



Processing SOs by Allocated Totals

For businesses that typically only sell items that are in stock and ready for immediate allocation/dispatch, this plugin provides the functionality to automatically move any unavailable items to back order, while continuing to process the order for the available stock.

This process applies to both account customers and proforma customers:

- Account customers are managed with assigned credit limits.
- Proforma customers have a zero-credit limit and are required to pay in full before any goods are dispatched.

For account customers, the order can be approved by accounts for the order to go if a conversation had been had about payments.

In the example shown, the customer has a zero-credit limit as they are a 'proforma' customer, therefore payment will be required for the items being dispatched.

The screenshot displays the 'Customer - CUST-000031 - Marsdon Toys' window. The 'Detail' section shows customer information and a 'Recent History' table. The 'Recent History' table is highlighted with a red border and contains the following data:

Balance	£ 0.00
On Sales Order	£ 984.00
Total	£ 984.00
Credit Limit	£ 0.00
Available Credit	(£ 984.00)
LYTD Turnover	£ 0.00
YTD Turnover	£ 0.00

The 'Contacts' section below shows a list of contacts for Marsdon Toys, with 'Mr Harvey Headly' selected. The contact details are:

Contact Full Name	Bus. Phone	Email	Time Zone	Job Role	Department
Mr Harvey Headly	01254663899	Harvey.Headly@Marsde...			



Processing SOs by Allocated Totals

The order has been created and the stage has been set to 'Approve Credit' due to insufficient available credit.

Note the values for the whole order £820 Goods + £164 VAT = £984 Total

Order Details:

- Order Code: SO-000253
- Order Date: 11/06/2025
- Customer PO: [Empty]
- Payment Term: Payment Due on Order
- Shipping Method: Standard Delivery Charge
- Currency: GBP

Inventory Item Table:

Item Name	Quantity	UM	Description	Warehouse Co...	Type	Drop	Tax Code	GL	Sales Price	Net Price	Ext Price
19" SVGA Colour Mon...	1.00	EACH	19" SVGA Colour Monitor	Main Warehouse			UK 20 Std Rat...	Se	£ 200.00	£ 200.00	£ 200.00
20" SVGA Colour Mon...	1.00	EACH	20" SVGA Colour Monitor	Main Warehouse			UK 20 Std Rat...	Se	£ 400.00	£ 400.00	£ 400.00
17" Wheels	4.00	EACH	17" Wheels	Main Warehouse			UK 20 Std Rat...	Se	£ 30.00	£ 30.00	£ 120.00
NONSTOCK	1.00	EACH	Special order non-stock item example	Main Warehouse			UK 20 Std Rat...	Se	£ 100.00	£ 100.00	£ 100.00

Summary:

- Sub Total: £ 820.00
- Freight: £ 0.00
- Other: £ 0.00
- Sales Tax: £ 164.00
- Due Total: £ 984.00
- Payments: £ 0.00
- Balance: £ 984.00

NB. Non-Stock & Service Items are classed as allocated.

The 'Adv Inventory Item' tab shows the allocation quantities for the items & can be amended. As the 17" Wheels are not available these are showing unallocated. Items unallocated or part allocated will be moved to back order via the Allocated Totals tab.

Adv Inventory Item Table:

Item Name	Quantity	Allocate	Unallocated	Original ...	UM	Description	Warehouse	Sales Price	Net Price	Ext Price
19" SVGA Colour Mon...	1.00	1.00	0.00		EACH	19" SVGA Colour Monitor	Main Wars	£ 200.00	£ 200.00	£ 200.00
20" SVGA Colour Mon...	1.00	1.00	0.00		EACH	20" SVGA Colour Monitor	Main Wars	£ 400.00	£ 400.00	£ 400.00
17" Wheels	4.00	0.00	4.00		EACH	17" Wheels	Main Wars	£ 30.00	£ 30.00	£ 120.00
NONSTOCK	1.00				EACH	Special order non-stock item example	Main Wars	£ 100.00	£ 100.00	£ 100.00



Processing SOs by Allocated Totals

Selecting the Allocated Totals tab will calculate the payable amounts for the items scheduled for dispatch. These items correspond to the allocated inventory.

