

ACUMENS SALES & SPECIAL-ORDER MANAGEMENT

Prepared & developed by


SBC Dynamics ERP



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1.0. Acumens Sales & Special-Order Management.

To use the **Acumens Sales & Special-Order Management** feature

1. Select **Search** (Alt+Q)  in the upper-right corner, enter **Acumens Sales & Special-Order Management Setup**, and then choose the related link.
2. On the **Acumens Sales & Special-Order Management Setup** page, enable **Sales & Special-Order Management** field.

Tell me what you want to do  


acumens sales & Special-Order


Go to Pages and Tasks

> Acumens Sales & Special-Order Management Setup





Administration

Search for 'acumens sales & Special-Order'

 Search company data


 Search Help

Didn't find what you were looking for? Try [exploring pages](#) or [exploring reports](#)

Acumens Sales & Special-Order Management Setup    


0

General

Enable Sales & Special-Order Management 

2.0 Special Order Reservation- Purchase Order

To create special reservation through purchase order







Choose the  icon.

Enter **Purchase Orders** and choose related Link.

Choose **New** action

Fill in fields as necessary

In the lines click on **Special Order Reservation** Menu action

Purchase Orders							
Purchase Orders: All ▾  ▾   + New Manage  Import... Home  Release ▾  Post... ▾ Print/Send							
No. ↑	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Authorizati... No.	Location Code	Assigned User ID	Document Date	Status
106001	10000	Fabrikam, Inc.				08/04/2023	Open
106002	20000	First Up Consultants				09/04/2023	Open
106003	40000	Wide World Importers				13/04/2023	Open
106004	30000	Graphic Design Institute				01/05/2023	Open
106005	50000	Nod Publishers				11/04/2023	Open
106006	10000	Fabrikam, Inc.				01/06/2022	Open
106007	10000	Fabrikam, Inc.		YELLOW		01/06/2022	Open
106008	10000	Fabrikam, Inc.		WHITE		01/06/2022	Open
106012	10000	Fabrikam, Inc.				23/09/2024	Released
106013	10000	Fabrikam, Inc.				23/09/2024	Released
106014	10000	Fabrikam, Inc.				23/09/2024	Released
106015	10000	Fabrikam, Inc.				23/09/2024	Released
106016	10000	Fabrikam, Inc.				24/09/2024	Open



106300 · Graphic Design Institute

[Home](#) Prepare Print/Send Request Approval Order | More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order

General

[Show less](#)



Vendor No.	30000	Posting Date	11/20/2025
Vendor Name	Graphic Design Institute	Due Date	11/30/2025
Buy-from		Vendor Invoice No. *	
Address	33 Hitech Drive	Your Reference	
Address 2		Purchaser Code	OF
City	Miami	No. of Archived Versions	0
State	FL	Order Date	11/20/2025
ZIP Code	37125	Rebate Order Date	11/20/2025
Country/Region	US	Quote No.	
Contact No.	CT000015	Vendor Order No.	
Phone No.		Vendor Shipment No.	
Mobile Phone No.		Alternate Vendor Address... ..	
Email	bryce.jasso@contoso.com	Responsibility Center	
Contact	Bryce Jasso	Assigned User ID	
Document Date	11/20/2025	Status	Open
Invoice Received Date		Linked with E-Document	<input type="checkbox"/>





[Lines](#) | [Manage](#) Line Functions Order

New Line Delete Line Special Order Reservation... Select items... Special Order Delivery Schedule...

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct L
→ Item	009L7055A	GBC 22s Ball Valve M/25	CA	100	-	PCS	



Enter **Customer No.** and **Reserved Quantity**.





