

# *myridas*<sup>TM</sup> *User Guide*

Version 7.6 for Great Plains 7.5

**Reserved Stock**



Trinity Computer Services Limited

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## Using this Guide

The graphics in this document are best viewed or printed with Adobe Acrobat Reader version 4.0 or above.

This guide provides user notes for the Myridas Reserved Stock module:

- Reserved Stock



The mouse symbol has been used throughout the manual to help guide you to the location of windows in the software. See [Appendix A](#) for a list of Myridas windows and their location in the software.

A full range of tutorials is also available on our website, <http://www.trinitypartner.com>.

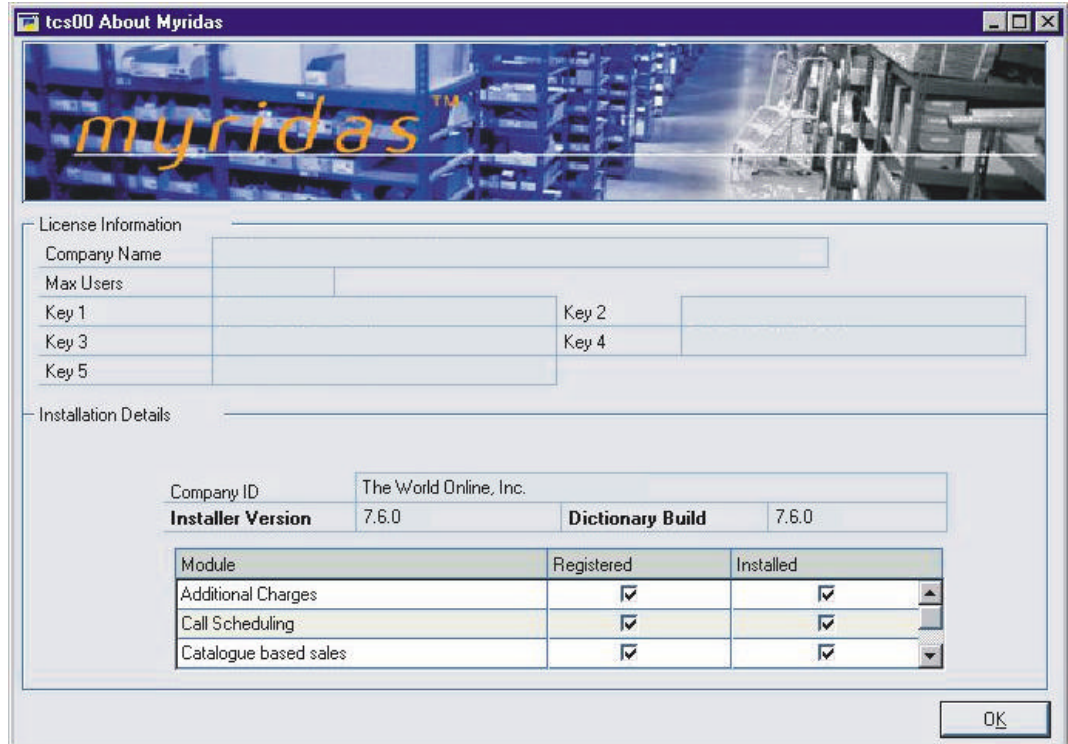
## About Myridas



*Cards >> Myridas Setup >> About Myridas*

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

*The About Myridas window*



## Reserved Stock

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

The key features of the Reserved Stock module are:

- The facility to assign items to a reserve for individual or groups of debtors/ship-to addresses
- The facility to select whether to use reserved stock in sales orders/invoices

### *Reserve Numbers*

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

## 1. Reserved Stock Maintenance window



*Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Maint.*

Used the Reserved Stock Maintenance window to:

- Create and maintain reserve numbers

*The Reserved  
Stock  
Maintenance  
window*

### 1.1 Creating Reserve Numbers

**To create reserve numbers in the Reserve Stock Maintenance window:**

1. Enter a reserve number, or if you are maintaining a reserve number select one using the lookup.
2. Enter a description for the reserve number.
3. Enter a site ID that you want the reserve number to be applicable to, or select one using the lookup.
4. For the Reserve Type option, select ship-to address, debtor or group.

