

### 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. *Please note: It is not possible to create locks when the 'Group by option' of the inventory report is 'Item'.*



##### *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.

#### 6.1.1.2. View

Click on Locking > View to see the inventory locks for the item on the selected line. A 'Locked quantity' window will open up. Every 'Batch', 'LUID' and 'Detail' level locked stock of the item on the selected line stored in a PMX warehouse will be listed.

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Item Code:

The item code.

*Description:*

The item description.

Batchnumber:

The batch number.

*Best Before Date:*

The best before date.

*Quality Status:*

The quality status.

*LUID:*

The LUID linked to the stock. The field is empty if the level of the locking is 'Batch'.

## SSCC:

The SSCC linked to the stock. The field is empty if the level of the locking is 'Batch'.

*Storage Location:*

The code of the storage location where the stock is located. The field is only filled if the level of the locking is 'Detail'.

*Warehouse:*

The warehouse where the stock is located.

*Quantity:*

The locked quantity.

*Uom:*

The inventory uom of the item.

Type:

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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