Special Order Reservation ✓ Saved  

  Manage  

Item No.	Item Description	PO/TO Quantity	Quantity Received	Customer No.	Customer Name	Reserved Quantity	Outstanding Quantity	Reserved Date	Res...	Quantity Shipped
009L7055A	GBC 22s Ball Valve M/25	100	0	20000	Trey Research	20	0	11/28/25	<input checked="" type="checkbox"/>	0

Posting purchase receipt updates the **Quantity received** and **Outstanding Quantity** fields


Special Order Reservation ✓ Saved  

  Manage  

Item No.	Item Description	PO/TO Quantity	Quantity Received	Customer No.	Customer Name	Reserved Quantity	Outstanding Quantity	Reserved Date	Res...	Quantity Shipped
009L7055A	GBC 22s Ball Valve M/25	100	100	20000	Trey Research	20	20	11/28/2025	<input checked="" type="checkbox"/>	0

3.0 Special Order Reservations- Transfer Orders

To create special reservation through Transfer order

Choose the  icon.





Enter **Transfer Orders** and choose related Link.

Choose **New** Menu action

Fill in fields as necessary






In the Lines Fast Tab click on **Special Order Reservation** Menu action

Transfer Order



1036

[Home](#) Prepare Print/Send Order | More options

 Post... |  Create Whse. Shipment |  Release |  Create Whse. Receipt |  Create Inventory Put-away/Pick..

General

Show less

Transfer-from Code ···· CA

Transfer-to Code ····· NJ

Direct Transfer ····· ☒

In-Transit Code ····· OWN LOG.

Posting Date ····· 11/20/2025





Department Code ·····

Customergroup Code ····

Assigned User ID ·····

Status ····· Open

Lines | [Manage](#) Functions Line

 New Line  Delete Line  Special Order Reservation...  Select items...

Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship
→ 009L7055B	GBC 22s Ball Valve ...	15	—	—	—	PCS	15

Enter **Customer No.** and **Sales Order Quantity**

Special Order Reservation										
Manage										
Item No.	Item Description	PO/TO Quantity	Quantity Received	Customer No.	Customer Name	Reserved Quantity	Outstanding Quantity	Reserved Date	Res...	Quantity Shipped
009L7055B	GBC 22s Ball Valve M/25	15	0	40000	Alpine Ski House	10	0	11/28/2025	<input checked="" type="checkbox"/>	0

Posting Transfer receipt updates the **Quantity received** and **Outstanding Quantity** fields in the Special-Order Reservations.

Transfer Order

1036

Home

Prepare

Print/Send

Order

More options

Post...

Create Whse. Shipment

Reopen

Create Whse. Receipt

Create Inventory Put-away/Pick...

General

Transfer-from CodeCA

Transfer-to CodeNJ

Direct Transfer

In-Transit CodeOWN LOG.

Posting Date11/20/2025

Lines

Manage

Functions

Line

New Line

Delete Line

Special Order Reservation...

Select items...

Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship
→ 009L7055B	GBC 22s Ball Valve ...	15	—	—	—	PCS	

Ship

Receive

OK

Cancel

Special Order Reservations

✓ Saved

Order Type Filter
Transfer

Order No. Filter

Customer No. Filter

Show Completed

Manage

Order Type ↑	Order No. ↑	Order Line No. ↑	Item No.	Item Description	PO/TO Quantity	Quantity Received	Customer No.	Customer Name	Reserved Quantity	Outstanding Quantity
Transfer	1036	10000	009170558	GBC 22s Ball Valve M/25	15	15	40000	Alpine Ski House	10	10

4.0. Sales Orders

When sales order is shipped for the customers with special order reservations the **Outstanding quantity and Quantity Shipped** fields are updated.

Sales Order

To create a sales order shipment:

Choose the  icon.

Enter **Sales Orders** and choose related Link.

Choose **New** Menu action

Fill in fields as necessary

← Sales Orders

Sales Orders: All ▾
 ▾

+ New

 Manage
 Import...
 Home
 Release ▾
 Post... ▾
 Print/Send
 Order | More options

Create Warehouse Shipment
 Create Inventory Put-away/Pick...

