

6.1.1. Locking

With the locking function new lockings can be created or existing inventory locks can be viewed. For more information about inventory locks please see: [Inventory lock](#)

6.1.1.1. Add

It is possible to add locks manually for a customer, a sales order or a sales invoice. Select an inventory line to lock and click on Locking > Add. A 'Locked quantity- Add' screen will open up.

Note: It is not possible to create locks when the 'Group by option' of the inventory report is 'Item'.

Advance locking is only considered during the pick list proposal creation/generation, but not later in the process. Advance locking is not taken into consideration when selecting alternate stock for picking/pick list either.



Customer

Enter the Card Code of the customer or select the customer on 'List of Business Partners' screen. The name of the customer will be automatically filled in after the system identifies it. After the customer has been selected, only sales orders or sales invoices linked to that customer can be added.
Mandatory field.

Sales order

Enter the document number of the sales order or select it on the 'List of Sales Orders' screen. After the sales order has been selected, the customer field will be automatically filled in.

Sales invoice

Enter the document number of the sales reserve invoice or select it on the opening 'List of A/R Invoices' screen after clicking on the icon. After the A/R reserve invoice has been selected, the customer field will be automatically filled in.

Quantity

Define the quantity to lock.

In the case of batch level locking, the maximum quantity is the open quantity of the batch.

In the case of LUID level locking, the maximum quantity is the open quantity of the batch linked to the LUID.

Lock level

Select a lock level. Possible values: 'Batch' or 'LUID'.

Click on the 'Update' button to add the lock. Click on the 'Close' button to close the screen without making any adjustments.

The type of the base document causing the inventory lock.

Doc num:

The number of the base document.

Line:

The line number of the line in the base document the locked stock is linked to.

Is created by the system?: (Y/N)

Indicates whether the lock was created by the system or a user.

Click on the 'Ok' button to close the screen.

Click on the 'Delete' button to delete the selected lock. Only user created locks can be deleted.

Click on the 'Adjust' button to change the locked quantity of the selected line. Only user created locks can be adjusted.

Click on the  icon on the Menu Bar to refresh the screen.

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