



User Conference 2025

Wednesday, October 22nd — Friday, October 24th

EPASS Purchasing 2 - Ordering

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SN-15 Inventory Ordering

This report is primarily used by companies who look at sales trends so they can fulfill min/max ordering. This report also has an option to fulfill backorder quantities and has the same capabilities as OE-04 Written Models report.

SN-15 Inventory Ordering

Filters (Left Sidebar):

- All** (selected)
- Stock
- Stock OR QOH > 0 OR QOO > 0
- NonStock
- New** (selected)
- Used
- Damaged
- Accessory
- Model** (selected)
- Product/Model
- Brand/Model
- Supplier/Model
- Both** (selected)
- Active
- Active OR QOH > 0
- Not Active
- Min/Max Only
- Min/Max + Written** (selected)
- Written Only
- Finished
- Written** (selected)

Main Area Fields:

- Supplier: [Text Field] [All Records]
- Stock / Nonstock: [All] (dropdown)
- New: [New] (dropdown)
- OEM: [Text Field] [All Records]
- Brand: [Text Field] [All Records]
- Product: [Text Field] [All Records]
- Invoice Type: [Text Field] [All Records]
- Job Status: [Text Field] [All Records]
- Branch: [Text Field] [All Records]
- Inventory Type: [Text Field] [All Records]
- Location: [Text Field] [All Records]
- Sort By: [Model] (dropdown)
- Active: [Both] (dropdown)
- Order based on: [Min/Max + Written] (dropdown)
- Sales History on: [Written] (dropdown)

Print Section:

- ☐ Print Description on Separate Line
- ☐ Exclude Not Saleable Locations
- ☐ Order for Terminal Location
- ☒ Reduce QOH/Written if Serials Reserved
- ☐ Show Models with Order Quantity = 0
- ☐ Print Model Note
- ☐ Show Stock/Non Stock line
- ☒ Show QOH per Location
- ☐ Break QOO and QOH out by Serial Type
- ☐ Exclude Not Released Quantities in QOO

Reserved Models / Invoices:

- ☒ Written Qty only up to Ending Date
- ☐ Show All Models with a Written Qty (even though QOH is sufficient)
- ☐ Exclude Non Dispatched Job Status
- ☐ Include Invoices Already Ordered For or Serial Number Reserved
- Ending Date: [6/3/2020] (date field)
- ☐ Exclude COD Invoices not paid for
- ☐ Exclude Invoice Not Credit Approved
- ☐ Only show invoices that have reached the minimum deposit

Buttons: OK, Cancel

Notes: Sales History is based on selected criteria (highlighted)

Report Parameters

- **Supplier:** This option will let you select one or multiple suppliers.
- **Stock/Non-stock:** This option will let you select Stock, Stock OR QOH > 0 OR QOO > 0 (Select all models that are Stock, or any model (Stock/Non-stock) where QOH is greater than 0, or QOO is greater than 0), Non-stock or All (Stock & Non-stock Models). It defaults to All.
- **New:** This option will let you select the model level. Options are All, New, Used, Damaged, and Accessory. It defaults to All and other options are not commonly used.
- **OEM:** This option will let you select one or multiple OEMs (Original Equipment Manufacturer). The OEM is used to define groups of brands. If one buyer is responsible for a handful of brands, you can create an OEM in the *OEM Table* and then assign the OEM to each brand. This way one single OEM of 'WP' can pull Maytag, Jenn air, and Whirlpool etc.
- **Brand:** This option will let you select one or multiple brands.
- **Product:** This option will let you select one or multiple products.
- **Invoice Type:** This option will let you select one or multiple invoice types.
- **Job Status:** This option will let you select one or multiple job statuses. Some companies will only order product once it is in 'Scheduled' status. The job status allows you to define if you can select this job status only once the minimum deposit has been reached and if the job status is dispatched.
- **Branch:** This option will let you select one or multiple branches. Access to this is based on security.
- **Inventory Type:** This option will let you select one or multiple inventory types. The inventory type is used to define inventory. I.E. Appliance, Electronics, Furniture, Mattress etc. If one buyer is responsible for electronics inventory types, then you can create inventory types in *Inventory Types Table* and then assign the inventory type to each model. This way the user responsible for ordering electronics would run for inventory type electronics and it will grab all the models that belong to that inventory type.
- **Location:** This option will let you select one or multiple model locations. I.E. The model location on *invoice detail*. This is useful if you are only ordering for specific locations or regions.



Selecting a Location is optional, unless the **Require Location to be Selected on PO Header** option is active in Purchasing Variables

(**Tools > System Maintenance > Variables > Purchasing > General** tab). If this option is active, a Location must be selected from the dropdown list.

The screenshot shows the 'Purchasing Variables' dialog box with the 'General' tab selected. The 'Require Location to be selected on PO Header' checkbox is checked and circled in red. Other visible options include 'Backorder Items for Same Location as Invoice', 'Auto Split During Cost', 'Warning If Customer on Credit Hold', 'Serial Type Required (not ALL)', 'Wireless / Single Barcode Solution', 'Update Invoice Item Location on Order', 'Transfers Default Batch Number', 'Create Transfer Request when receiving to a different location than ordered for', and 'Link Projects using Packing Slip Field'.

- **Sort By:** Report can be sorted in different ways:
 - Model
 - Product/Model
 - Brand/Model
 - Supplier/Model
- **Active:** This option will let you select Active, Active or QOH > 0, Inactive Models or Both (Active and Inactive Models). It defaults to Both.
- **Order based on:** This option will let you fulfill min/max quantity, and/or written quantity. I.E. It is a not shipped model line on invoices or both min/max and written quantity. It defaults to last used.
 - Min/Max Only: This option will only look at Min/Max quantity & not Written quantity.
 - Min/Max + Written: This option will look at both Min/Max quantity and Written quantity.
 - Written Only: This option will only look at Written quantity and not Min/Max quantity.

- **Sales History on:** Options are finished or written. I.E. This option will let you see the sales history on the report based on either finished/delivered sales or written sales.
- **Print Description on Separate Line:** If this option is checked, it will print the full model description on a separate line.
- **Exclude Not Saleable Locations:** If this option is checked then it will exclude locations flagged as not saleable in *Tools > System Maintenance > Tables > Locations*.
- **Order from Terminal Location:** If this option is checked when the purchase order is written, it will populate the location on the model line in the purchase order from the *Model Delivery* location set in *File > Terminal Settings*. If unchecked, it will order the product based on the location on the model line in invoice detail. This option is commonly selected where inventory is received into multiple locations so the ordering person's terminal settings will be set to where the product is expected to arrive. This is also connected to the *Interstore Transfer* system so EPASS can coordinate movement of product when it arrives in a different location than it needs to be delivered from.
- **Reduce QOH/Written if Serials Reserved:** If this option is checked then it will reduce the QOH and written quantity shown on the report if a serial number is reserved to an invoice. I.E. If QOH = 1 and Written = 1 but the written invoice has reserved the serial number that is on hand, it will reduce the QOH to zero because the one on hand is reserved. It will also reduce the written to zero because the one that is written has a serial already reserved to it so we do not need to order one for that invoice.
- **Show Models with Order Quantity = 0:** If this option is checked then it will show models that do not need to be ordered. It will include models where EPASS has calculated that zero need to be ordered either based on the min/max and/or written depending upon the options chosen on the report selection.
- **Print Model Note:** If this box is checked then it will print the model note from *Serial Inventory > Maintenance* on the report. This is particularly useful when you can import helpful information such as long description, sales price information, future IRs etc. from the price list templates.
- **Show Stock/Non-Stock Line:** If this option is checked then it will show if the model is stock or non-stock on the report.
- **Show QOH per Location:** If this option is checked then it will break out the QOH per location.
- **Break QOO and QOH out by Serial Type:** If this box is checked then it will print QOO and QOH by serial type. Only select this if you use serial type to separate your builder, retail, and clearance inventory as then it is beneficial to breakout both the QOO and the QOH by serial type.
- **Exclude not released quantities from QOO:** If this box is checked then it will exclude purchase orders that are "not released" from the QOO. I.E. If you use releasing on purchase orders then you probably do not want to include purchase orders that have not been released in your QOO since those are not coming in yet.

- **Written Qty only up to Ending Date:** If this box is checked then the written quantity on the report will only include invoices scheduled for pickup or delivery up to the ending date. If this box is not checked, the written quantity shown on the report will be for all product regardless of when it is being picked up or delivered.
- **Ending Date:** This is the cut off for the invoice schedule date and invoice pickup date. It will show you everything that is being delivered or picked up to this date.
- **Show All Models with a Written Qty (even though QOH is sufficient):** If this option is checked it will show all the models with written quantity regardless of the QOH.
- **Exclude Non Dispatched Job Status:** If this option is checked then it will exclude non-dispatched job statuses set on the invoice. I.E. Meaning *Do Not Dispatch* is checked in *System Maintenance > Table > Job Status Table*. Most companies will want to see estimated dates on the report and then check with the sales staff to see if the date is good or not and other companies place the responsibility on the salesperson to update their invoices properly or else product will not be brought in.
- **Include Invoices Already Ordered For or Serial Number Reserved:** If this option is checked then it will include invoices already ordered for or that already have a serial number reserved.
- **Exclude COD Invoices not paid for:** If this option is checked then it will exclude COD invoices not paid in full. Most companies have policies that they will not order product until it is paid in full. If you wish to do this and are going to be strict about the policy, then this option is good for you. This goes back to putting the responsibility on the salesperson.
- **Exclude Invoices Not Credit Approved:** If this box is checked then it will exclude "Not Credit Approved" invoices. See Credit Approval Process.
- **Only Show Invoices that have reached the minimum deposit:** If this box is checked then it will only show invoices that have reached the minimum deposit. I.E. If you have a minimum deposit rule in place, which is set on each invoice type, then do you only want to see invoices that have reached that minimum? This is similar to excluding COD invoices not paid for.

Order

Appliance Sales & Service

SN-15

Inventory Ordering

Order Based On: Min/Max + Written

Sort By: Model

Location: All Records

Supplier: All Records Stock / NonStock: All

New/Used: New

Brand: All Records

Ending Date: Jun 14, 2020 Report Date: May 15, 2020

Active: All System Date: May 15, 2020

Product: All Records System Time: 12:05 pm

Page: 1

| Model | Description | Last Cost | (QOH + QOO) - Written=Total | | | | Min | Max | Written Sales History | | | | | | YTD |
|--------------------|---|-----------|-----------------------------|-----------|------------|----------------|---------|--------|-----------------------|----------|-----------|-----|-----|------|-----|
| Equivalent | | | | | | | | | 30 | 60 | 90 | 120 | 150 | 180+ | |
| FF900056 | METAL FILTER FOR VENTIL Main=2, S1F=1 | 0.00 | 3 | 0 | 8 | -5 | 2 | 2 | 8 | 0 | 0 | 0 | 0 | 0 | 0 |
| Serial # | Loc | Ret | Invoice # | Inv Date | Customer # | Name | Branch | Status | Credit Hold | Deposit | Del Date | | | | |
| Qty: 6 | | | S00020002 | 4/9/2020 | 8585216945 | DANIEL GEORGIE | Default | EST | | 0.00 | 5/14/2020 | | | | |
| Qty: 1 | | | S00020007 | 4/20/2020 | 8585551212 | JOSE DIEGO | Default | EST | | 500.00 | 5/14/2020 | | | | |
| Qty: 1 | | | S00020007 | 4/20/2020 | 8585551212 | JOSE DIEGO | Default | EST | | 500.00 | 5/14/2020 | | | | |
| PIKG6S1B | WHIRLPOOL PRODUCE PRE | 0.00 | 0 | 0 | 1 | -1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Serial # | Loc | Ret | Invoice # | Inv Date | Customer # | Name | Branch | Status | Credit Hold | Deposit | Del Date | | | | |
| Qty: 1 | | | S00020004 | 4/13/2020 | 8585551212 | JOSE DIEGO | Default | EST | | 0.00 | 5/20/2020 | | | | |
| SKT60M | WHIRLPOOL UPRIGHT FRI Main=1 | 0.00 | 1 | 0 | 2 | -1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Serial # | Loc | Ret | Invoice # | Inv Date | Customer # | Name | Branch | Status | Credit Hold | Deposit | Del Date | | | | |
| Qty: 1 | | | S00020004 | 4/13/2020 | 8585551212 | JOSE DIEGO | Default | EST | | 0.00 | 5/20/2020 | | | | |
| YKFED500ESS | KITCHENAID ELECTRIC RAN | 0.00 | 0 | 0 | 1 | -1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Serial # | Loc | Ret | Invoice # | Inv Date | Customer # | Name | Branch | Status | Credit Hold | Deposit | Del Date | | | | |
| Qty: 1 | | | S00020006 | 4/14/2020 | 8585216945 | DANIEL GEORGIE | Default | EST | | 1,200.00 | 5/15/2020 | | | | |
| YMEDC465HW | MAYTAG ELECTRIC DRYER Main=1 | 492.00 | 1 | 2 | 5 | -2 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 0 | 0 |
| YMMV1175JZ | MAYTAG OVER THE RANGE M Main=2 | 312.00 | 2 | 5 | 7 | 0 | 5 | 5 | 4 | 3 | 0 | 0 | 0 | 0 | 0 |
| Serial # | Loc | Ret | Invoice # | Inv Date | Customer # | Name | Branch | Status | Credit Hold | Deposit | Del Date | | | | |
| Qty: 1 | | | S00020007 | 4/20/2020 | 8585551212 | JOSE DIEGO | Default | EST | | 500.00 | 5/14/2020 | | | | |
| Qty: 1 | | | S00020006 | 4/14/2020 | 8585216945 | DANIEL GEORGIE | Default | EST | | 1,200.00 | 5/15/2020 | | | | |

Total Models Selected

6

At the top of the report, there is an *Order* button. Once you click on *Order* it will open the "Create Orders" window (see below) where it will show each model with a written quantity.