|                        |  |
|------------------------|--|
| <b>Ship-To Address</b> | Individual debtors/addresses can be assigned to the reserve number                                     |
| <b>Debtor</b>          | All delivery addresses for a debtor can be assigned to the reserve number                              |
| <b>Group</b>           | Any combination of debtor/addresses, including multiple debtors, can be assigned to the reserve number |

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

|                  |   |
|------------------|---|
| <b>Allocate</b>  | An items quantity allocated will be amended to incorporate any quantities that are assigned to a reserve number     |
| <b>Memo Only</b> | An items quantity allocated will not be amended to incorporate any quantities that are assigned to a reserve number |

6. Enter the start date for the reserve number.  
7. Enter the end date for the reserve number.

Note that if you do not want to specify an end date for a reserve number, you can select the Leave Open option. Reserve numbers that have this option selected will not be closed.

8. Click Save.

### *Deleting reserve numbers*

Click the Delete button to delete a reserve number.

Note that you can click the Go To button to open the [Reserved Stock - Assign Debtors](#) or [Reserved Stock - Assign Items](#) windows.

## 2. Reserved Stock - Assign Items window



*Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Items*

Use the Reserved Stock - Assign Items window to:

- Assign items to a reserve number

### *The Reserved Stock - Assign Items window*

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

## 2.1 Assigning Items to Reserve Numbers

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

1. Enter a reserve number or select one using the lookup. Details for the selected reserve number will automatically be displayed.
2. In the scrolling window enter an item number or select one using the lookup.
3. In the Quantity Reserved field enter the quantity of the item (in the displayed unit of measure) that is to be reserved. If the Reserve Number is an Allocation (rather than Memo) then the Items Allocated Quantity will be adjusted when the Quantity Reserved is modified. The quantity taken and quantity remaining will also be displayed.

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

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

### *Deleting items from a reserve number*

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

Note that you can click the Go To button to open the [Reserved Stock - Assign Debtors window](#).

### 3. Reserved Stock - Assign Items By Range window



*Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Items >> Ranges button*

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

- Assign ranges of items to a reserve number

*The Reserved Stock - Assign Items By Range window*

| Item Number   | Generic Description | Class ID |
|---------------|---------------------|----------|
| Description   |                     |          |
| ACCS-CRD-12WH | Accessory           | RETAIL   |
| ACCS-CRD-25BK | Accessory           | RETAIL   |
| ACCS-HDS-1EAR | Accessory           | RETAIL   |
| ACCS-HDS-2EAR | Accessory           | RETAIL   |
| ACCS-RST-DXBK | Accessory           | RETAIL   |
| ACCS-RST-DXWH | Accessory           | RETAIL   |

#### 3.1 Assigning Ranges of Items to a Reserve Number

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

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

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

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

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

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

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

## 4. Reserved Stock - Assign Debtors window



*Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Debtors*

Use the Reserved Stock - Assign Debtors window to:

- Assign debtors to a reserve number

*The Reserved Stock - Assign Debtors window*

## 4.1 Assigning Debtors to a Reserve Number

### **To assign debtors to a reserve number in the Reserved Stock - Assign Debtors window:**

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

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

4. Repeat these steps to assign as many debtors as required to the reserve number. Alternatively click the Ranges button to assign a range of debtors in the [Reserved Stock - Assign Debtors By Range window](#).
5. Click Save.

### *Deleting debtors from a reserve number*

Click on a debtor then click Delete button to unassign debtors from a reserve number.

Note that you can click the Go To button to open the [Reserved Stock - Assign Items window](#).