No. ↑	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Assigned User ID	Document Date	Status
<u>1124</u>	: C00040	SBC Test					Open
ASM-O00002	10000	Adatum Corporation				13/09/2024	Relea
ASM-SO00002	20000	Trey Research				05/12/2023	Open
ASM-SO00004	10000	Adatum Corporation	ASM-SE000...			05/12/2023	Open
ASM-SO00007	50000	Relecloud				05/12/2023	Open
ASM-SO00008	10000	Adatum Corporation	23456			21/03/2024	Relea

ⓘ Details 📎 Attachments (0)

Customer Statistics

Customer No.

Balance (\$)

Balance (\$) As Vendor

Sales Order

S-ORD101509 · Trey Research

Home Prepare Print/Send Request Approval Order Report Acumens StarterPack More options

Post... Release Create Warehouse Shipment Create Inventory Put-away/Pick... Archive Document

General Show less

Customer No.	20000	Posting Date	11/20/2025
Walk-in Customer No.		Order Date	11/20/2025
Customer Name	Trey Research	Rebate Order Date	11/20/2025
Sell-to		Due Date	12/4/2025
Address	153 Thomas Drive	Requested Delivery Date	
Address 2		Promised Delivery Date	
City	Chicago	External Document No.	
State	IL	Your Reference	
ZIP Code	61236	Salesperson Code	BC
Country/Region Code	US	Campaign No.	

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Re
→ Item	009L7055A	GBC 22s Ball Valve M/25	CA	15		

Outstanding Quantity and **Quantity Shipped** fields in customer's Special Order Reservation entry are updated on sales order shipment.

Special Order Reservation ✓ Saved

Manage

Item No.	Item Description	PO/TO Quantity	Quantity Received	Customer No.	Customer Name	Reserved Quantity	Outstanding Quantity	Reserved Date	Res...	Quantity Shipped
009L7055A	GBC 22s Ball Valve M/25	100	100	20000	Trey Research	20	5	11/28/2025	✓	15

When all the quantity reserved is shipped the Special-Order Reservation entry; **Outstanding Quantity**, **Quantity Shipped** and **Complete** fields are updated. The user will not be able to edit a **completed** entry.

Sales Order

S-ORD101510 · Trey Research

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Post...
 Release
 Create Warehouse Shipment
 Create Inventory Put-away/Pick...
 Archive Document

General

Customer No.
20000

Posting Date
11/20/2025

Walk-in Customer No.

Order Date
11/20/2025

Customer Name
Trey Research

Rebate Order Date
11/20/2025

Sell-to

Due Date
12/4/2025

Address
153 Thomas Drive

Requested Delivery Date

Address 2

Promised Delivery Date

City
Chicago

External Document No.

State
IL

Your Reference

ZIP Code
61236

Salesperson Code
BC

Country/Region Code
US

Campaign No.

Contact No.
CT000003

Opportunity No.

Lines

New Line
 Delete Line
 Select items...

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Re
→ Item	009L7055A	GBC 22s Ball Valve M/25	CA	5		

Special Order Reservation											✓ Saved		
Manage													
Item No.	Item Description	PO/TO Quantity	Quantity Received	Customer No.	Customer Name	Reserved Quantity	Outstanding Quantity	Reserved Date	Reserved	Quantity Shipped	Complete		
009L7055A	GBC 22s Ball Valve M/25	100	100	20000	Trey Research	20	0	11/28/2025	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>		

When a sales order for a customer without **Special Order Reservation** is shipped, the inventory available calculation considers the **Outstanding Quantities** on Special Order Reservation entries for other customers and raises error message if inventory is not **sufficient** to fulfill the order shipment.

Quantity on Special Order Reservation orders

Item Card

009L7055D · GBC 22s Ball Valve M/25

Home

Request Approval

Item

Prices & Discounts

Acumens StarterPack

Actions

Related

Reports

Copy Item

Adjust Inventory

Create Stockkeeping Unit

Apply Template

Description

GBC 22s Ball Valve M/25

Item Category Code

Blocked

Variant Mandatory if ...