If *Include Stock Orders* is checked, then it will show models that need to be ordered based on the min/max quantity. Select the models you want to order and then click on *Create PO* to create the PO.

The 'Create Orders' window displays a table with the following data:

| Order | PO Number | RSV Exclusive | Model Code | Qty | Reference | Location Code | Invoice PO Code | Salesperson | Invoice Code | Invoice Start Date | Sold To Code | Sold To Name | So |
|-------------------------------------|-----------|---------------|-------------|-----|-----------|---------------|-----------------|-------------|--------------|--------------------|--------------|--------------|----|
| <input checked="" type="checkbox"/> | | | FF900056 | 5 | | | | | S00020002 | 4/9/2020 | 8585216945 | GEORGIE | SA |
| <input checked="" type="checkbox"/> | | | P1KG6S1B | 1 | | | | | S00020004 | 4/13/2020 | 8585551212 | DIEGO | SA |
| <input checked="" type="checkbox"/> | | | YKFED500... | 1 | | | | | S00020006 | 4/14/2020 | 8585216945 | GEORGIE | SA |

At the bottom of the window, there are buttons for 'Unselect All', 'Include Stock Orders' (checked), 'Excel', 'Create PO' (highlighted with a blue arrow), and 'Cancel'.

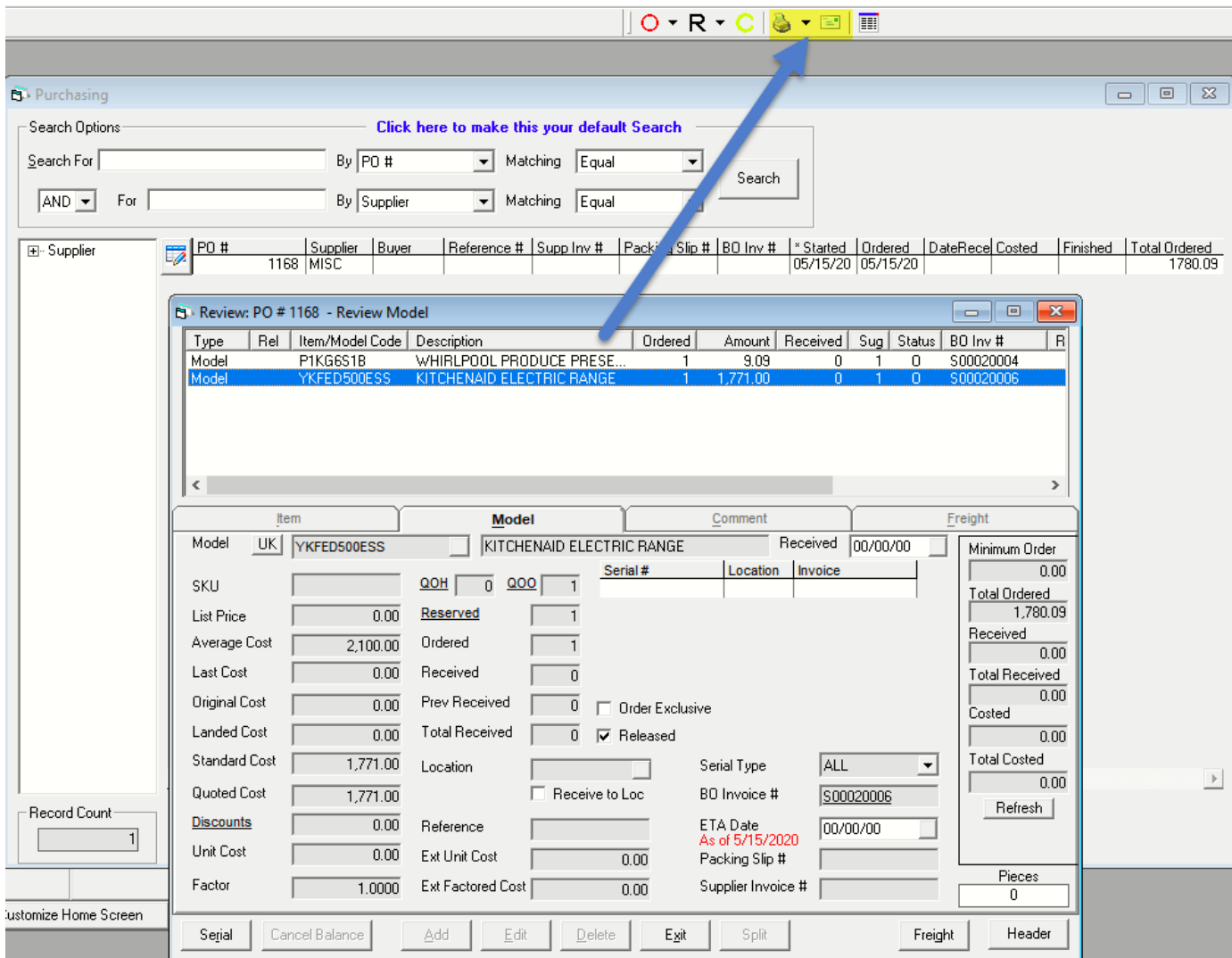
Clicking on the *Create PO* button will generate the PO. After EPASS has created the PO, you'll notice the report refreshes and now it displays the list of POs that were automatically created.

The 'Create Orders' window now shows the generated PO numbers in the 'PO Number' column:

| Order | PO Number | RSV Exclusive | Model Code | Qty | Reference | Location Code | Invoice PO Code | Salesperson | Invoice Code | Invoice Start Date | Sold To Code | Sold To Name | So |
|--------------------------|-----------|---------------|-------------|-----|-----------|---------------|-----------------|-------------|--------------|--------------------|--------------|--------------|----|
| <input type="checkbox"/> | 1166 | | FF900056 | 5 | | | | | S00020002 | 4/9/2020 | 8585216945 | GEORGIE | SA |
| <input type="checkbox"/> | 1168 | | P1KG6S1B | 1 | | | | | S00020004 | 4/13/2020 | 8585551212 | DIEGO | SA |
| <input type="checkbox"/> | 1168 | | YKFED500... | 1 | | | | | S00020006 | 4/14/2020 | 8585216945 | GEORGIE | SA |

A red bar at the bottom of the window indicates 'Finished'.

Once the PO number is generated, either copy the PO# from the report and paste it into *Purchasing > Maintenance* or use *Purchasing > Find POs* to find the PO number then either print, email or use the *Purchasing > PO Export* function to send the PO to the vendor.



Purchasing

Search Options [Click here to make this your default Search](#)

Search For By Matching Search

AND For By Matching

| PO # | Supplier | Buyer | Reference # | Supp Inv # | Packing Slip # | BO Inv # | * Started | Ordered | Date Recd | Costed | Finished | Total Ordered |
|------|----------|-------|-------------|------------|----------------|----------|-----------|----------|-----------|--------|----------|---------------|
| 1168 | MISC | | | | | | 05/15/20 | 05/15/20 | | | | 1780.09 |

Review: PO # 1168 - Review Model

| Type | Rel | Item/Model Code | Description | Ordered | Amount | Received | Sug | Status | BO Inv # | R |
|-------|-----|-----------------|----------------------------|---------|----------|----------|-----|--------|-----------|---|
| Model | | P1KG6S1B | WHIRLPOOL PRODUCE PRESE... | 1 | 9.09 | 0 | 1 | 0 | S00020004 | |
| Model | | YKFED500ESS | KITCHENAID ELECTRIC RANGE | 1 | 1,771.00 | 0 | 1 | 0 | S00020006 | |

Item Model Comment Freight

Model Received

SKU QOH QOO 1 Serial # Location Invoice

List Price 0.00 Reserved 1

Average Cost 2,100.00 Ordered 1

Last Cost 0.00 Received 0

Original Cost 0.00 Prev Received 0 ☐ Order Exclusive

Landed Cost 0.00 Total Received 0 ☒ Released

Standard Cost 1,771.00 Location Serial Type ALL

Quoted Cost 1,771.00 ☐ Receive to Loc BO Invoice # S00020006

Discounts 0.00 Reference ETA Date 00/00/00

Unit Cost 0.00 Ext Unit Cost 0.00 Packing Slip #

Factor 1.0000 Ext Factored Cost 0.00 Supplier Invoice #

Minimum Order 0.00

Total Ordered 1,780.09

Received 0.00

Total Received 0.00

Costed 0.00

Total Costed 0.00

Refresh

Pieces 0

Record Count 1

customize Home Screen

Serial Cancel Balance Add Edit Delete Exit Split Freight Header

Exclusive Reserve and Unique Selling Price

This function allows users to reserve a specific serial number on the invoice, so that only 'that exact serial number' will be shipped to the customer.

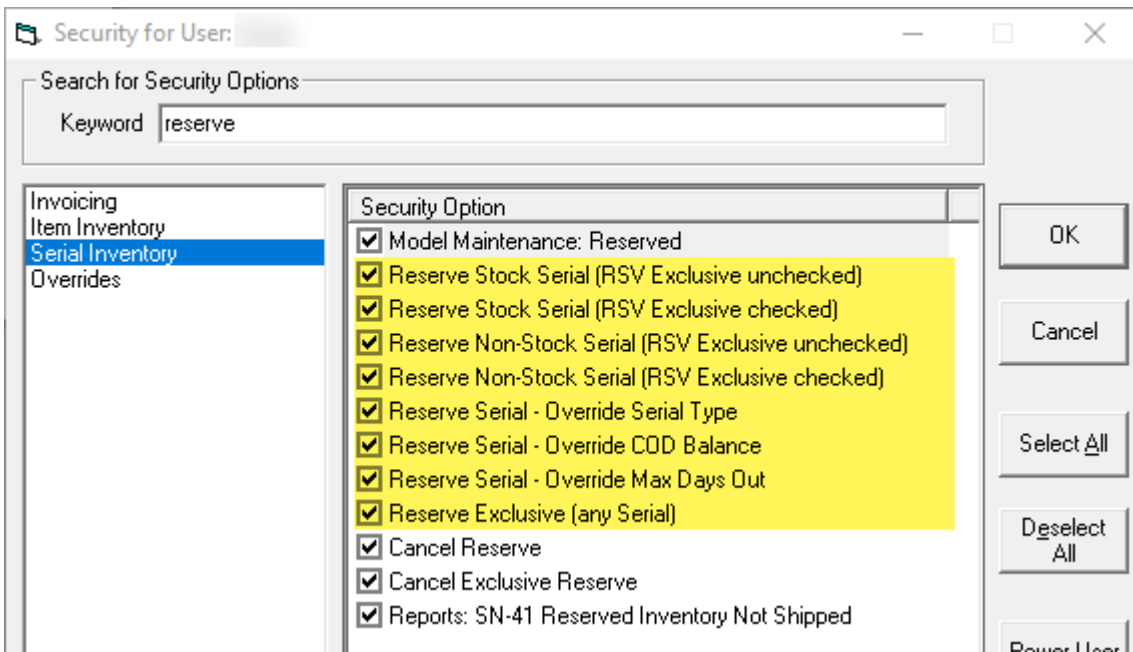
Reserve Serial and Exclusive Reserve Security Options

The multi-layered security options for the serial reserving system in EPASS allow you to create unique security option profiles to meet the needs of your staff and business.