## 5. Reserved Stock - Assign Debtors By Range window



*Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Debtors >> Ranges button*

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

- Assign ranges of debtors to a reserve number

*The Reserved Stock - Assign Debtors By Range window*

| Debtor ID     | Ship To Address ID | Salesperson ID |
|---------------|--------------------|----------------|
| AARONFIT0001  |                    | PAUL W.        |
| ADVANCED0001  |                    | PAUL W.        |
| AMERICAN0001  |                    | PAUL W.        |
| ATMOREERE0001 |                    | PAUL W.        |
| CELLULAR0001  |                    | PAUL W.        |
| CENTRALC0001  |                    | PAUL W.        |
| CENTRALI0001  |                    | PAUL W.        |

### 5.1 Assigning Ranges of Debtors to a Reserve Number

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

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

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

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

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

2. For the Select Debtor/Addresses whose Reserve Number is set to options select one of the options:

|                   |  |
|-------------------|--|
| <b>Unassigned</b> | Only debtor/addresses not currently assigned to a reserve number will be included in the range.  |
| <b>Any</b>        | All debtor/addresses will be included in the range.  |
| <b>Specified</b>  | If you select specified, enter a reserve number or select one using the lookup. Only debtor/addresses assigned to this reserve number will be included in the range. |

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

## 6. Reserved Stock Allocation window



*Transactions >> Sales >> Sales Trx Entry >> Extras >> Reserve Stock*

Use the Reserve Stock Allocation window to:

- Allocate reserved stock to sales transactions

*The Reserved  
Stock Allocation  
window*

| Reserve Number | Qty Reserved | Quantity Taken | Qty Remaining | Quantity To Take |
|----------------|--------------|----------------|---------------|------------------|
| RESSTK0001     | 30           | 10             | 20            |                  |
|                |              |                |               |                  |
|                |              |                |               |                  |
|                |              |                |               |                  |
|                |              |                |               |                  |
|                |              |                |               |                  |
|                |              |                |               |                  |

| Reserve Number | Quantity Taken |
|----------------|----------------|
| RESSTK0001     | 10             |
|                |                |
|                |                |
|                |                |

Quantity Ordered: 10  
Quantity Taken: 10  
U Of M: Each

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

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

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

Reserved stock can be allocated to all sales document types apart from returns.

## 6.1 Allocating Reserved Stock to Sales Transactions

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

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

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

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

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

## 7. Reserved Stock Enquiry window



*Enquiry >> Myridas Enquiries >> Reserved Stock >> Res. Stock Enquiry*

Use the Reserved Stock Enquiry window to:

- Enquire about reserved stock

*The Reserved  
Stock Enquiry  
window*

| Debtor ID    | Ship To Address ID | Salesperson ID |
|--------------|--------------------|----------------|
| AARONFIT0001 | PRIMARY            | PAUL W.        |
|              |                    |                |
|              |                    |                |
|              |                    |                |

| Item Number | U Of M | Qty Reserved | Qty Taken | Qty Remaining |
|-------------|--------|--------------|-----------|---------------|
| 100X-LG     | Each   | 30           | 10        | 20            |
|             |        |              |           |               |
|             |        |              |           |               |
|             |        |              |           |               |

### 7.1 Enquiring About Reserved Stock

**To enquire about reserved stock in the Reserved Stock Enquiry window:**

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

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

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

## 8. Reserved Stock Transaction Enquiry window



*Enquiry >> Myridas Enquiries >> Reserved Stock >> Res. Stock Enquiry >> Transactions button*

Use the Reserved Stock Transaction Enquiry window to:

- Enquire about reserved stock transactions

*The Reserved  
Stock  
Transaction  
Enquiry window*

| Trans. Date | Item Number | Transaction Type | U Of M | Quantity |
|-------------|-------------|------------------|--------|----------|
| 21/01/03    | 100XLG      | Reserved Taken   | Each   | 10       |
|             |             |                  |        |          |
|             |             |                  |        |          |
|             |             |                  |        |          |
|             |             |                  |        |          |
|             |             |                  |        |          |
|             |             |                  |        |          |
|             |             |                  |        |          |
|             |             |                  |        |          |

### 8.1 Enquiring About Reserved Stock Transactions

**To enquire about reserved stock transactions in the Reserved Stock Transaction Enquiry window:**

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

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

Note that if you selected an item number in the [Reserved Stock Enquiry window](#) then all transactions for this item will be displayed by default.