Default (No)

Type

Inventory

Inventory

Show more

Shelf No.

Qty. on Component L...

0

Quantity on Hand

110

Qty. on Sales Order

0

Qty. Reserved on Spe...

80.00

Stockout Warning

Default (Yes)

Qty. on Purch. Order

0

Unit Volume

0

Qty. on Prod. Order

0

Over-Receipt Code

Special Order Reservation											✓ Saved		
Manage													
Item No.	Item Description	PO/TO Quantity	Quantity Received	Customer No.	Customer Name	Reserved Quantity	Outstanding Quantity	Reserved Date	Reserved	Quantity Shipped	Complete		
009L7055D	GBC 22s Ball Valve M/25	100	100	50000	Relecloud	80	80	11/28/2025	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>		

13

Inventory availability in location **CA**.

Item Availability by Location - 009L7055D · GBC 22s Ball Valve M/25

Options

View byDay

Date Filter11/21/25

View asNet Change

Lines

Code	Name	Gross Requirement	Scheduled Receipt	Planned Receipt	Qty. on Hand	Projected Available Balance	Planned Order Releases
-	(Unspecified Location)	0	0	0	0	0	0
→ CA	California	0	0	0	100	100	0

Sales Order to ship the Item to customer without Special Order Reservation.

Sales Order

S-ORD101513 · Alpine Ski House

Home

Prepare

Print/Send

Request Approval

Order

Report

Acumens StarterPack

More options

Post...

Release

Create Warehouse Shipment

Create Inventory Put-away/Pick...

Archive Document

General

Customer No.40000

Posting Date11/20/2025

Walk-in Customer No.

Order Date11/20/2025

Customer NameAlpine Ski House

Rebate Order Date11/20/2025

Sell-to

Due Date12/20/2025

Address10 Deerfield Road

Requested Delivery Date

Address 2

Promised Delivery Date

CityAtlanta

External Document No.

Lines

Manage

New Line

Delete Line

Select items...

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Re
→ Item	009L7055D	GBC 22s Ball Valve M/25	CA	40		

Inadequate inventory to cover the sales order shipment error message is displayed.

Error Messages

Home

Open related record

Accept recommended action

Hide fixed errors

Description

The quantity in inventory is not enough to cover the sales quantity for Item 009L7055D.

Sales order shipment can be created for the customer with **Outstanding Quantity** in Special Order Reservation.

Sales Order

S-ORD101514 · Relecloud

Home

Prepare

Print/Send

Request Approval

Order

Report

Acumens StarterPack

More options

Post...

Release

Create Warehouse Shipment

Create Inventory Put-away/Pick...

Archive Document

General

Customer No.50000

Walk-in Customer No.

Customer NameRelecloud

Sell-to

Address25 Water Way

Address 2

CityAtlanta

StateGA

ZIP Code31772

Promised Delivery Date

External Document No.

Your Reference

Salesperson CodeJO

Ship

Invoice

Ship and Invoice

OK

Cancel

Lines

New Line





Delete Line

Select items...

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Re
→ Item	009L7055D	GBC 22s Ball Valve M/25	CA	50		

Posted sales shipment.

Posted Sales Shipment




S-SHPT102568 · Relecloud


Home


Shipment


Certificate of Supply

More options

 Update Document

 Print...

 Find entries...

 Track Package

General

Show more

No.

S-SHPT102568

Requested Delivery Date

Customer

Relecloud

Promised Delivery Date

Contact

Jesse Homer

Quote No.

Posting Date

11/20/2025



Order No.


S-ORD101514


Lines


Functions

Line



 Order Tracking


 Undo Shipment



Type	No.	Item Reference No.	Description	Location Code	Quantity	Unit of Measur
→ <u>Item</u>	<div><div>:</div></div> <u>009L7055D</u>		GBC 22s Ball Valve M/25	<u>CA</u>	50	<u>PCS</u>









5.0. Edit Special Order Quantity Permission

To allow a user to edit special order reservation.