NB. Non-stock items can be set to zero in the allocated totals tab and moved to back order with any other items not being dispatched

Sales Order - SO-000253 - Marsdon Toys

Home Num Key 0

New Save and New Save Save and Close Undo Find Print CRM Help Customer Detail Void Import Sales Quote Convert To Sales Invoice Create Create Drop Ship Order Duplicate Sales Order

Order Customer Payment Sales Rep History Audit Trail Attachments Activities Back To Back Drop Ship SO History Payment 2 Order Template Analysis Wild

Order Code SO-000253 Reference 2 Warehouse Main Warehouse

Order Date 11/06/2025 Shipping Date 11/06/2025

Customer PO Shipping Date 11/06/2025

Payment Term Payment Due on Order Source Internet

Shipping Method Standard Delivery Charge Coupon Code Allow BO

Currency GBP 1.000000 Contact Mr Harvey Headly

Warehouse Description Stage
Main Warehouse Approve Credit

Inventory Item Adv Inventory Item Overall Availability Commission Shipped Profit Rep Profit Allocated Totals

Freight £ 0.00 Other £ 0.00 Allocated Tax £ 140.00 Allocated Balance £ 700.00 Payments £ 0.00 Balance £ 840.00

All Orders Allocated Balance £ 0.00 Credit Limit £ 0.00 Allocated Credit Available (£ 840.00) Create BKO & Update Workflow

Item Name	Qty Ordered	Allocated	Unallocated	UM	Description	Allocated Balance
19" SVGA Colour Monitor	1.00	1.00	0.00	EACH	19" SVGA Colour Monitor	£ 200.00
20" SVGA Colour Monitor	1.00	1.00	0.00	EACH	20" SVGA Colour Monitor	£ 400.00
17" Wheels	4.00	0.00	4.00	EACH	17" Wheels	£ 0.00
NONSTOCK	1.00	1.00	0.00	EACH	Special order non-stock item example	£ 100.00

Addresses

Bill To Marsdon Toys
1 Vicarage Fields
Bolton BB1 9RR
United Kingdom

Ship To Marsdon Toys
1 Vicarage Fields
Bolton BB1 9RR
United Kingdom

Summary

Sub Total £ 820.00 Freight £ 0.00 Other £ 0.00 Sales Tax £ 164.00

Due Total £ 984.00 Payments £ 0.00 Balance £ 984.00

Ready

Sales Order - SO-000253 - Marsdon Toys

Home Num Key 0

New Save and New Save Save and Close Undo Find Print CRM Help Customer Detail Void Import Sales Quote Convert To Sales Invoice Create Create Drop Ship Order Duplicate Sales Order

Order Customer Payment Sales Rep History Audit Trail Attachments Activities Back To Back Drop Ship SO History Payment 2 Order Template Analysis Wild

Order Code SO-000253 Reference 2 Warehouse Main Warehouse

Order Date 11/06/2025 Shipping Date 11/06/2025

Customer PO Shipping Date 11/06/2025

Payment Term Payment Due on Order Source Internet

Shipping Method Standard Delivery Charge Coupon Code Allow BO

Currency GBP 1.000000 Contact Mr Harvey Headly

Warehouse Description Stage
Main Warehouse Approve Credit

Inventory Item Adv Inventory Item Overall Availability Commission Shipped Profit Rep Profit Allocated Totals

Freight £ 0.00 Other £ 0.00 Allocated Tax £ 120.00 Allocated Balance £ 600.00 Payments £ 0.00 Balance £ 720.00

All Orders Allocated Balance £ 0.00 Credit Limit £ 0.00 Allocated Credit Available (£ 720.00) Create BKO & Update Workflow

Item Name	Qty Ordered	Allocated	Unallocated	UM	Description	Allocated Balance
19" SVGA Colour Monitor	1.00	1.00	0.00	EACH	19" SVGA Colour Monitor	£ 200.00
20" SVGA Colour Monitor	1.00	1.00	0.00	EACH	20" SVGA Colour Monitor	£ 400.00
17" Wheels	4.00	0.00	4.00	EACH	17" Wheels	£ 0.00
NONSTOCK	1.00	0.00	1.00	EACH	Special order non-stock item example	£ 0.00