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

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

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

- Click OK to close the window.

Note that you can click the Print button to display the [Reserved Stock Transaction Report window](#).

## 9. Reserved Stock Item Enquiry window



*Enquiry >> Myridas Enquiries >> Reserved Stock >> Res. Stk. Item Enquiry*

Use the Reserved Stock Item Enquiry window to:

- Enquire about reserved stock for selected items

*The Reserved  
Stock Item  
Enquiry window*

| Reserve Number | Qty Reserved | Qty Taken | Qty Remaining |
|----------------|--------------|-----------|---------------|
| RESSTK0001     | 30           | 10        | 20            |
|                |              |           |               |
|                |              |           |               |
|                |              |           |               |
|                |              |           |               |
|                |              |           |               |
|                |              |           |               |
|                |              |           |               |
|                |              |           |               |

This window is also available as an Extras option from the Great Plains Available To Promise window.

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

## 9.1 Enquiring About Reserved Stock for Selected Items

To enquire about reserved stock for selected items in the Reserved Stock Item Enquiry window:

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

If you opened this window from the Great Plains Available To Promise window then the item number will be selected by default.

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

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

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

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

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

## 10. Reserved Stock Item Transaction Enquiry window



*Enquiry >> Myridas Enquiries >> Reserved Stock >> Res. Stk. Item Enquiry >> Transactions button*

Use the Reserved Stock Item Transaction Enquiry window to:

- Enquire about reserved stock transactions for selected items

*The Reserved Stock Item Transaction Enquiry window*

| Trans. Date | Reserve Number | Transaction Type | Quantity |
|-------------|----------------|------------------|----------|
| 21/01/03    | RESSTK0001     | Reserved Taken   | 10       |
|             |                |                  |          |
|             |                |                  |          |
|             |                |                  |          |
|             |                |                  |          |
|             |                |                  |          |
|             |                |                  |          |
|             |                |                  |          |
|             |                |                  |          |

### 10.1 Enquiring About Reserved Stock Transactions for Selected Items

**To enquire about reserved stock transactions for selected items in the Reserved Stock Item Transaction Enquiry window:**

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

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

Note that if you selected a reserve number in the [Reserved Stock Item Enquiry window](#) then all transactions for this reserve number will be displayed by default.

2. Click Today to view only transactions for the current day, All to view all transactions or From to view a selection of transaction dates. If you select From, enter To and From values to specify a range, or use the lookups.
3. The selected range of transactions will be displayed in the scrolling window.

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

4. Click OK to close the window.

Note that you can click the Print button to display the [Reserved Stock Item Transaction Report window](#).

## 11. Reserved Stock Transaction Report window



*Reports >> Myridas Reports >> Reserved Stock >> Res. Stock Trans. Rep.*

Use the Reserved Stock Transaction Report window to:

- Print reports for reserved stock transactions

*The Reserved  
Stock  
Transaction  
Report window*

This window can also be opened from the [Reserved Stock Transaction Enquiry window](#).

### 11.1 Printing Reports for Reserved Stock Transactions

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

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

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

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

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

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

## 12. Reserved Stock Item Transaction Report window



*Reports >> Myridas Reports >> Reserved Stock >> Res. Stk. Itm. Trans. Rep.*

Use the Reserved Stock Item Transaction Report window to:

- Print reports for reserved stock item transactions

*The Reserved Stock Item Transaction Report window*

This window can also be opened from the [Reserved Stock Item Transaction Enquiry window](#).