Choose the  icon.

Enter **User Setup** and choose related link

Select User and Choose **Acumens User Setup Card**.

User Setup												✓ Saved		
			+ New	Edit List	Delete	Acumens User Setup Card								
User ID ↑ ▼	Allow Posting From	Allow Posting To	Allow Deferral Posting From	Allow Deferral Posting To	Time Sheet Admin.	Sales Invoice Posting Policy	Purch. Invoice Posting Policy	Service Invoice Posting Policy	Regi... Time	Salespers./Purch. Code	Sales Resp. Ctr. Filter	Purchase Resp. Ctr. Filter		
→ DEVELOPER					<input checked="" type="checkbox"/>	Allowed	Allowed	Allowed	<input type="checkbox"/>	BC				

Click **Edit Reserved Quantity** field to enable the user to be able to edit Reserved quantity.

Acumens User Setup Card						+		✓ Saved	
DEVELOPER									
Acumens Sales & Special Orders Reservation Management									
Edit Reserved Quantity									

The user enabled can edit Special Order Reservation Entries by:

- i. Navigating to Special Order Entries page on the Purchase order or Transfer Order documents.

Purchase Order

106299 · Graphic Design Institute

[Home](#)
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[Order](#)
|
[More options](#)

Post...
 Reopen
 Create Whse. Receipt
 Create Inventory Put-away/Pick...
 Send Intercompany Purchase Order

General

Vendor No.
30000

Vendor Name
Graphic Design Institute

Buy-from

Address
33 Hitech Drive

Address 2

City
Miami

State
FL

ZIP Code
37125

Country/Region
US

Contact No.
CT000015

Phone No.

Posting Date
11/20/2025

Due Date
11/30/2025

Vendor Invoice No.
*

Your Reference

Purchaser Code
OF

No. of Archived Versions
0

Order Date
11/20/2025

Rebate Order Date
11/20/2025

Quote No.

Vendor Order No.

Vendor Shipment No.

Lines

[Manage](#)
[Line](#)
[Functions](#)
[Order](#)


New Line
 Delete Line

Special Order Reservation...

 Select items...
 Special Order Delivery Schedule...

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct L
→ Item	009L7055	GBC 22s Ball Valve M/25	CA	10	—	PCS	

Special Order Reservation										✓ Saved		
Manage												
Item No.	Item Description	PO/TO Quantity	Quantity Received	Customer No.	Customer Name	Reserved Quantity	Outstanding Quantity	Reserved Date	Reserved	Quantity Shipped	Complete	
009L7055	GBC 22s Ball Valve M/25	10	10	10000	Adatum Corporation		5	11/28/2025	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	

- ii. Navigating to Special Order Reservations page:
Choose the  icon.
Enter Special Order Reservations

Tell me what you want to do

Special Order Reservations

Go to Pages and Tasks

> Special Order Reservations
Lists

Search for 'Special Order Reservations'

Search company data

Search Help

Didn't find what you were looking for? Try [exploring pages](#) or [exploring reports](#)

Special Order Reservations

✓ Saved


Order Type Filter:
Order No. Filter:
Customer No. Filter:
Show Completed:

Manage

Order Type ↑	Order No. ↑	Order Line No. ↑	Item No.	Item Description	PO/TO Quantity	Quantity Received	Customer No.	Customer Name	Reserved Quantity	Outstan... Quantity	Reserved Date	Rese...	Quantity Shipp...	Com...
→ Purchase	106299	10000	009L7055	GBC 22s Ball Valve M/25	10	10	10000	Adatum Corporati...	5	5	11/28/2025	☑	0	☐
Transfer	1036	10000	009L7055B	GBC 22s Ball Valve M/25	15	15	40000	Alpine Ski House	10	10	11/28/2025	☑	0	☐

6.0. Special Order Delivery Schedule

To create a Special-Order Delivery schedule

Choose the  icon.

Enter **Purchase orders**.

