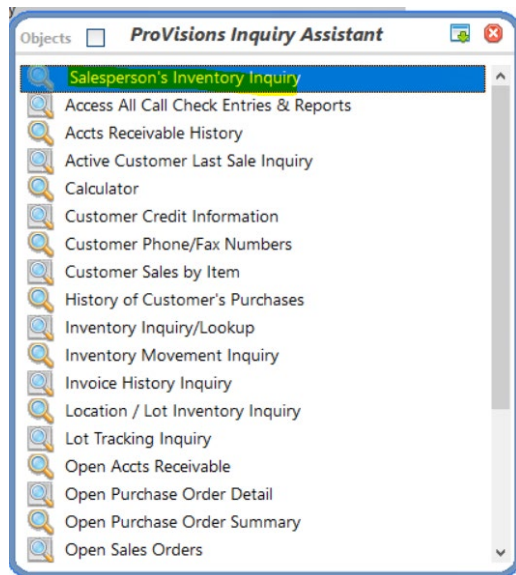


Standard Operating Procedure Provisions – Reading Inventory

In F12 Choose Salespersons Inventory Inquiry (you can open this menu from any screen)



Search for an item – you can now see inventory.

Item:	524095	Keyword Lookup	Market Cost		Price Level #1		
				5.802		7.25	7.25
	CHICKEN BRST B&S SGL 6Z ABF		AVAILABLE	ON HAND	COMMITTED	CONFIRMED	ON ORDER
	BELL & EVANS 20#		0	4	4	0	10
			0		0	0	0
			Available	On Hand	Hard Allocations	Soft Allocations	Future Available
			4	4	0	4	0

Every blue downward arrow is a “drill down” and provides more information. If you drill down on “committed”, you will see the orders this item is on.

Order #	Slsp	LOC	Cust	Name	CR	Order Date	Ship Date	Quantity
100034-0	44	010712A...	45200	SHERATON BOSTON HOTE	00	03/19/23	03/20/23	1.00
				BELL & EVANS	2...			
100090-0	18	010712A...	26161	HASBRO CORPORATION	00	03/19/23	03/20/23	3.00
				BELL & EVANS	2...			

If you drill down on “on order” you will see the open PO dates.

Order#	Vendor	Name	P/O Date	Due Date	Ordered	Received	Due	U/M
700157	11259	BERTOLINO FOODS	03/16/23	03/20/23	10	0	10	CS