### 12.1 Printing Reports for Reserved Stock Item Transactions

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

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

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

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

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

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

## 13. Reserved Stock Purge window

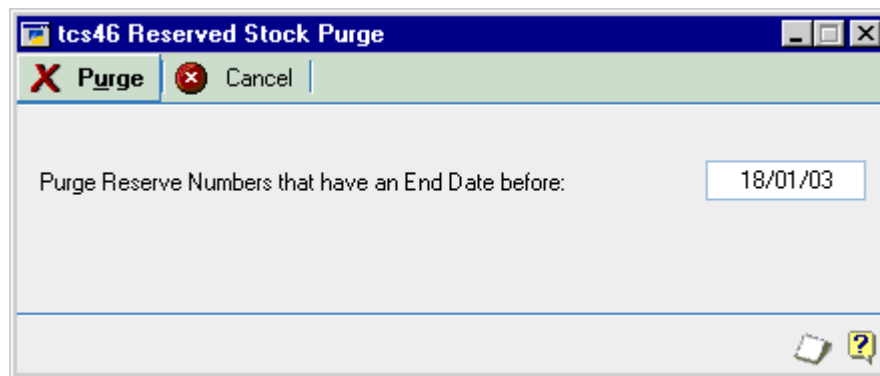


*Routines >> Myridas Routines >> Reserved Stock >> Res. Stock Purge*

Use the Reserved Stock Purge window to:

- Purge reserve numbers

*The Reserved  
Stock Purge  
window*



### 13.1 Purging Reserve Numbers



**To purge reserve numbers in the Reserved Stock Purge window:**

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

## Appendix A

### Access to Myridas Windows

#### Reserved Stock

| Window Name                              |  Menu Access |  Other Access  |
|--|---|---|
| Reserved Stock - Assign Debtors          | Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Debtors                                | Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Items >> Go To button                      |
| Reserved Stock - Assign Debtors By Range |   | Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Debtors >> Ranges button                   |
| Reserved Stock - Assign Items            | Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Items                                  | Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Debtors >> Go To button                    |
| Reserved Stock - Assign Items By Range   |   | Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Items >> Ranges button                     |
| Reserved Stock Allocation                | Transactions >> Sales >> Sales Trx Entry >> Extras >> Reserve Stock                           |   |
| Reserved Stock Enquiry                   | Enquiries >> Myridas Enquiries >> Reserved Stock >> Res. Stock Enquiry                        |   |
| Reserved Stock Item Enquiry              | Enquiries >> Myridas Enquiries >> Reserved Stock >> Res. Stk. Item Enquiry                    |   |
| Reserved Stock Item Transaction Enquiry  |   | Enquiries >> Myridas Enquiries >> Reserved Stock >> Res. Stk. Item Enquiry >> Transactions button |
| Reserved Stock Item Transaction Report   | Reports >> Myridas Reports >> Reserved  | Enquiries >> Myridas Enquiries >> Reserved  |

|                                       |   |   |
|---------------------------------------|---|---|
| Transaction Report                    | Stock >> Res. Stk. Itm.<br>Trans. Rep.  | Stock >> Res. Stk. Item<br>Enquiry >> Transactions<br>button >> Print icon<br>button  |
| Reserved Stock<br>Maintenance         | Cards >> Myridas Cards<br>>> Reserved Stock >><br>Res. Stock Maint.             |   |
| Reserved Stock Purge                  | Routines >> Myridas<br>Routines >> Reserved<br>Stock >> Res. Stock<br>Purge     |   |
| Reserved Stock<br>Transaction Enquiry |   | Enquiries >> Myridas<br>Enquiries >> Reserved<br>Stock >> Res. Stock<br>Enquiry >> Transactions<br>button                         |
| Reserved Stock<br>Transaction Report  | Reports >> Myridas<br>Reports >> Reserved<br>Stock >> Res. Stock<br>Trans. Rep. | Enquiries >> Myridas<br>Enquiries >> Reserved<br>Stock >> Res. Stock<br>Enquiry >> Transactions<br>button >> Print icon<br>button |

---

## Appendix B

### Myridas Reports

Myridas provides multiple reports to increase information visibility.

| <b>Report Name</b>                     | <b>Functionality</b>   |
|--|--|
| Reserved Stock Transaction Report      | Reports on reserved stock transactions                           |
| Reserved Stock Item Transaction Report | Reports on an item specific basis on reserved stock transactions |

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