Select Purchase order record to Open

Choose **Special Order Delivery Schedule** action in the lines

Purchase Order

106301 · Wide World Importers

[Home](#) Prepare Print/Send Request Approval Order More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order

General

Show less

Vendor No. 40000

Vendor Name Wide World Importers

Buy-from

Address 51 Radcroft Road

Address 2

City Atlanta

State GA

ZIP Code 31772

Country/Region US

Contact No. CT000017

Phone No.

Posting Date 11/20/2025

Due Date 11/30/2025

Vendor Invoice No. *

Your Reference

Purchaser Code BC

No. of Archived Versions 0

Order Date 11/20/2025

Rebate Order Date 11/20/2025

Quote No.

Vendor Order No.

Vendor Shipment No.

Lines

Manage

Line

Functions

Order

New Line Delete Line Special Order Reservation... Select items... Special Order Delivery Schedule...

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct L
→ Item	009L7055B	GBC 22s Ball Valve M/25	CA	50	—	PCS	

Enter **Item Code**, **Qty Scheduled for Delivery** and **Customer No.** Fields

Special Order Delivery Schedule										Not saved		
Manage												
PO No ↑ ▾	Date	Item No.	Item Description	Qty Scheduled for Delivery	Qty Received	Customer No	Customer Name	Deliv...	Qty Delivered			
106301	11/28/2025	009L7055B	GBC 22s Ball Valve M/25	20	0	10000	Adatum Corporation	<input type="checkbox"/>	0			

When the purchase order is **received**, the Special-Order Delivery Schedule **Qty Received** field is updated.

Purchase Order

106301 · Wide World Importers

Home

Prepare

Print/Send

Request Approval

Order

More options

Post...

Release

Create Whse. Receipt

Create Inventory Put-away/Pick...

Send Intercompany Purchase Order

Acumens Vendor Rebate >

Lines

Manage

Line

Functions

Order

New Line

Delete Line

Special Order Reservation

Type

No.

Description

Location Code

Quantity

Reserved Quantity

Unit of Measure Code

Direct U

→ Item

:

009L7055B

GBC 22s Ball Valve M/25

CA

50

—

PCS

i

Receive

☐ Invoice

☐ Receive and Invoice

OK

Cancel

Special Order Delivery Schedule										✓ Saved		
Manage												
PO No ↑ ▾	Date	Item No.	Item Description	Qty Scheduled for Delivery	Qty Received	Customer No	Customer Name	Deliv...	Qty Delivered			
106301	11/28/2025	009L7055B	GBC 22s Ball Valve M/25	20	20	10000	Adatum Corporation	<input type="checkbox"/>				

When Sales order is shipped the Special-Order Delivery Schedule; **Quantity Delivered**, **delivered** fields are updated.

Sales Order

S-ORD101512 · Adatum Corporation

Home

Prepare

Print/Send

Request Approval

Order

Report

Acumens StarterPack

More options

Post...

Release

Create Warehouse Shipment

Create Inventory Put-away/Pick...

Archive Document

General

Show less

Customer No.10000

Walk-in Customer No.

Customer NameAdatum Corporation

Sell-to

Address192 Market Square

Address 2

CityAtlanta

StateGA

ZIP Code31772

Country/Region CodeUS

Contact No.CT000001

Ship

Invoice

Ship and Invoice

OK

Cancel

Promised Delivery Date

External Document No.

Your Reference

Salesperson CodeBC

Campaign No.

Opportunity No.

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Re
→ Item	009L7055B	GBC 22s Ball Valve M/25	CA	20		

Special Order Delivery Schedule

✓ Saved

Manage

PO No ↑	Date	Item No.	Item Description	Qty Scheduled for Delivery	Qty Received	Customer No	Customer Name	Deliv...	Qty Delivered
106301	11/28/2025	009L7055B	GBC 22s Ball Valve M/25	20	20	10000	Adatum Corporation	<input checked="" type="checkbox"/>	20

22