Instructions for accessing the security options, as well as examples of different [security option profiles](#) are shown here:

To Assign or Remove Reserve Security Options

1. Go to **Tools > System Maintenance**. On the **Tables** tab, select **User Security**, and then click **Open**.
2. Select a **User Group** from the list, and then click **Security**.
3. In the **Keyword** search box, enter RESERVE. In the list on the left, click **Serial Inventory**.
4. Select the security options from the list.



Security Option Profiles

Allow the User to Only Reserve Stock or Non-Stock Serials marked as "Reserve Exclusive" Allow the User to Reserve all Stock Serials Allow the User to Reserve a Stock or Non-Stock Serial, but not Exclusive Reserve Allow the User to Reserve Stock and Non-Stock (special order) Serials Allow the User to Reserve Any Serial

Cancel Reserve Security Option

The **Cancel Reserve** security option enables a user to remove Exclusive Reserve status from any serial number, and to remove the *Reserve Exclusive when Ordering* selection on an invoice model line.

Invoice # 5441 - CORSINI, MIMI - Review Model

| Type | Pack | Item | Loc | Description | Qty | Amount | Tax 1 | Tax 2 | Tax 3 | Status |
|---------|------|-----------|-----|---|-----|--------|-------|-------|-------|-----------|
| Comment | No | | | This Invoice has been split, further det... | 0 | 0.00 | | | | |
| Model | No | 1355BKU | | DISHWASHER | 1 | 509.99 | No | No | No | Committed |
| Misc | No | DEL | | DELIVERY | 1 | 78.50 | No | No | Yes | |
| Model | No | JVM1860WF | | MICROHOOD 1.8CUFT 1100 WATTS | 1 | 419.99 | No | Yes | No | Committed |
| Model | No | JVM1860CF | | MICRO/HOOD 30 BISQUIT | 1 | 489.99 | No | Yes | No | Committed |

| Item | Model | Labor | Misc | Comment | Warranty | Payment | Tax | Package | Signature |
|----------|-----------------|------------|--|--|----------|-------------|--------|----------------------------------|------------|
| Model | JVM1860CF | | MICRO/HOOD 30 BISQUIT | Ordered | 1 | L1 | 489.99 | <input type="checkbox"/> Package | Trip# 1 |
| Location | | | Main Stock | Shipped | 0 | Total | 489.99 | 0.0 | Spiff 0.00 |
| SKU # | | Serial | Location | QOH | 12 | Std. Cost | 0.00 | Delivery | |
| Equiv | | | | Not Avail | 1 | Avg. Cost | 314.00 | 2017-10-11 | |
| Brand | GENERAL ELECTRI | Color | | QOO | 0 | Landed Cost | 0.00 | Status | |
| Product | | Reference | | Reserved | 1 | Rpl. Cost | 0.00 | Committed | |
| PO # | | Commission | | | | | | Created | |
| Mfr Wty | 0 Months | | <input checked="" type="checkbox"/> Auto Backorder | <input type="checkbox"/> Reserve Exclusive when Ordering | | | | MIMI | 2017-10-11 |
| Note | | | | | | | | Modified | 00/00/00 |
| | | | | | | | | | 00/00/00 |

| | | | | | | | | | |
|--------|------------|--------|-----|------|--------|------|---------------|---------------|-----|
| Commit | Disogunt | Header | Add | Edit | Delete | Exit | Add From Cart | Invoice Total | 0.0 |
| Serial | Split Line | | | | | | | 1,616.77 | |

Enabling the *Reserve Exclusive when Ordering* option will tell Purchasing to exclusive reserve order for this invoice and disabling the option will tell Purchasing NOT to exclusive reserve order for the invoice. This option is only applicable for a backorder and is not needed to reserve a serial number that is already in stock.

System Maintenance > Invoicing Variables

If you check *Allow Oversell if Exclusive Reserve serials are available* then you must also check *Force Reserve when Selling Obsolete/Inactive Models* first for it to work.

Force Reserve when Selling Obsolete/Inactive Models can work independently.

Invoicing Variables

Tax Passwords Titles Warranty EDI

General **Update** Printing Posting Labor

☐ Automatic Restocking ☒ Dispatching
☒ Accounts Receivable ☐ Automatic Labor
☒ Auto Commit Payments ☐ Quick Cash Sales
☒ History ☐ Split Invoice - retain blank Item lines
☐ Items to History ☐ Warn When Selling Non-Stock Items/Models
☐ Comments to History ☒ Prevent Selling Obsolete Items/Models
☒ Automatic Back Order Items ☐ Prevent Selling Inactive Items/Models
 ☐ Only from Same Branch ☐ Include N/A as Available To Sell
☒ Automatic Back Order Models ☐ **Force Reserve when Selling Obsolete / Inactive Models**
☒ Retain Item Location ☐ **Allow Oversell if Exclusive Reserve serials are available**
☐ Default Item Location from Route ☐ Update Standard/Landed Cost on Model During Edit/Finish
☒ Automatic Recalculate Packages ☒ Update Standard/Landed Cost on Copy
☒ Add Detail - Default to In Package ☒ Copy Documents on Copy
☐ Update Item Location When Routing ☐ Copy Notepad
☒ Split Invoice Keep Number Series ☒ Warn When Sold-To Customer Has Other Open Invoices
☒ Allow Past Dates On Split ☒ Display AR Payment In Detail
☐ Use Customer Payment Type for Copy Invoice ☒ Display AR Adjustment In Detail
☐ Use Customer Invoice Type for Copy Invoice
☒ Append Service Performed Codes
☒ Allow Signature line with no Signature

OK
Cancel

System Maintenance > Location Table

Edit Location S2 STORE

Code: S2

Description: STORE

Branch: 1

OK Cancel

General Options

- ☐ Add Location for new Items
- ☐ Show On Web
- ☒ Immediate Ship

The following options apply when a Serial Number arrives in this location (by Receive, Transfer, Edit Serial, etc.)

Change to Serial Type: [Blank] * BLANK = Don't change Serial Type

- ☒ Exclude *Special* Serial Types
- ☐ Non-Saleable (product transferred to this location will be made AVAILABLE)
- ☒ Exclusive Reserve (product will be made Exclusive Reserve)
- ☐ UN-Exclusive Reserve (product will be made NOT Exclusive Reserve)
- ☒ UN-Reserve from Invoice (product will be unreserved from any invoice)
- ☒ Zero Unique/Tag Price (product will be updated with \$0 Unique Sell Price and Tag Price)

On a specific serial number, when arriving into the location, it will update according to the options marked on the location code regardless whether reserve exclusive is checked, what serial type it is, or if it is marked as available.

Change to Serial Type: you can select whether a serial type is updated when moved into this location.

Non-Saleable: whether serials transferred to this location will be made available.

Exclusive Reserve & UN-Exclusive Reserve: only one option can be checked per location (either the serial arriving in this location is made Exclusive Reserve, or it is made UN-Exclusive Reserve).

UN-Reserve from Invoice: determines whether when the serial moves to this location it should be UN-reserved from an invoice.

Zero Unique/Tag Price: if checked, the product will be updated with \$0 Unique Sell Price and Tag Price. This would then have it on reports as zero and trigger for someone to review the Unique Pricing for this serial.

'Special' Serial Types: you set a serial type to be 'special' or not in *Tools > System Maintenance > Tables > Serial Types*

Edit SerialType SCLEAR SHOWROOM CLEARANCE

Code: SCLEAR

Description: SHOWROOM CLEARANCE

Inventory Division: 1

Exclusive Reserve Comment Code:

☐ Allow Selling Exclusive Reserve below UMRP

☒ Immediate Ship

☒ Prompt for Location during Exclusive Reserve

☒ Special Serial Type

OK Cancel

PO Maintenance

When in a PO, the *Order Exclusive* checkbox tells the system that when the serial number is received, it will be *Exclusive Reserved* for the selected invoice(s). You must select an invoice in order to be able to check *Order Exclusive*.

Order Only: PO # R-101 - Add Model

| Type | Item/Model Code | Description | Order... | Amount | Received | Suggest... | Stat... | BO Inv # | Re |
|------|-----------------|-------------|----------|--------|----------|------------|---------|----------|----|
| | | | | | | | | | |

| Item | Model | Comment | Freight |
|---|--|---|--|
| Model <input type="text" value="UK"/> <input type="text" value="FFEF3018LO"/> | <input type="text" value="FRIGIDAIRE 30 FREESTANDING ELECTRIC RANK"/> | Received <input type="text" value="00/00/00"/> | |
| SKU <input type="text" value="2102177"/> | QOH <input type="text" value="9"/> QOO <input type="text" value="74"/> | <input checked="" type="checkbox"/> Invoice <input type="text" value="5266"/> | Qty <input type="text" value="216"/> Reference <input type="text" value="2016-01-07"/> |
| List Price <input type="text" value="623.20"/> | <input type="text" value="Reserved"/> | <input type="text" value="281"/> | |
| List 2 <input type="text" value="581.65"/> | <input type="text" value="Ordered"/> | <input type="text" value="0"/> | |
| Last Cost <input type="text" value="605.00"/> | <input type="text" value="Received"/> | <input type="text" value="0"/> | |
| Original Cost <input type="text" value="0.00"/> | <input type="text" value="Prev Received"/> | <input type="text" value="0"/> | |
| Landed Cost <input type="text" value="0.00"/> | <input type="text" value="Total Received"/> | <input type="text" value="0"/> | |
| Standard Cost <input type="text" value="545.00"/> | Location <input type="text"/> | Serial Type <input type="text" value="RETAIL"/> | |
| Quoted Cost <input type="text" value="605.00"/> | <input checked="" type="checkbox"/> Receive to Loc | BO Invoice # <input type="text"/> | |
| Discounts <input type="text" value="15.00"/> | Reference <input type="text"/> | ETA Date <input type="text" value="00/00/00"/> | |
| Unit Cost <input type="text" value="0.00"/> | Ext Unit Cost <input type="text" value="0.00"/> | Packing Slip # <input type="text"/> | |
| Factor <input type="text" value="1.0000"/> | Ext Factored Cost <input type="text" value="0.00"/> | Supplier Invoice # <input type="text"/> | |

| Minimum Order | Total Ordered | Received | Total Received | Costed | Total Costed |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Refresh | | | | | |

Serial Cancel Balance OK Cancel Freight Header

Reserving Exclusive Serial from Model

When in the serial screen for a model, and if the serial number is NOT Exclusive Reserved, you can then choose to regular *Reserve it* or *Reserve Exclusive*.

Serial # for Model JVM1860CF, MICRO/HOOD 30 BISQUIT

| Loc | QOH | Serial # | Avail | Loc | Serial Type | Exclusive | Ordered for In | Unique Pric | Tag Price | Bin | Suppl. Invoice | Received | Cost | Std. Cost | Features |
|------|-----|------------|-------|------|-------------|-----------|----------------|-------------|-----------|-----|----------------|------------|------|-----------|----------|
| BLDR | 7 | 234ERFT | | | RETAIL | YES | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| S2 | 5 | 345RTGG65 | | | SCLEAR | YES | | 250.00 | 499.99 | | | 2017-10-11 | 0.00 | 200.00 | |
| | 1 | 345TGH6 | | | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | 57893HIF | No | DAM | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | FJHF74HF | | | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | GHN678 | | S2 | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | GJKNHY567 | | | SCLEAR | YES | | 279.00 | 499.99 | | | 2017-10-05 | 0.00 | 250.00 | |
| | | HJYU6758 | | | FLOOR | YES | | 300.00 | 499.99 | | | 2017-10-05 | 0.00 | 250.00 | |
| | | RFGT567Y | | | SCLEAR | YES | | 300.00 | 489.99 | | | 2017-10-05 | 0.00 | 274.50 | |
| | | RTG567HJ | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | RTGHY678U | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | RTGYH678UJ | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | RTYHU678 | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | THUJKO56 | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |

Reserve Exclusive Reserve it Price Protection Review Add Edit Delete Exit

If the model serial # is marked *Exclusive – YES*, you can ONLY *Reserve Exclusive* from the serial screen.