Addresses

Bill To Marsdon Toys
1 Vicarage Fields
Bolton BB1 9RR
United Kingdom

Ship To Marsdon Toys
1 Vicarage Fields
Bolton BB1 9RR
United Kingdom

Summary

Sub Total £ 820.00 Freight £ 0.00 Other £ 0.00 Sales Tax £ 164.00

Due Total £ 984.00 Payments £ 0.00 Balance £ 984.00

Ready



Processing SOs by Allocated Totals

When reviewing the customer account, any order that is set to 'Approve credit' is ignored in the calculations

Customer - CUST-000031 - Marsdon Toys

Home Num Key 0

New Save Save and Close Undo Find Delete Print CRM Help Write Letter Send Statement What Do I Owe

Transactions Recent Sales Credit / Receivables Ship To List Relations Service Contracts Consignment Head Office Lookup Projects Pulse Allocated Totals

SO Code	SO Date	SO Status	Item Name	Qty Ordered	Allocated	Unallocated	UM	Description	Allocated Balance
SO-000253	11/06/2025	Approve Cre...	19" SVGA Colour Moni...	1.00	1.00	0.00	EACH	19" SVGA Colour Monitor	£ 200.00
SO-000253	11/06/2025	Approve Cre...	20" SVGA Colour Moni...	1.00	1.00	0.00	EACH	20" SVGA Colour Monitor	£ 400.00
SO-000253	11/06/2025	Approve Cre...	17" Wheels	4.00	0.00	4.00	EACH	17" Wheels	£ 0.00
SO-000253	11/06/2025	Approve Cre...	NONSTOCK	1.00	0.00	1.00	EACH	Special order non-stock item example	£ 0.00

Freight Other Allocated Tax £ 0.00 Allocated Balance £ 0.00 Payments Balance £ 0.00

All Orders Allocated Balance £ 0.00 Credit Limit £ 0.00 Allocated Credit Available £ 0.00

Ready

In this example, the customer is required to pay a total of £720 for the allocated goods that are being dispatched.

To do this, select the 'Create BKO & Update Workflow' from within the Allocated Totals tab.

Inventory Item Adv Inventory Item Overall Availability Commission Shipped Profit Rep Profit Allocated Totals

Freight £ 0.00 Other £ 0.00 Allocated Tax £ 120.00 Allocated Balance £ 600.00 Payments £ 0.00 Balance £ 720.00

All Orders Allocated Balance £ 0.00 Credit Limit £ 0.00 Allocated Credit Available (£ 720.00) **Create BKO & Update Workflow**

Item Name	Qty Ordered	Allocated	Unallocated	UM	Description	Allocated Balance
19" SVGA Colour Monitor	1.00	1.00	0.00	EACH	19" SVGA Colour Monitor	£ 200.00
20" SVGA Colour Monitor	1.00	1.00	0.00	EACH	20" SVGA Colour Monitor	£ 400.00
17" Wheels	4.00	0.00	4.00	EACH	17" Wheels	£ 0.00
NONSTOCK	1.00	0.00	1.00	EACH	Special order non-stock item example	£ 0.00

Addresses

Bill To Marsdon Toys
1 Vicarage Fields
Bolton BB1 9RR
United Kingdom

Ship To Marsdon Toys
1 Vicarage Fields
Bolton BB1 9RR
United Kingdom

Summary

Sub Total £ 820.00 + Freight £ 0.00 + Other £ 0.00 + Sales Tax £ 164.00

Due Total £ 984.00 - Payments £ 0.00 = Balance £ 984.00

Ready



Processing SOs by Allocated Totals

The unallocated items have been moved to a BKO. As this customer is a proforma customer both orders are still showing approve credit and cannot be dispatched.

