

-How to Reserve and Allocate Stock

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You can reserve stock on order to be blocked and allocated against an open Job number. The process in CAFAM is referred to as "Allocating" the stock to a job. To do this you need to first set the "Setting & Parameter" value in UTILITIES to Allocate incoming parts to the Job No during the Bookin into stock process. To the this,

Go to UTILITIES
SETTINGS & PARAMETERS

and exit through the first two screens. In the third screen work through the list until you can see and identify the line with "(I)ssu/(A)llocat spares when closing Req". Change the value here to "A". This creates the correct settings internally in CAFAM to handle to process, e.g. in the sub-menu "Requisition" a new menu line becomes visible - "Draw Item & Close" (this sub-menu is used to book out the item from the reserved "blocked" position to the job number. Until you make this setting, the system will NOT allocate and reserve stock to a job

In daily use of this operation you need to

- 1) Create a Requisition in QUOTES, S/RDR REQS to requisition the part to the Job number prompted
- 2a) Create the Purchase Order to order the part number to satisfy the Requisition and on receiving the Part, during the Book-into Stock allocate the item. (Following all the prompts CAFAM will pop-up a screen labelled "Open Sales Orders to request the "Qty Ship" to the Requisition on the Job no. Enter the quantity you are allocating now to the Req)
- 2b) Or..alloate and reserve the item directly from Stock by selecting QUOTES, S/RDR REQS > REQUISTION > ALLOCATE REQUISITION. In this instance the part will be drawn from stock and reserved against the Req directly
- 4) Assuming the Qty demanded, (ordered and received or issued as per step 2 above) and allocated are all the same, if you now check the "Inventory Control" screen on the Part Number you should see that the Qty has now been allocated - text on screen saying e.g. "ALLOC 3" (assuming the qty allocated was 3) . Note that the Qty in Stock will be zero - thus not available to issue out to any other job number.
- 5) If you check the History, you will see that the Part was ordered, received and booked out to be allocated to the Aircraft on the Demand Requisition. It is blocked and reserved here
- 6) If you press the button on the Inventory screen marked "Alloctd", you see the listing of where the part is allocated to the Req(s) You can also run a report to see all stock that has been allocated. Go to PRINT REPORTS > PARTS ISSUED and select ALLOCATED STOCK
- 7) When you ready to draw the allocated stock, go back to the REQUISITION sub-menu in "Quotes. S/Ords & Reqs" and select DRAW ITEM & CLOSE. Here you will be prompted for the aircraft registration and the Part number to draw and close the req. In doing this the item will now be issued to the job number
- 8) Note that the Requisition will "see " this part as having satisfied the demand as it has been allocated and blocked to the aircraft

See Also - none -