Serial # for Model JVM1860CF, MICRO/HOOD 30 BISQUIT

| Loc | QOH | Serial # | Avail | Loc | Serial Type | Exclusive | Ordered for Inv | Unique Pric | Tag Price | Bin | Suppl. Invoice | Received | Cost | Std. Cost | Features |
|------|-----|------------|-------|------|-------------|-----------|-----------------|-------------|-----------|-----|----------------|------------|------|-----------|----------|
| | 7 | 234ERFT | | | RETAIL | YES | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| BLDR | 5 | 345RTGG65 | | | SCLEAR | YES | | 250.00 | 499.99 | | | 2017-10-11 | 0.00 | 200.00 | |
| S2 | 1 | 345TGH6 | | | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | 57893HIF | No | DAM | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | FJHF74HF | | | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | GHN678 | | S2 | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | GJKMHY567 | | | SCLEAR | YES | | 279.00 | 499.99 | | | 2017-10-05 | 0.00 | 250.00 | |
| | | HJYU6758 | | | FLOOR | YES | | 300.00 | 499.99 | | | 2017-10-05 | 0.00 | 250.00 | |
| | | RFGT567Y | | | SCLEAR | YES | | 300.00 | 489.99 | | | 2017-10-05 | 0.00 | 274.50 | |
| | | RTG567HJ | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | RTGHY678U | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | RTGYH678UJ | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | RTYHU678 | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| | | THUJKO56 | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |

Reserve Exclusive Price Protection Review Add Edit Delete Exit

You highlight the serial # you want to reserve exclusive and click on the *Reserve Exclusive* button. You will then select the invoice you want to exclusive reserve the serial # for and click *OK*.

Reserve Serial# 234ERFT for Model JVM1860CF, MICRO/HOOD 30 BISQUIT

| | Invoice | Customer | Name | PO# | Qty | Inv. Date | Del. Date | Job St. |
|-------------------------------------|---------|------------|----------------|-----|-----|------------|------------|---------|
| <input type="checkbox"/> | STOCK | | | | | | | |
| <input checked="" type="checkbox"/> | 5435 | 5329232 | LORNE KLASS... | | 1 | 2017-08-02 | 2017-08-04 | SCHED |
| <input type="checkbox"/> | 5435 | 5329232 | LORNE KLASS... | | 1 | 2017-08-02 | 2017-08-04 | SCHED |
| <input type="checkbox"/> | 5435 | 5329232 | LORNE KLASS... | | 1 | 2017-08-02 | 2017-08-04 | SCHED |
| <input type="checkbox"/> | 5441 | 9055452910 | MIMI CORSINI | | 1 | 2017-09-27 | 2017-10-10 | SCHED |

OK Cancel

EPASS now updates the Ordered for Invoice column with the invoice number.

Serial # for Model JVM1860CF, MICRO/HOOD 30 BISQUIT

Summary

| | |
|------|----------|
| Loc | QOH |
| | <u>Z</u> |
| ILDf | <u>S</u> |
| S2 | <u>1</u> |

Details

| Serial # | Avail | Loc | Serial Type | Exclusive | Ordered for Inv | Unique Pric | Tag Price | Bin | Suppl. Invoice | Received | Cost | Std. Cost | Featu |
|------------|-------|------|-------------|-----------|-----------------|-------------|-----------|-----|----------------|------------|------|-----------|-------|
| 234ERFT | | | RETAIL | YES | 5435 | 279.00 | 399.99 | | | 2017-10-05 | 0.00 | 240.00 | |
| 345RTGG65 | | | SCLEAR | YES | | 250.00 | 499.99 | | | 2017-10-11 | 0.00 | 200.00 | |
| 345TGH6 | | | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| 57893HIF | No | DAM | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| FJHF74HF | | | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| GHN678 | | S2 | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| GJKMHY567 | | | SCLEAR | YES | 5441 | 279.00 | 499.99 | | | 2017-10-05 | 0.00 | 250.00 | |
| HJYU6758 | | | FLOOR | YES | | 300.00 | 499.99 | | | 2017-10-05 | 0.00 | 250.00 | |
| RFGT567Y | | | SCLEAR | YES | | 300.00 | 489.99 | | | 2017-10-05 | 0.00 | 274.50 | |
| RTG567HJ | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| RTG567HU | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| RTGYH678UJ | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| RTYHU678 | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| THUJIKO56 | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |

Unreserve it

Price Protection

Review

Add

Edit

Delete

Exit

At this point, if you go to the invoice (example #5435), it will note *Reserve Exclusive* on the invoice model detail line and the serial type is *RETAIL*.

If you have security and want to UN-reserve it you follow the same steps except click on *UN-Reserve It*.

Reserve Exclusive from Invoice

When in an invoice, you can access the serial screen to *Reserve Exclusive* by clicking on the *QOH* link.

Invoice # 5441 - CORSINI, MIMI - Review Model

| Type | Pack | Item | Loc | Description | Qty | Amount | Tax 1 | Tax 2 | Tax 3 | Status |
|---------|------|-----------|-----|---|-----|--------|-------|-------|-------|-----------|
| Comment | No | | | This Invoice has been split, further det... | 0 | 0.00 | | | | |
| Model | No | 1355BKU | | DISHWASHER | 1 | 509.99 | No | No | No | Committed |
| Misc | No | DEL | | DELIVERY | 1 | 78.50 | No | No | Yes | |
| Model | No | JVM1860WF | | MICROHOOD 1.8CUFT 1100 WATTS | 1 | 419.99 | No | Yes | No | Committed |
| Model | No | JVM1860CF | | MICRO/HOOD 30 BISQUIT | 1 | 489.99 | No | Yes | No | Committed |
| Model | No | JVM1860CF | | MICRO/HOOD 30 BISQUIT | 1 | 489.99 | No | Yes | No | Committed |

| Item | Model | Labor | Misc | Comment | Warranty | Payment | Tax | Package | Signature |
|----------|-----------------|------------|--|--|----------|-------------|--------|----------------------------------|------------|
| Model | JVM1860CF | | MICRO/HOOD 30 BISQUIT | Ordered | 1 | L1 | 489.99 | <input type="checkbox"/> Package | Trip# 1 |
| Location | | | Main Stock | Shipped | 0 | Total | 489.99 | 0.0 | Spiff 0.00 |
| SKU # | | Serial | Location | QOH | 13 | Std. Cost | 0.00 | Delivery | |
| Equiv | | | | Not Avail | 1 | Avg. Cost | 314.00 | 2017-10-11 | |
| Brand | GENERAL ELECTRI | Color | | QOO | 0 | Landed Cost | 0.00 | Status | |
| Product | | Reference | | Reserved | 5 | Rpl. Cost | 0.00 | Committed | |
| PO # | | Commission | | | | | | Created | |
| Mfr Wty | 0 Months | | <input checked="" type="checkbox"/> Auto Backorder | <input type="checkbox"/> Reserve Exclusive when Ordering | | | | MIMI | 2017-10-11 |
| Note | | | | | | | | Modified | 00/00/00 |
| | | | | | | | | | 00/00/00 |

Commit Discont Serial Split Line

Header Add Edit Delete Exit Add From Cart

Invoice Total 0.0
2,170.46

You then select the serial # and click on *Reserve Exclusive*.

Serial # for Model JVM1860CF, MICRO/HOOD 30 BISQUIT

| Summary | Details |
|---------|--|
| Loc QOH | Serial # Avail Loc Serial Type Exclusive Ordered for Inv Unique Pric Tag Price Bin Suppl. Invoice Received Cost Std. Cost Featur |
| 7 | 234ERFT |
| 5 | 345RTGG65 |
| 5 | 345TGH6 |
| 1 | 57893HF |
| | FJHF74HF |
| | GHN678 |
| | GJMKHY567 |
| | HJYU6758 |
| | RFGT567Y |
| | RTG567HJ |
| | RTG567HU |
| | RTG567HJ |
| | RTYHU678 |
| | THUJIKO56 |

Reserve Exclusive Price Protection Review Add Edit Delete Exit

You will get a Select Location pop up where you select the location the serial currently is in (this is a double check in case the serial states one location but you know it's in another or you are just confirming the location). Click OK.

You then get a reminder pop up that this serial has a *Unique Sell Price*. Click OK. EPASS now updates the Ordered for Invoice column with the invoice number. Click *exit*.

If you have security and want to UN-reserve it you follow the same steps except click on *UN-Reserve It*.

| Serial # | Avail | Loc | Serial Type | Exclusive | Ordered for Inv | Unique Price | Tag Price | Bin | Suppl. Invoice | Received | Cost | Std. Cost | Feat |
|------------------|-------|------|---------------|------------|-----------------|---------------|---------------|-----|----------------|-------------------|-------------|---------------|------|
| 234ERFT | | | RETAIL | YES | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| 345RTGG65 | | | SCLEAR | YES | | 250.00 | 499.99 | | | 2017-10-11 | 0.00 | 200.00 | |
| 345TGH6 | | | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| 57893HF | No | DAM | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| FJHF74HF | | | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| GHNH678 | | S2 | RETAIL | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| GJKMHY567 | | | SCLEAR | YES | 5441 | 279.00 | 499.99 | | | 2017-10-05 | 0.00 | 250.00 | |
| HJYU6758 | | | FLOOR | YES | | 300.00 | 499.99 | | | 2017-10-05 | 0.00 | 250.00 | |
| RFGT567Y | | | SCLEAR | YES | | 300.00 | 489.99 | | | 2017-10-05 | 0.00 | 274.50 | |
| RTG567HJ | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| RTG5678U | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| RTGYH678UJ | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| RTYHU678 | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |
| THUJIKO56 | | BLDR | BLDR | | | 0.00 | 0.00 | | | 2017-10-05 | 0.00 | 0.00 | |

Unique Selling Price (USP)

Allows a *unique sell price* to be assigned to a serial number. When you update the Unique Sell Price field, the serial number will also automatically be set as *Reserve Exclusive* and *Available*.

Serial Detail

Serial Number: RFGT567Y

Run #:

Location:

Received: 2017-10-05

Actual Cost: 0.00

Freight Amount: 0.00

Dep and Adj: 0.00

Discounts: 0.00

Cost: 0.00

Standard Cost: 274.50

Unique Sell Price: 300.00

Tag Price: 489.95

PO #:

Supplier Invoice:

Freight Invoice #:

Available: ☒

Serial Type: RETAIL

Barcode ID:

Raw Barcode:

Floor Plan:

Floor Due: 2017-10-05

Trust Document:

Trust Line #: 0

Bin Location:

Status:

Selling Invoice:

Ordered for Inv:

Reserve Exclusive: ☒

Exclusive Reserve:

Comment Code:

Supplier: KEY

Spiff Amount: 0.00

Start: 00/00/00

End: 00/00/00

OK

Cancel

Reserve

Features

Notes

Unique Sell Price: the field will highlight red when a unique sell price is entered.

When a serial number has a unique sell price, you can only Reserve Exclusive (you cannot regular reserve it).

When you reserve exclusive a serial with a unique sell price, you will get a message to check your pricing. The invoice detail line STD cost and Spiff \$ will update according to the serial detail when exclusive reserving the serial for that invoice.

It is common that a serial number with a unique sell price is designated a different serial type such as *SCLEAR Showroom Clearance*. If so, you will also want to update the serial type on the individual serial number from RETAIL to SCLEAR.

Mass Unreserve Utility

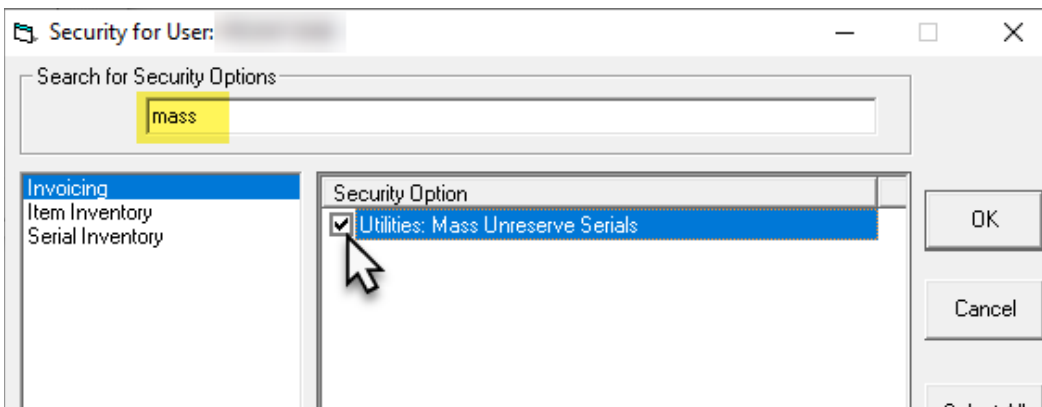
There is a new Invoicing utility to mass unreserve serials from invoices. If you have multiple serial numbers that should no longer be reserved, you can use this utility to remove the reserved status.

Set Up

Before the utility can be run, the Mass Unreserve Serials security option needs to be enabled for an appropriate user group.

To Enable the Security Option

1. Go to Tools > System Maintenance. On the Tables tab, select User Security, and then click Open.
2. Select a User Group from the list, and then click Security.
3. In the Keyword search box, enter MASS. Select Utilities: Mass Unreserve Serials.