Find - Order

Export - Advanced Search Print Refresh New Customer

Open Sales Order Sales Order History Allocated Orders Partial Orders Unallocated Orders

Search

Drag a column header to group by that column

Document Code	Customer Code	Customer Name	Date	Ref2	Stage	Total	Currency
253	CUST-000031	Marsdon Toys	11/06/2025		Approve Credit	720.00	GBP
SO-000253	CUST-000031	Marsdon Toys	11/06/2025		Approve Credit		
BKO-000253-1	CUST-000031	Marsdon Toys	16/06/2025	SO-000253	Approve Credit	264.00	GBP

Sales Order - BKO-000253-1 - Marsdon Toys

Home Num Key 0

New Save and New Save Save and Close Undo Find Print CRM Help Customer Detail Void Import Sales Quote Convert To Sales Invoice Create Purchase Order Create Drop Ship Order Duplicate Sales Order

Order Customer Payment Sales Rep History Audit Trail Attachments Activities Back To Back Drop Ship SO History Payment 2 Order Template Analysis Workflow

Order Code: BKO-000253-1 Reference 2: SO-000253

Order Date: 16/06/2025 Warehouse: Main Warehouse

Customer PO: Shipping Date: 11/06/2025

Payment Term: Payment Due on Order Source: Internet

Shipping Method: Standard Delivery Charge Coupon Code: Allow BO

Currency: GBP 1.000000 Contact: Mr Harvey Heady

Inventory Item Adv Inventory Item Overall Availability Commission Shipped Profit Rep Profit Allocated Totals

Item Name	Quantity	Original ...	UM	Description	Warehouse Co...	Type	Drop	Tax	Sales Price	Net Price	Ext Price
17" Wheels	4.00		EACH	17" Wheels	Main Warehouse			UK 2	£ 30.00	£ 30.00	£ 120.00
NONSTOCK	1.00		EACH	Special order non-stock item example	Main Warehouse			UK 2	£ 100.00	£ 100.00	£ 100.00

Addresses Summary

Bill To: Marsdon Toys Ship To: Marsdon Toys

1 Vicarage Fields Bolton BB1 9RR United Kingdom

Sub Total: £ 220.00 Freight: £ 0.00 Other: £ 0.00 Sales Tax: £ 44.00

Due Total: £ 264.00 Payments: £ 0.00 Balance: £ 264.00

Ready

Sales Order - SO-000253 - Marsdon Toys

Home Num Key 0

New Save and New Save Save and Close Undo Find Print CRM Help Customer Detail Void Import Sales Quote Convert To Sales Invoice Create Purchase Order Create Drop Ship Order Duplicate Sales Order

Order Customer Payment Sales Rep History Audit Trail Attachments Activities Back To Back Drop Ship SO History Payment 2 Order Template Analysis Workflow

Order Code: SO-000253 Reference 2:

Order Date: 11/06/2025 Warehouse: Main Warehouse

Customer PO: Shipping Date: 11/06/2025

Payment Term: Payment Due on Order Source: Internet

Shipping Method: Standard Delivery Charge Coupon Code: Allow BO

Currency: GBP 1.000000 Contact: Mr Harvey Heady

Inventory Item Adv Inventory Item Overall Availability Commission Shipped Profit Rep Profit Allocated Totals

Freight: £ 0.00 Other: £ 0.00 Allocated Tax: £ 120.00 Allocated Balance: £ 600.00 Payments: £ 0.00 Balance: £ 720.00

All Orders Allocated Balance: £ 0.00 Credit Limit: £ 0.00 Allocated Credit Available: (£ 720.00) Create BKO & Update Workflow

Item Name	Qty Ordered	Allocated	Unallocated	UM	Description	Allocated Balance
19" SVGA Colour Monitor	1.00	1.00	0.00	EACH	19" SVGA Colour Monitor	£ 200.00
20" SVGA Colour Monitor	1.00	1.00	0.00	EACH	20" SVGA Colour Monitor	£ 400.00

Addresses Summary

Bill To: Marsdon Toys Ship To: Marsdon Toys

1 Vicarage Fields Bolton BB1 9RR United Kingdom

Sub Total: £ 600.00 Freight: £ 0.00 Other: £ 0.00 Sales Tax: £ 120.00

Due Total: £ 720.00 Payments: £ 0.00 Balance: £ 720.00

Ready



Processing SOs by Allocated Totals

Note: If this were an account customer and the original order status was set to 'Approve Credit' because the full order exceeded their available credit, then moving the out-of-stock items to a Back Order (and ensuring the remaining items for dispatch fall within the available credit) would result in the Sales Order status changing to 'Print Pick Note'.

