activities Activity History

GROUP	IMAGE	LINE NO.	ITEM	DESCRIPTION	QUANTITY	UOM	DISCOUNT %	STD. PRICE	PRICE	EXT.	AVAILABLE	NET AVAILABLE	ALLOCATED	CLEARED	OPEN QUANTITY	DROP SHIP	ITEM TYPE	TAGS	ACTIONS
Parts Group		1	1111	Spare Parts - Sencorpo-ring	1.00	EA	0.0 %	0.00	50.00	50.00	2,154.00	1,651.00	0.00		0.00	<input type="radio"/>	Part		
Parts Group		2	01-1202	The main part	800.00	EA	0.0 %	50.00	50.00	40,000.00	594.00	-151.00	6.00	<input type="radio"/>	718.00	<input type="radio"/>	Part	to sales order	

To add the ALLOCATED column to your Sales Order > Items Tab, select the Cog wheel.

OrderTime

Home Sales Purchasing Production Rentals Repairs Warehouse Reports

Sales > Sales Orders > Sale Order

Sales Order - 1024 From Quote #1 EDIT CUSTOM FIELDS ALLOCATE DEALLOCATE SPLIT Create PDF Export Print Label Status: Approved

General

No. 1024
Customer: Get Sauced
Date: 8/30/2019
Promise Date: 8/30/2019
Customer PO
Contact
Total Margin: 19,984.00
Total Margin: 50.0 %
Percentage

Bill Address
GET SAUCED
CM

Ship Address
GET SAUCED

Summary *Revision: 1*

Subtotal	40,050.00
Ship Amount	0.00
Discount Amount	-0.00
Taxes	0.00
Total Amount	40,050.00
Paid	-150.00
Balance	39,900.00

Items Details Memo & Instructions Custom Payments Ship Docs Dependency Dependency Item Attachments Open Activities Activity History

GROUP	IMAGE	LINE NO.	ITEM	DESCRIPTION	QUANTITY	UOM	DISCOUNT %	STD. PRICE	PRICE	EXT.	AVAILABLE	NET AVAILABLE	ALLOCATED	CLEARED	OPEN QUANTITY	DROP SHIP	ITEM TYPE	TAGS	ACTIONS
Parts Group		1	1111	Spare Parts - Sencorpo-ring	1.00	EA	0.0 %	0.00	50.00	50.00	2,154.00	1,651.00	0.00		0.00	<input type="radio"/>	Part		
Parts Group		2	01-1202	The main part	800.00	EA	0.0 %	50.00	50.00	40,000.00	594.00	-151.00	6.00	<input type="radio"/>	718.00	<input type="radio"/>	Part	to sales order	

This will open the List Options window where you will select Allocated from the Available columns section, click the Add button in the center of the window, and then Allocated will be moved into your Selected columns. You can always move columns via the direction arrows to the right of the window in order to present information on the Sales Order in the manner most important.

List Options



Filters

Columns

Other

Available columns

1000 Units
Billed
Bin
Can make
Class
Com Amount
Com Rate
Commission
Conversion Rate
Customer Part No

Add



Remove



Selected columns

Price
Ext.
Available
Net Available
Allocated
Cleared
Open Quantity
Drop Ship
Item Type
Tags

Top



Up



Down

Bottom



Save

Cancel