4. Click OK.

Run the Mass Unreserve Utility

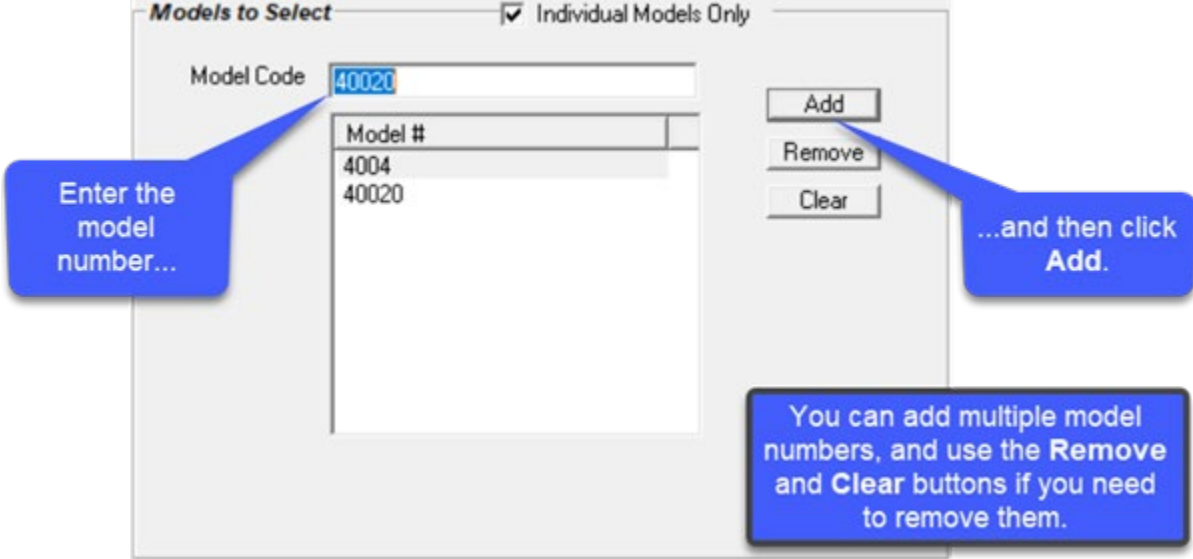


Only one user can run this utility at a time.

1. Go to Invoicing > Utilities > Mass Unreserve Serials. On this screen you'll narrow-down which serial records to include in the utility by selecting specific invoice, model, and serial criteria.

The screenshot shows the 'Mass Unreserve Serial Numbers' dialog box. It is divided into two main sections: 'Invoices to Select' and 'Inventory to Unreserve From'. The 'Invoices to Select' section contains fields for Invoice Type, Job Status, Branch, Salesperson1, Date Type, Start Date, and End Date. The 'Inventory to Unreserve From' section contains fields for Inventory Type, Supplier, Brand, Product, Active, Stock, Being Discontinued, Location, and Serial Type, along with a checkbox for 'Individual Models Only' and a checkbox for 'Include Exclusive Reserved Serials'. Callouts A through G point to specific fields: A points to Invoice Type, B points to Branch, C points to Start Date, D points to the 'Individual Models Only' checkbox, E points to Supplier, F points to Stock, and G points to Serial Type. The dialog box has 'OK' and 'Cancel' buttons on the right.

| | |
|---|---|
| A | Select the Invoice Type and Job Status from the dropdown lists. You can select single, multiple, or all records. |
| B | Select the Branch and Salesperson from the dropdown lists. You can select single, multiple, or all records. Note: The Salesperson dropdown only refers to the Salesperson1 field. |

| | |
|---|---|
| C | Select a Date Type from the dropdown as well as a Start Date and End Date range. The utility will only include serial records that include the selected date type and fall within the date range. |
| D | <p>If you want to select specific models to unreserve, select this check box.</p>  |
| E | Select the Inventory Type, Supplier, Brand and Product from these dropdown lists. You can select single, multiple, or all records. |
| F | Select Active or inactive inventory, Stock items or non-stock items, and items that are Being Discounted or not. |
| G | Select single, multiple, or all Locations from the dropdown, as well as the Serial Type. If you also want to Include Exclusive Reserved Serials, select the checkbox. |

- Click OK. The Mass Unreserve list grid opens. The grid lists all serial records that match the criteria you set above.

| | Model | Serial | Serial Type | Location | Reserved To Invoice | Invoice Type | Job Status | Schedule/Pickup Date | Requested Date | Received Date | Reserved Date |
|--------------------------|-------------|------------------|-------------|----------|---------------------|--------------|------------|----------------------|----------------|---------------|---------------|
| <input type="checkbox"/> | B36CD50SNS | 1231314113213123 | ALL | 9WH | BS00000003-L0T5 | BS | UNCONF... | 2023-01-25 | | 2023-01-20 | 2023-01-20 |
| <input type="checkbox"/> | B36CD50SNS | 433233223232312 | ALL | 9WH | BS00000003-L0T6 | BS | UNCONF... | 2023-01-25 | | 2023-01-20 | 2023-01-20 |
| <input type="checkbox"/> | B36CD50SNS | 123456789 | ALL | 9WH | BS00000003-L0T7 | BS | UNCONF... | 2023-01-25 | | 2022-12-15 | 2023-01-20 |
| <input type="checkbox"/> | DUH30252UC | 12345678989 | ALL | 9WH | BS00000003-L0T2 | BS | UNCONF... | 2023-01-25 | | 2022-12-15 | 2022-12-15 |
| <input type="checkbox"/> | DUH30252UC | 123456788 | ALL | 9WH | BS00000003-L0T3 | BS | UNCONF... | 2023-01-25 | | 2022-12-15 | 2023-01-20 |
| <input type="checkbox"/> | DUH30252UC | 8677657676767 | ALL | 9WH | BS00000003-L0T4 | BS | UNCONF... | 2023-01-25 | | 2023-01-20 | 2023-01-20 |
| <input type="checkbox"/> | HD18056C | 12345678909898 | ALL | 9WH | BS00000003-L0T2 | BS | UNCONF... | 2023-01-25 | | 2022-12-15 | 2022-12-15 |
| <input type="checkbox"/> | WW22K6800AW | 00002 | ALL | 9WH | BS000000001 | BS | UNCONF... | 2023-10-31 | | 2022-10-31 | 2022-10-31 |
| <input type="checkbox"/> | WW22K6800AW | 00003 | ALL | 9WH | BS000000001 | BS | UNCONF... | 2023-10-31 | | 2022-10-31 | 2022-10-31 |
| <input type="checkbox"/> | WW22K6800AW | 00004 | ALL | 9WH | BS000000001 | BS | UNCONF... | 2023-10-31 | | 2022-10-31 | 2022-10-31 |
| <input type="checkbox"/> | WW22K6800AW | 00005 | ALL | 9WH | BS000000001 | BS | UNCONF... | 2023-10-31 | | 2022-10-31 | 2022-10-31 |
| <input type="checkbox"/> | WW22K6800AW | 00006 | ALL | 9WH | BS000000001 | BS | UNCONF... | 2023-10-31 | | 2022-10-31 | 2022-10-31 |
| <input type="checkbox"/> | WW22K6800AW | 00007 | ALL | 9WH | BS000000001 | BS | UNCONF... | 2023-10-31 | | 2022-10-31 | 2022-10-31 |
| <input type="checkbox"/> | WW22K6800AW | 00008 | ALL | 9WH | BS000000001 | BS | UNCONF... | 2023-10-31 | | 2022-10-31 | 2022-10-31 |

3. Select the records that you want to unreserve. If you want to unreserve all of them, click Select All.

4. Click OK.

The utility runs and unreserves the serial records that you selected.

| SN/KES | | 36 Classic Induction Range, 5 | |
|----------|--|-------------------------------|--|
| SN/UNRES | | 36 Classic Induction Range, 5 | |

Model shows "unreserved" in the PO-18 Audit Trail report

Example

A model is unreserved on a PO transfer request.

The 'Transfer Requests' window has a search section with three rows of 'By' and 'Matching' dropdowns, all set to 'Model/Item #' and 'Equal'. A 'Search' button is to the right. Below is a table with columns: Model/Item, Serial #, Qty, From, To, Date Required, Invoice, Status, Created By, and Batch Number. The first row shows '1' in the Model/Item column and '1/27/2021' in the Date Required column, with a status of 'Open'. At the bottom are buttons: Inventory, Split Line, Change Date, Change Status, Print, Review, Add, Edit, Delete, and Exit.

Model is reserved and appears on the transfer request

The 'Mass Unreserve Serial Numbers' window shows a table with columns: Model, Serial, Serial Type, Location, Reserved To Invoice, Invoice Type, Job Status, Schedule/Pickup Date, and Requested Date. The first row has a checked checkbox, a model, a serial, 'RETAIL' as the serial type, and 'ESTDEU...' as the job status. A 'WARNING' dialog box is open in the center, asking 'Are you sure you want to unreserve all of the selected Serials?' with 'Yes' and 'No' buttons. The main window has 'OK' and 'Cancel' buttons on the right.

Mass Unreserve utility is run

The 'Transfer Requests' window is shown again, but the table is now empty. The search options and buttons at the bottom remain the same as in the first screenshot.

Model is deleted from the transfer request

Invoice # - Review Model

| Type | Pack | Item | Loc | Description | Qty | Amount | Tax 1 | Tax 2 | Tax 3 | Status |
|---------|------|------|-----|--|-----|--------|-------|-------|-------|-----------|
| Comment | No | | | This Invoice has been split, further deta... | 0 | | | | | |
| Model | No | | | 36 Classic Induction Range, 5 Zone St... | 1 | | No | Yes | No | Committed |
| Item | No | | | Open and Inspect Product Before Deliv... | 1 | | No | Yes | No | Committed |
| Comment | No | | | Please open and inspect for any dama... | 0 | | | | | |
| Misc | No | | | Charge to Vendor on Redelivery | 1 | | No | No | No | |
| Payment | | PT | | | 0 | | | | | Committed |

Item Model Labor Misc Comment Warranty Payment Tax Package Signature

Model [] Location [] SKU # [] Equiv [] Brand Fisher & Paykel Product Induction Range Color [] Mfr Wty 24 PO # [] Branch Default Note []

Model is no longer reserved on the invoice

Warranty 1 L1 Total 1 Spill 0.00

Inventory Type APPL Auto Backorder Reserve Exclusive When Ordering

Status Committed Created

Commit Disagunt Serial Split Line Header Add Edit Delete Exit Add From Cart Invoice Total

Edit Invoice #

Invoice Service Dispatching Invoice Cont. Warranty Documents Notepad

Notes

☒ System Notes ☒ Sold To Texts ☐ Bill To Texts Since: 3/18/2020 Filter:

| Date | Time | Note | User | Type |
|------------|----------|--|------|------|
| 10/25/2021 | 13:29:13 | User: Unreserved Model | | sys |
| 1/28/2021 | 06:27:35 | User JTO Reserved Model: | | sys |
| 1/28/2021 | 06:27:17 | Field Changed - Field4 from [CONCEALED] to [], Field from [Customer refused due | | sys |
| 1/27/2021 | 11:22:53 | Waiting on ETA for purchasing | | note |
| 10/21/2020 | 10:38:18 | | | |
| 10/20/2020 | 10:35:58 | | | |

Note is auto-generated for the unreserved model.

OK Cancel Detail

| | |
|----------|-------------------------------|
| SN/KES | 36 Classic Induction Range, 5 |
| SN/UNRES | 36 Classic Induction Range, 5 |

Model shows "unreserved" in the PO-18 Audit Trail report

Auto Reserve

Overview

The purpose of the Auto Reserve utility is to allocate serials on hand and reserve models to open purchase orders. Before running the OE-04 Written Models and SN-15 Ordering reports, it is important to first reserve what is currently in inventory and allocate models to on order POs.

This guide is intended to help you understand how the utility selects serials to reserve based on selected options and parameters.

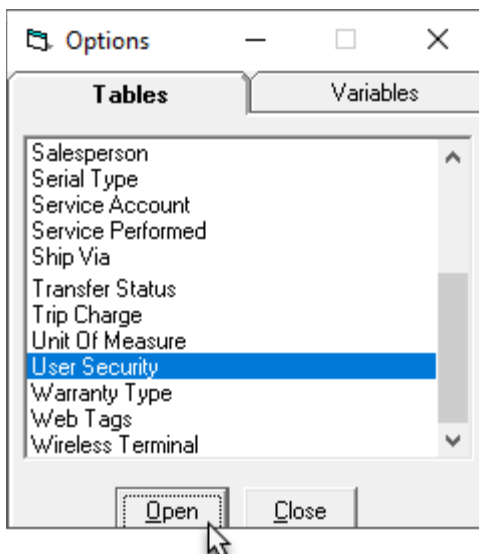
Security Options

There are two security options associated with the Auto Reserve Utility.

