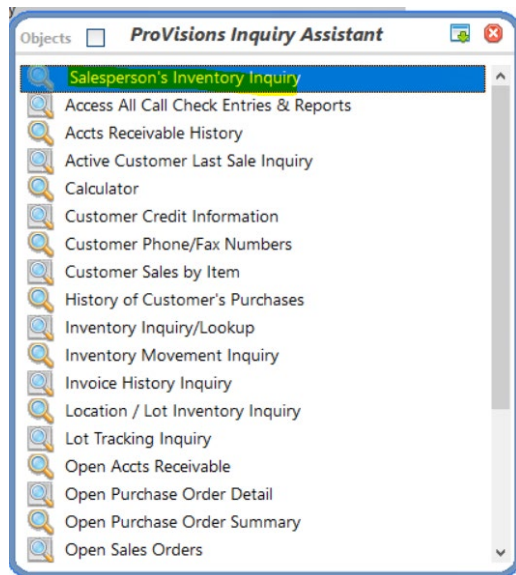# Standard Operating Procedure

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.

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 BELL & EVANS 2...	00	03/19/23	03/20/23	1.00
100090-0	18	010712A...	26161	HASBRO CORPORATION BELL & EVANS 2...	00	03/19/23	03/20/23	3.00

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