The paperwork can now be sent to the customer for payment. For example, this could be an order acknowledgement that includes a payment link generated through the [Square Up](#) plugin.

The payment should be processed against the order.

Payment Information

Received From: Marsdon Toys

Payment Type: SquareUp

Amount Paid: £ 720.00

Date Paid: 16/06/2025

Currency: GBP 1.000000

Notes:

Payment Method Information

Cheque Number:

Account: Undeposited Deposit

Bank Account: BNKAC-000001

Paying In Slip:

Bank Currency Value: £ 720.00

Payment List

ReceivableCode	DatePaid	PaymentMethod	TotalAmount
RCV-000075	16/06/2025	Check/Cheque	£ 720.00

£ 720.00

Ready



Processing SOs by Allocated Totals

This will change the status of the order to Print Pick Note & show the payment has been made & the balance of the order is zero. Therefore, the goods can be dispatched.

Sales Order - SO-000253 - Marsdon Toys

Order Code: SO-000253 Reference 2:
Order Date: 11/06/2025 Warehouse: Main Warehouse
Customer PO: Shipping Date: 11/06/2025
Payment Term: Payment Due on Order Source: Internet
Shipping Method: Standard Delivery Charge Coupon Code: Allow BO
Currency: GBP 1.000000 Contact: Mr.Harvey.Headly

Item Name	Quantity	Original ...	UM	Description	Warehouse Co...	Type	Drop	Tax	Sales Price	Net Price	Ext Price
19" SVGA Colour M...	1.00		EACH	19" SVGA Colour Monitor	Main Warehouse			UK 2	£ 200.00	£ 200.00	£ 200.00
20" SVGA Colour Mon...	1.00		EACH	20" SVGA Colour Monitor	Main Warehouse			UK 2	£ 400.00	£ 400.00	£ 400.00

Addresses

Bill To: Marsdon Toys
1 Vicarage Fields
Bolton BB1 9RR
United Kingdom

Ship To: Marsdon Toys
1 Vicarage Fields
Bolton BB1 9RR
United Kingdom

Summary

Sub Total	£ 600.00	+	Freight	£ 0.00	+	Other	£ 0.00	+	Sales Tax	£ 120.00
Due Total	£ 720.00		Payments	£ 720.00	=	Balance	£ 0.00			



Processing SOs by Allocated Totals

As previously mentioned for account customers, users with the appropriate authority can override the 'Approve Credit' stage.

In the example below, the customer has a credit limit of £1,000 and an outstanding balance of £246, leaving £754 in available credit. An order worth £960 has been placed, with all items in stock and ready for dispatch. The order stage has been approved and progressed to 'Print Pick Note'. As a result, the customer has exceeded their available credit by £206

SO Code	SO Date	SO Status	Item Name	Qty Ordered	Allocated	Unallocated	UM	Description	Allocated Balance
SO-000258	16/06/2025	Print Pick Note	19" SVGA Colour Moni...	2.00	2.00	0.00	EACH	19" SVGA Colour Monitor	£ 400.00
SO-000258	16/06/2025	Print Pick Note	20" SVGA Colour Moni...	1.00	1.00	0.00	EACH	20" SVGA Colour Monitor	£ 400.00

Freight	£ 0.00	Other	£ 0.00	Allocated Tax	£ 0.00	Allocated Balance	£ 960.00	Payments	£ 0.00	Balance	£ 246.00
All Orders Allocated Balance	£ 960.00		Credit Limit	£ 1,000.00		Allocated Credit Available	(£ 206.00)				