- Utilities: Auto Reserve Serial Numbers gives the user access to the Auto Reserve utility.
- Auto Reserve Serial - Override COD Balance gives the user the option to include invoices with a COD balance when the utility is run.

To Enable the Security Options

1. Go to Tools > System Maintenance.
2. On the Tables tab, click User Security, and then click Open.



3. Select a User or Group from the list, and then click Security.

User

Search Options

Search For By Matching Type

Security Option Show

| * ID | Name | Type | Group | Obsolete |
|----------|-------------------------|-------------|-------|-----------|
| ADMIN | Administrator | Group | | No |
| AK | Arwen Kavousi | User | SYADM | No |
| AP | Accounts Payable | Group | | No |
| AR | Accounts Receivable | Group | | No |
| ASM | Assistant Store Manager | Group | | No |
| C | Chris | User | | No |
| CAPI | CAPI | API User | | Yes |
| CHRIS | Chris Stark | User | SM | No |
| CLARA | Clara Choo | User | SALES | No |
| FINAN | Finance and Accounting | Group | | No |

4. In the Keyword field, enter auto reserve.

5. Under Invoicing, enable Utilities: Auto Reserve Serial Numbers. This allows the user to access the utility from the Invoicing menu.

Security for User: Chris

Search for Security Options

Keyword

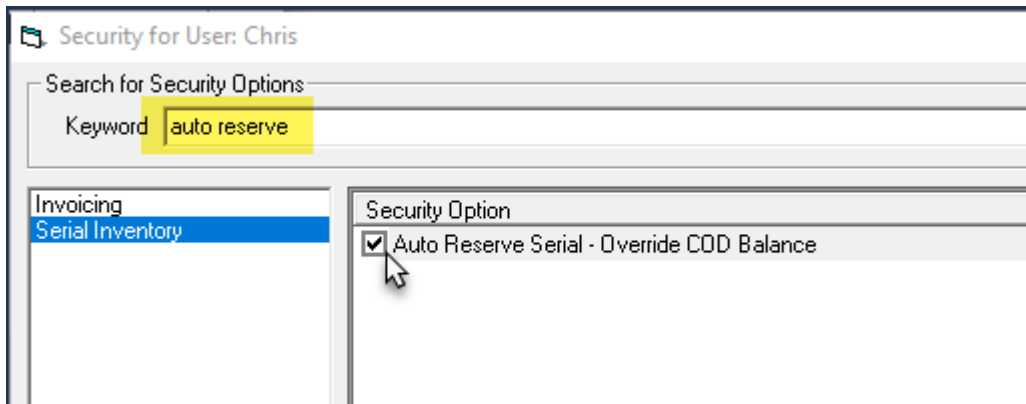
Invoicing

Serial Inventory

Security Option

☒ Utilities: Auto Reserve Serial Numbers

6. Under Serial Inventory, enable Auto Reserve Serial - Override COD Balance. This give the user the option to include invoices with a COD balance when running the utility.



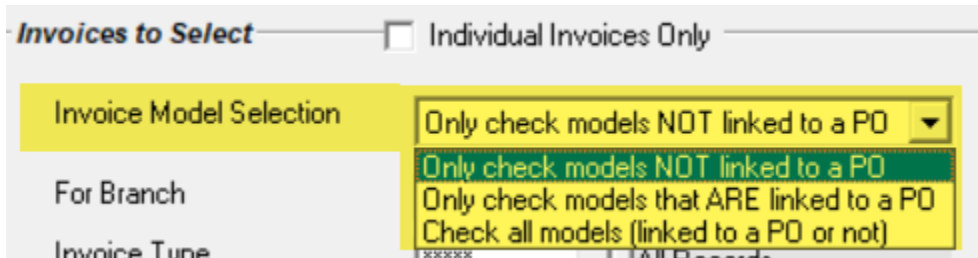
7. Click OK to close the Security Options window.

Starting the Auto Reserve Utility

- Go to Invoicing > Utilities, and then click Auto Reserve Serial Numbers.

How does the utility know which invoice model to select?

The utility selects models based on the selection in the Invoice Model Selection dropdown.



There are 3 options to choose from:

- Only check models NOT linked to a PO
- Only check models that ARE linked to a PO
- Check all models (linked to a PO or not)

Selection Criteria

The following criteria must be met in order for the invoices to be selected by the utility:

- Invoice Status is Open or Committed.
- Invoice is not an Estimate.
- Models have not been reserved.

- Models are not [exclusive reserve](#).
- The quantity on the models is greater than 0.
- Models have not been fully shipped.
- Invoice Type allows reserving.
- The current date, less the Schedule or Pickup Date, meets the limit on [reserving serials in advance](#) for the Invoice Type. For example, if the Schedule or Pickup Date = Mar 31/22 and the current date is Mar 18/22 then the difference is 13 days. The 13 days is compared to the max number of days to reserve on the Invoice Type.
- If Payment Type is COD, then the invoice must not have an outstanding balance.

info

COD invoices with balances can be included by selecting the Include Invoices with COD Balance checkbox.

Invoices to Select

☐ Individual Invoices Only

Invoice Model Selection

Only check models NOT linked to a PO

For Branch

All Records

Invoice Type

All Records

Job Status

All Records

☐ Exclude Non Dispatch Job Status

Route

All Records

Date Type

Schedule/Pick up Date

Start Date

6/9/2025

End Date

6/9/2025

Process Orders by:

Delivery/Pickup Date

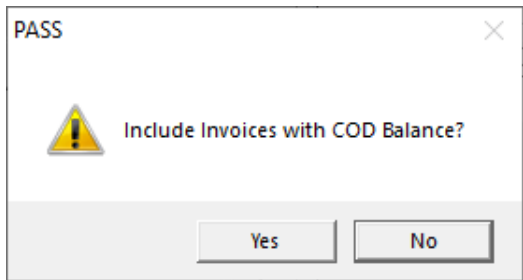
Location Delivering From: *

All Records

* It is the location on Invoice Model Line

☒ Include Invoice with COD Balance

When you run the utility with this setting checked, EPASS will prompt you for confirmation.



If the checkbox is unavailable, then you don't have the necessary security. See [Security Options](#) earlier in this guide for more information.

- If Payment Type is COD, check that Customer Credit Hold is not selected. (Open the Bill To Customer's record and then go to the Credit tab.)

Parameters

How does the utility know which open purchase orders to select and which serial numbers to reserve?

There are 3 options to choose from:

- [Only Process Inventory on Hand](#)
- [Only Process Open Purchase Orders](#)
- [Process both Inventory and Open Purchase Orders](#)

Only Process Inventory on Hand

When this option is selected, the following rules apply:

- The serial is available
- The serial is not linked to an invoice

Only Process Inventory On Hand

☒ Show Exception Report

Inventory to Reserve From

Supplier: [Text Field] All Records

Serial Type: [Text Field] All Records

Brand: [Text Field] All Records

Inventory Type: [Text Field] All Records

Model: [Text Field] All Records

Stock: Both

☐ Consider Locations when processing Purchase Orders

Location Pulling From in Order:

[List of Locations] [Move Buttons]

Only Process Open Purchase Orders

When this option is selected, the following rules apply:

- The PO is not linked to an invoice.
- The PO is not an exclusive order.
- The PO is released.
- The PO allows backorder invoices to be linked.
- The ETA Date must be less than Invoice Schedule / Pickup Date.

Only Process Open Purchase Orders

☒ Show Exception Report

OK

Cancel

PO's to Reserve From

Supplier: [Text Field] All Records

Serial Type: [Text Field] All Records

Brand: [Text Field] All Records

Inventory Type: [Text Field] All Records

Model: [Text Field] All Records

Stock: [Both] All Records

☐ Consider Locations when processing Purchase Orders

Location Pulling From in Order:

[List of Locations] [Move Right] [Move Left] [Move All Right] [Move All Left]

Process Both Inventory and Purchase Orders

When this option is selected, the following rules apply.

1. The utility will first check inventory on hand:
 - The serial is available.
 - The serial is not linked to an invoice.
2. Then it will check the open purchase orders:
 - The PO is not linked to an invoice.
 - The PO is not an exclusive order.
 - The PO is released.

- The PO allows backorder invoices to be linked.
- The ETA Date must be less than Invoice Schedule/Pickup Date.

Process both Inventory and Purchase Orders

☒ Show Exception Report

Inventory and PO's to Reserve From

Supplier: [Text Field] All Records

Serial Type: [Text Field] All Records

Brand: [Text Field] All Records

Inventory Type: [Text Field] All Records

Model: [Text Field] All Records

Stock: Both

☐ Consider Locations when processing Purchase Orders

Location Pulling From in Order:

[List of Locations] [Move Right] [Move Left] [Move All Right] [Move All Left]

Changing Multiple POs

If you need to make changes to a large number of Purchase Orders at once, for example, to change prices due to an increase, you can use the Mass PO Export and Mass PO Import utilities.

PO data is exported to an Excel sheet with the Mass PO Export utility. You can then edit the data in Excel and import it back into EPASS with the Mass PO Import utility. Use these utilities together to cancel model or item lines on a PO by “zeroing” the quantity ordered.

PO Fields That You Can Change

- ETA Date
- Reference
- Quoted Cost
- Quantity Ordered
- Location
- Released (Y/N) – Model POs only
- Receive Location – Model POs only
- Serial Type – Model POs only
- Req Delivery Date – Model POs only

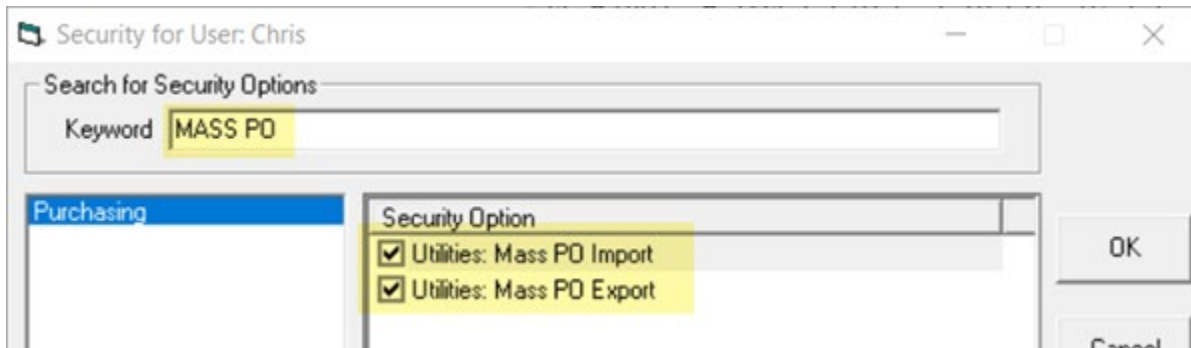
Before Starting

Enable Security Options

The EPASS user must have the Utilities: Mass PO Import and Utilities: Mass PO Export security options active to use the utilities.

To Enable the Security Options:

1. Go to **Tools > System Maintenance**.
2. In the **Tables** tab, locate **User Security**, and then double-click it.
3. Select a **User Group** from the list, and then click **Security**.
4. In the **Keyword** search box, enter MASS PO. Select **Utilities: Mass PO Import** and **Mass PO Export**.



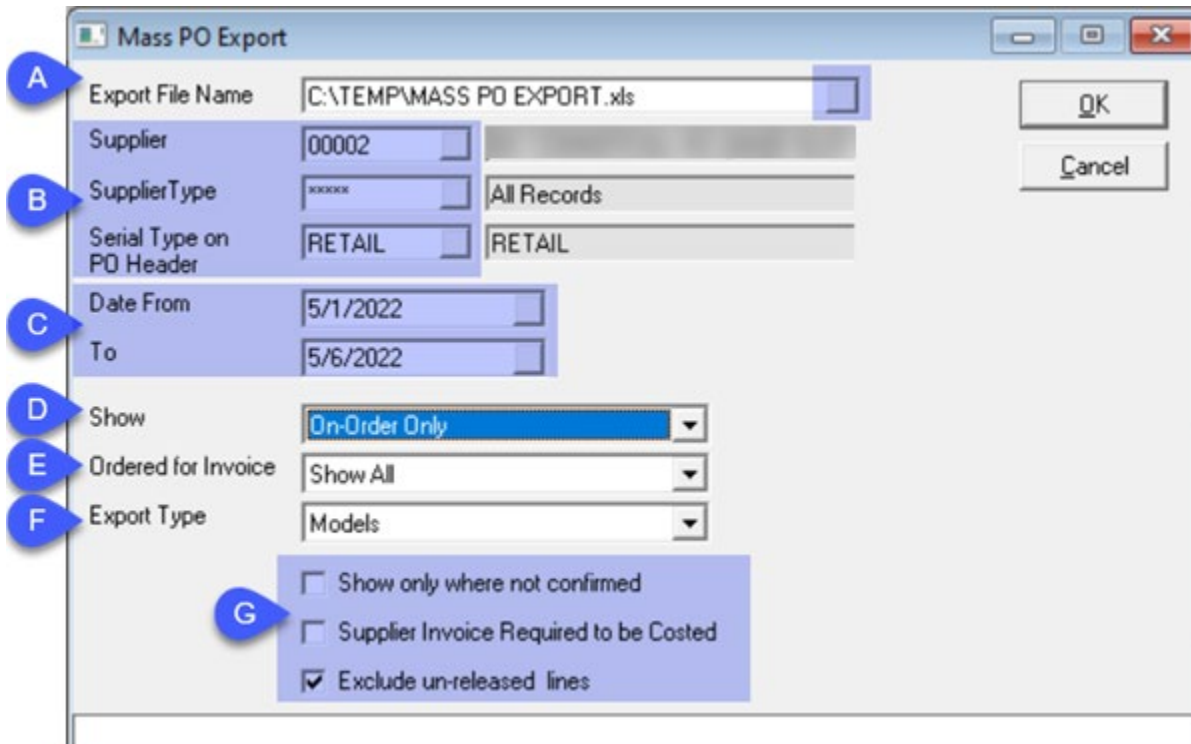
5. Click **OK**.

Changing Multiple POs with the Import and Export Utilities

Follow this procedure to export current PO data, change it, and then import it back into EPASS.

Exporting PO Data from EPASS:

1. Go to **Purchasing > Utilities > Mass PO Export**.
2. Select the PO data to export by entering the **Mass PO Export** parameters:



- **Export File Name:** Click the **Browse** button (highlighted) and enter the export filename and location.

- **Supplier/Supplier Type/Serial Type on PO Header:** Expand or narrow your PO selection with these filters. Select a single entry, multiple, or all (default).
- **Date From/To:** Enter the date range of PO's you want to include in the export.
- **Show:** Export PO's that are **On-Order Only**, **Not Costed Only**, or **On Order & Not Costed**.
- **Ordered for Invoice:** Export PO's that are **Ordered for an Invoice**, **Ordered for Stock**, or **All**.
- **Export Type:** Choose to export **Models** or **Items**.
- Select the following options:
 - **Show Only Where Not Confirmed:** If selected, PO's that have not been confirmed as received by the supplier are exported.
 - **Supplier Invoice Required to be Costed:** If selected, the PO is exported only if the supplier invoice is already costed.
 - **Exclude Un-released Lines:** PO line items that have been unreleased are excluded from the export.

3. Click **OK** to start the export.

Changing the PO Export Data:

Once the exporter is finished, you can edit the export file in MS Excel. You can change any data in the file EXCEPT data in the **DateStamp** and **LineTimeStamp** columns.

caution

Altering the data in the DateStamp and LineTimeStamp columns will result in data errors when the file is imported into EPASS.

Do not change the data in these two columns!

| | A | B | C | D | E | F |
|---|-----------|-----------|------------|-----------------|------------|--------|
| 1 | PO Number | Item Code | Date Stamp | Line Time Stamp | ETA Date | Refere |
| 2 | | | 2022-06-15 | 08:55:01:001 | 2022-06-16 | |
| 3 | | | 2022-06-15 | 08:56:27:746 | 2022-06-16 | |
| 4 | RT17198 | D7824706Q | 2022-06-15 | 08:55:01:2 | 2022-06-16 | |
| 5 | | | | | | |
| 6 | | | | | | |

Cancelling Models or Items on a PO:

- To cancel an ordered model or item, in the **QTY Ordered** column, replace the amount ordered with a "0".

| E | F | G | H | |
|------------|-----------|-------------|-------------|----|
| ETA Date | Reference | Quoted Cost | Qty Ordered | Lo |
| 2022-06-16 | | 27.07 | 1 | |
| 2022-06-16 | | 27.07 | 0 | |
| 2022-06-16 | | 60.99 | 2 | |

Replace the quantity ordered with "0".

Save any changes you make to the export file and move on to the next step: importing the data file back into EPASS.

Importing PO Data into EPASS:

info

These instructions assume that you are importing an Excel file created by the MASS PO export utility.

- Go to **Purchasing > Utilities > Mass PO Import**.
- Do the following:

The screenshot shows the 'Mass PO Import' dialog box. It has a title bar with a green icon and the text 'Mass PO Import'. The dialog contains several fields and buttons. Annotations A through E point to specific elements: A points to the 'Import File Name' text box; B points to the 'Import Type' dropdown menu; C points to the 'When Importing 0 Quantity' dropdown menu; D points to the column mapping section; and E points to the 'Line To Start Processing' text box. A callout box labeled 'Browse button' points to the browse button next to the 'Import File Name' field. The column mapping section is highlighted in yellow and contains two columns of dropdown menus. The 'OK' and 'Cancel' buttons are at the bottom right.

Mass PO Import

Import File Name: C:\TEMP\MASS PO EXPORT_changed.xls Browse button

Import Type: **Models** Line To Start Processing: 2

When Importing 0 Quantity: Delete the Record

PO # Column: A Quantity Column: H

Item/Model # Column: B Location Column: I

Date Stamp Column: C * Released (Y/N) Column: J

Time Stamp Column: D * Receive Location Column: K

ETA Date Column: E Serial Type Column: L

Reference Column: F Req Ship Date Column: M

Quoted Cost Column: G

* DateStamp and TimeStamp fields are not required but they are recommended because they uniquely identify a specific Model line. If they are not provided then the import may not be able to update if the same model is on the PO multiple times.

OK Cancel

| | |
|---|--|
| A | Enter the file path of the export file or select it using the Browse button. |
| B | Import Type: Select Models or Items . |
| C | Select what happens when a model with zero quantity is imported: the record is deleted or the quantity is set to '0.' |
| D | If you rearranged or removed columns in the export file, re-map the columns here. Otherwise, you don't need to edit this area. |

| | |
|---|--|
| | |
| E | Enter the line number in the export file where EPASS should start processing data. If you didn't change the export file, you can leave this at the default value of '2.' |

3. Click **OK** to import the new PO data.

PO Split/Release

You can designate (by line or by PO) if it is released/un-released, split PO lines, release/un-release and split at the same time, and filter or distinguish QOO and released/un-released QOO in various reports and other forms in the system.

Released means you want the supplier to ship that portion of the order. The unreleased portion will stay on hold until it is needed. This is used largely for builders and seasonal products so you can order ahead but not have to use valuable warehouse space to store the products until they are needed.

Purchasing/PO Header/Supplier

There is a “Released” checkbox on the PO header, which defaults to CHECKED. If you uncheck it, then all PO lines that you add will be considered un-released. If you edit the PO and check/un-check the box, a message box will appear asking if you want to release/un-release all lines on the PO?

Add PO Header

Supplier | Ship To | Documents | Notepad

PO # Buyer

Supplier

Serial Type

Min Order

Total Ordered

Total Costed

Supplier Note

Ship Via

Confirmed

Receive to Location Code

☒ Receive to Location

Floor Plan

Floor Plan Days

Cost Factor

Effective

Started

Ordered

Received

Costed

Finished

☒ Released

OK
Cancel
Detail

PO Detail

There is a released column in PO detail. If it is not released then it would say "NO". There is also a split button that opens the split/release form, but it sets focus to the currently selected PO line allowing you to split a PO line from PO detail and release or un-release at the same time.

Order Only: PO # 1166 - Review Model

Type

Rel

Item/Model Code

Description

Ordered

Amount

Received

Sug

Status

BO Inv #

R

Model

YMMV1175JZ

MAYTAG OVER THE RANGE MI...

1

312.00

0

3

0

Model

YMMV1175JZ

MAYTAG OVER THE RANGE MI...

1

312.00

0

0

0

SV00060018

Model

No

YMMV1175JZ

MAYTAG OVER THE RANGE MI...

1

312.00

0

0

0

SV00060018

Model

YMMV1175JZ

MAYTAG OVER THE RANGE MI...

2

624.00

2

0

OR

Model

YMEDC465HW

MAYTAG ELECTRIC DRYER

1

492.00

0

0

0

SV00060018

Model

YMEDC465HW

MAYTAG ELECTRIC DRYER

3

1,476.00

0

0

0

Item

Model

Comment

Freight

Model

UK

YMEDC465HW

MAYTAG ELECTRIC DRYER

Received

00/00/00

SKU

QOH

4

QOO

4

Serial #

Location

Invoice

List Price

749.99

Reserved

6

Average Cost

519.20

Ordered

3

Last Cost

492.00

Received

0

Original Cost

0.00

Prev Received

0

☐ Order Exclusive

Landed Cost

0.00

Total Received

0

☒ Released

Standard Cost

492.00

Location

Serial Type

ALL

Quoted Cost

492.00

☐ Receive to Loc

BO Invoice #

Discounts

0.00

Reference

ETA Date

00/00/00

Unit Cost

0.00

Ext Unit Cost

0.00

Packing Slip #

Factor

1.0000

Ext Factored Cost

0.00

Supplier Invoice #

Minimum Order

0.00

Total Ordered

3,528.00

Received

0.00

Total Received

624.00

Costed

0.00

Total Costed

0.00

Refresh

Pieces / Points

9 / 0

Serial

Cancel Balance

Add

Edit

Delete

Exit

Split

Change EJA

Freight

Header

Purchasing Maintenance

A split/release button on PO maintenance

Search Options [Click here to make this your default Search](#)

Search For By Matching Search

AND For By Matching

| Supplier | PO # | Supplier | Buyer | Reference # | Supp Inv # | Packing Slip # | BO Inv # | * Started | Ordered | DateRecd | Cost |
|----------|------|----------|-------|-------------|------------|----------------|----------|-----------|----------|----------|----------|
| MARCONE | 1171 | WHIRL | | | | | | 06/16/20 | 06/16/20 | 06/16/20 | |
| REL | 1170 | WHIRL | | | | | | 06/12/20 | 06/12/20 | 06/12/20 | |
| WHIRL | 1169 | WHIRL | | | | | | 05/18/20 | 05/18/20 | 05/18/20 | |
| | 1166 | WHIRL | | | | | | 05/04/20 | 06/19/20 | 06/09/20 | |
| | 1160 | WHIRL | | | | | | 04/30/20 | 05/01/20 | 04/30/20 | 04/30/20 |
| | 1161 | WHIRL | | | | | | 04/15/20 | 04/15/20 | 04/15/20 | 04/15/20 |
| | 1155 | WHIRL | | | | | | 04/14/20 | 04/14/20 | 04/20/20 | |
| | 1154 | WHIRL | | | | | | 04/14/20 | 04/14/20 | 04/16/20 | 04/20/20 |
| | 1152 | WHIRL | | | | | | 04/13/20 | 04/13/20 | 04/13/20 | 04/20/20 |

Record Count: 9

Detail Review Add Edit Delete Excel Split Exit

Clicking the split/release button opens a new form which lists all models on the PO that have not yet been received.

The columns are model #, ordered for invoice #, QOO (remaining quantity on order for the line), released, and a split quantity.

You can type a split quantity directly in the list, and also check or uncheck released. If you type in a split quantity, we will split them in the list so you can choose which quantity is released, and which is not.

| Model# | Ordered For Invoice# | Ordered | Released | Split Quantity |
|------------|----------------------|---------|-------------------------------------|----------------|
| YMEDC465HW | | 3 | <input checked="" type="checkbox"/> | 0 |

Once you have gone through the list and split or released as necessary, click **OK** to batch update the entire PO. If you only changed one line, only that one line would get split/released.

There are also *select all* and *deselect all* buttons so you could easily release/un-release an entire PO.

QOO form (clicking the QOO hyperlink on a Model)

You can see if a model that is on order has been released or not in the purchase window for that model:

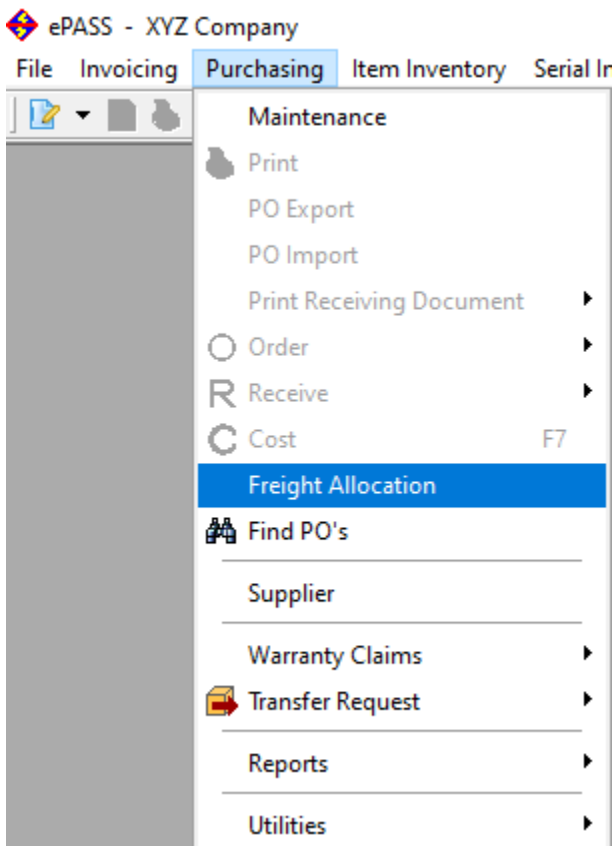
| PO # | Location | Released | Supplier | Reference | Pckg Slip | Supp. Invoice | BO Invoice | * Date Ord | Ord | Rec | ETA | As of |
|------|----------|----------|----------|-----------|-----------|---------------|------------|------------|-----|-----|-----|-------|
| 1166 | | | WHIRL | | | | SV00060018 | 5/4/2020 | 1 | 0 | | |
| 1166 | | | WHIRL | | | | | 6/17/2020 | 3 | 0 | | |

Freight Allocation

The purpose of freight allocation is to apply the freight costs that either come from the manufacturer with the invoice or a third party billed separately to the overall item or serial cost. In most cases, freight allocation is primarily used for serial inventory but it does allocate freight to items also. The extended cost of the serial number will be reflected in the gross margin and the cost of goods sold. It is important to remember, if you use this feature, your freight invoices must be allocated to inventory asset not freight expense since this amount will become part of the serial cost.

Freight allocation is accessible from two locations: the purchasing menu or from PO detail.

Purchasing Menu



Launching the freight allocation screen from the purchasing menu will require the user to enter the supplier invoice number for detail to populate.

PO Detail

Receive & Cost: PO # 5285 - Review Model

| Type | Rel | Item/Model Code | Description | Ordered | Amount | Received | Sug | Status | BO Inv # | R |
|-------|-----|-----------------|------------------------------|---------|----------|----------|-----|--------|----------|---|
| Model | | 201UMRP | 201 UMRP TEST | 2 | 476.00 | 2 | 2 | ORC | 14969 | |
| Model | | MDB4650AWB | DISHWASHER.6 PAD.2 PVC RK... | 1 | 1,100.00 | 1 | 0 | ORC | | |
| Model | | FFEF3005MW | 30" FREESTANDING ELECTRIC... | 1 | 327.27 | 1 | 0 | ORC | | |
| Model | | R10203 | LADYBUG | 1 | 29.85 | 1 | 0 | ORC | | |

| Item | | Model | | Comment | | Freight | | |
|---------------|--------|-------------------|---|---------|---|--|-----------------|----------|
| Model | UK | R10203 | | LADYBUG | | Received | 11/7/2019 | |
| SKU | | QOH | 2 | QOO | 1 | Serial # | 843151 | |
| | | | | | | Location | MAIN | |
| | | | | | | Invoice | 653298774 | |
| List Price | 9.00 | Reserved | | | | | | |
| Average Cost | 29.12 | Ordered | | | | | | |
| Last Cost | 29.85 | Received | | | | | | |
| Original Cost | 0.00 | Prev Received | 0 | | | <input type="checkbox"/> Order Exclusive | | |
| Landed Cost | 6.00 | Total Received | 1 | | | <input checked="" type="checkbox"/> Released | | |
| Standard Cost | 0.00 | Location | | | | Serial Type | ALL | |
| Quoted Cost | 29.85 | | | | | <input type="checkbox"/> Receive to Loc | | |
| Discounts | 0.00 | Reference | | | | BO Invoice # | | |
| Unit Cost | 29.85 | Ext Unit Cost | | 29.85 | | ETA Date | 11/19/2019 | |
| Factor | 1.0000 | Ext Factored Cost | | 29.85 | | Packing Slip # | | |
| | | | | | | Supplier Invoice # | 653298774 | |
| | | | | | | | Minimum Order | 0.00 |
| | | | | | | | Total Ordered | 1,933.12 |
| | | | | | | | Received | 1,933.12 |
| | | | | | | | Total Received | 1,933.12 |
| | | | | | | | Costed | 1,933.12 |
| | | | | | | | Total Costed | 1,933.12 |
| | | | | | | | Refresh | |
| | | | | | | | Pieces / Points | 5 / 15 |

Serial Cancel Balance Add Edit Delete Exit Split Change ETA **Freight** Header

Launching the freight allocation screen from PO detail (with a supplier invoice already applied) will auto populate some detail into the freight allocation screen.

Freight Allocation Screen

Freight Allocation

Supplier:

1 Supplier Invoice Number:

2 Freight Invoice Number:

3 Freight Amount:

4 ☒ Update Serial Standard Cost: Serial Cost +

5 6

| PO# | Supplier | Model/Item | Serial/Quantity | Cost | Old Freight | New Freight | Total Cost | Old Standard Cost | New Standard Cost |
|------|----------|------------|-----------------|---------|-------------|-------------|------------|-------------------|-------------------|
| 5285 | 0-# | 201UMRP | 00008 | 258.00 | 0.00 | 65.38 | 303.38 | 258.00 | 258.00 |
| 5285 | 0-# | 201UMRP | 00009 | 258.00 | 0.00 | 65.38 | 303.38 | 258.00 | 258.00 |
| 5285 | 0-# | MDB465... | 987412346 | 1100.00 | 0.00 | 278.75 | 1378.75 | 1100.00 | 1100.00 |
| 5285 | 0-# | FFEF300... | 68431 | 327.27 | 0.00 | 82.93 | 410.20 | 327.27 | 327.27 |
| 5285 | 0-# | R10203 | 843151 | 29.85 | 0.00 | 7.56 | 37.41 | 0.00 | 0.00 |

Total Cost: 2433.12

- The supplier invoice number will be pre-filled when launched from PO detail. You can add additional supplier invoice numbers in case one freight bill covers multiple invoices from the vendor.
- The freight invoice number is mandatory. Use the supplier invoice number when the freight is included in the invoice with the product.
- Total freight amount.
- & 5. You can have EPASS recalculate the standard cost on each serial number to be the new cost once freight has been applied plus a flat dollar amount or percentage.
- The columns that are important to focus on are as follows:
 - Cost:** The original cost of the serial number
 - Old Freight:** The previous amount of freight. If you have two freight invoices, you must make the freight amount the total of all freight invoices and make the freight invoice number a combination of both freight invoice numbers. I.E. 1234/abcd
 - New Freight:** The revised freight amount

- **Total Cost:** The extension of cost plus new freight
- **Old Standard Cost/New Standard Cost:** Only relevant if using #4; the amount will calculate automatically

How freight is allocated

Freight is evenly divided amongst all the pieces based on their value. I.E. A \$100.00 product will get half the freight as a \$200.00 product.

EPASS takes the ratio of (Individual Product Cost/The total value of all products) multiplied by Freight Amount.

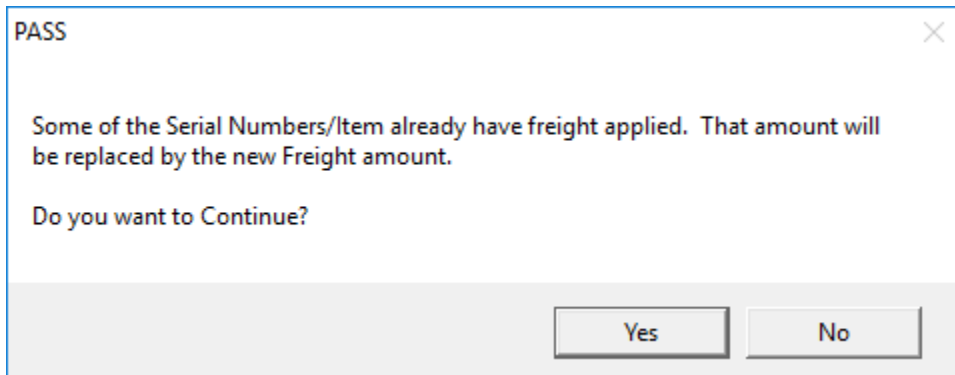
Once the freight allocation screen has been filled in, click the *Update Inventory* button to apply the freight to the cost of the models and items. Once you see 'done' on the bottom, you can close out of the screen.

| PO# | Supplier | Model/Item | Serial/Quantity | Cost | Old Freight | New Freight | Total Cost | Old Standard Cost | New Standard Cost |
|------|----------|------------|-----------------|-------|-------------|-------------|------------|-------------------|-------------------|
| 2212 | AAP | A37864001 | 1 | 10.00 | 4.55 | 0.00 | 14.55 | 0.00 | 0.00 |
| 2212 | AAP | GEN W... | 1 | 15.00 | 6.82 | 0.00 | 21.82 | 0.00 | 0.00 |
| 2215 | AAP | 341241 | 1 | 6.00 | 2.73 | 0.00 | 8.73 | 0.00 | 0.00 |
| 2215 | AAP | 4003003... | 1 | 72.00 | 32.72 | 0.00 | 104.72 | 0.00 | 0.00 |
| 2215 | AAP | 300104 | 2 | 5.00 | 2.28 | 0.00 | 7.28 | 0.00 | 0.00 |
| 2215 | AAP | 50-02-024 | 2 | 21.00 | 9.56 | 0.00 | 30.56 | 0.00 | 0.00 |
| 2215 | AAP | 60019-7 | 1 | 25.00 | 11.36 | 0.00 | 36.36 | 0.00 | 0.00 |

Total Cost: 224.02

Done!

If applying freight to an invoice that has already had freight applied, EPASS will give you a warning message to confirm if you want to continue.



Freight allocation vs the Freight tab in PO detail

Please be aware that the freight tab in the PO detail and the freight allocation feature are not connected at all. The purpose of the freight tab is to be able to enter the expected freight amount, the amount entered here will add to the total value of the PO but does not tie into freight allocation.

Order Only: PO # 2255 - Edit Freight

| Type | Rel | Item/Model Code | Description | Ordered | Amount | Received | Sug | Status | BO Inv # | R |
|---------|-----|-----------------|-------------------------------|---------|--------|----------|-----|--------|----------|---|
| Item | | 3018973 | JUST-A-BIN | 1 | 15.00 | 0 | 1 | 0 | 5530 | |
| Item | | 341241 | DRYER BELT DRUM DR.(2) | 2 | 10.00 | 0 | 0 | 0 | | |
| Item | | 4001 | TEST PART | 0 | 0.00 | 0 | 0 | | | |
| Item | | 300105 | CATCH LEVER SEAL | 0 | 0.00 | 0 | 0 | | | |
| Freight | | | THIS IS THE FREIGHT ESTIMA... | | 10.00 | | | | | Q |

| Item | Model | Comment | Freight |
|---|-------|---------|--|
| Amount: <input type="text" value="10.00"/> GL Account: <input type="text"/> Reference #: QUOTED Note: THIS IS THE FREIGHT ESTIMATE, IT ADDS TO THE TOTAL OF THE PO BUT IS ONLY INFORMATIONAL | | | Minimum Order: 500.00 Total Ordered: 25.00 Received: 0.00 Total Received: 0.00 Costed: 0.00 Total Costed: 0.00 Refresh Pieces / Points: 0 / 0 |

OK Cancel Freight Header

Allocating Freight Inventory Asset

If using the freight allocation feature, accounts payable needs to be aware as the invoices need to be applied as an inventory asset.

Edit AP Transaction for Supplier AAP, Invoice F362514

| Invoice | | Adjustment | | Quick Pay | | Check | |
|----------------------------------|-----------------|--------------------------------|--|------------|--|---|--|
| Supplier | AAP | AUTOMATIC APPLIANCE PARTS INC. | | | | A/P Control | |
| Amount | 70.00 | Discount | | Amount | | 1300 | |
| Invoice # | F362514 | Date | | 12/13/2019 | | <input type="checkbox"/> Hold <input type="checkbox"/> Do Not Post | |
| Invoice Date | 12/3/2019 | G/L | | | | | |
| Due Date | 1/2/2020 | | | | | | |
| Note | PO 2212 FREIGHT | | | | | | |
| To Be Distributed 0.00 | | | | | | | |

| Distribution | | |
|--------------|-------------|--------|
| G/L Account | Description | Amount |
| ▶ 1300 | INVENTORY | 70.00 |
| * | | |

OK Cancel