

In-Process Quantities and How to Find Them AV Ref # 660

About:

In-Process quantities (IPs), aka WIPs, RIPs, and TIPs, are items that are currently on open workorders, open receipts and/or open transfers. Since these figures directly affect your inventory Available quantities that display on your Inventory Lookup screen, you need to have a way to look up those IPs and verify whether or not they are legitimate.

How:

- 1. Click on **Views** \rightarrow **Sales Counter**.
- 2. Click on the Inventory Icon on your toolbar:



- 3. On the **Inventory Scan** screen (shown below), change your search selection to **Product** and key in your product number.
- 4. You may need to check the box beside **Show Zero & Negative Quantities**.
- 5. Click on **Find**.
- 6. Right-click on your item and click on Item in Process & Ins/Outs Ledger Store #?:

BPOS Application									
File Views Appointments Tickets Inventory Customers Contacts Vehicles VSR Suppliers Links Set Store Help									
Ees III III IIII IIIIIIIIIIIIIIIIIIIIIII									
LOGIN: AATECH STORE NAME: Looney Tire (Retail) VIEW: SALES COUNTER CUSTOMER: CASH ACCOUNT [200001] VEHICLE: STORE: 2									
Inventory Scan - Sales Counter #3									
Customer CASH A	Customer CASH ACCOUNT (200								
Inventory 85335	Inventory 85335								
O Raw S	Raw Size Size @ Product Description MFG# UD Alt Product Specials								
#5 © Exact	5 © Exact Match 🗇 Starts With 🗇 Start								
💓 🖉 Show Zero & Negative Quantities— #44 N/A 🚽 🖲 By Days Old 💿 By Date 🗌 Show GP%									
Find Find Packag	Find Find Package Shortcuts Find Services Find-opecials Find Recent Clear Input Clear Options Clear All								
Inventory Scan Dr	Inventory Scan Drive Out Pricing TCi In Process More Data Store Qtys 12 Month Movement Prices - No FET Specials Costs EPP								
Product #	Mfg	Size	0	Description	Qty	Other	Aux	Price w/EET	
85335	MIC	12R22.5 H	MIC XZE AWP	MICHELIN	12	Clear Selec	ted Row		
						Item Edit			
Undate Pricing									
opport intering									
EPP Addyeait/Delete									
#6 —Item In Process & Ins/Outs Ledger Store #2									
Item In Process & Ins/Outs Ledger Corporate									
Item Detail Sales									
Item Detail Sales For Customer							er		
						Item Detail	Receipts/Transfe	rs Store #2	

(Continued on next page)

7. Any In Process tickets will be listed at the top of the list. Note the transaction number and whether it was **Received From** (making it a receipt) or **Sold To** (making it a workorder):

Ins/Outs Ledger										C			
Product:	85335												
Size:	12R22.5 H	ł											
Description	n: MIC XZE	AWP											
Store: 2 Right dick Table For Option													
Status	Trans Date	Trans#	Rec'd(ea.)	Qty	Received From	Sold(ea.)	Qty	Sold To	Trans(ea.)	Qty	Transfers	Balance	
In Process	08/11/2016	32061	666.36	12	MICHELIN TIRE							12	
Closed	02/04/2016	2176002				666.36	4	LTS WHOLESALE TI				0	
Closed	02/04/2016	31606	666.36	4	MICHELIN TIRE							4	
Closed	10/01/2015	2169022				666.36	8	LTS WHOLESALE TI				0	
Closed	10/01/2015	31289	666.36	8	MICHELIN TIRE							8	
Closed	07/17/2015	2163176				666.36	10	LTS WHOLESALE TI				0	
Clocod	07/17/2015	21049	666.26	10	MICHELIN TIDE							10	

8. You can then go Views → Sales Counter OR Views → Receiving (depending whether it was a workorder or a receipt/transfer and lookup that ticket. For instructions on looking up tickets, see next page.

To Look Up a Receipt:

- 1. Click on **Views** → **Receiving**
- Click on the Receipts & Transfers drop-down menu and select Lookup Ticket #:



3. Key in the IP ticket number you are searching for and click OK:

🐻 Go To Ticket#	×						
Enter Ticket# and Type <enter> To Find Ticket</enter>							
Ticket# 101330	-						
OK Cancel Suggest Help	\searrow						

4. Review the ticket to determine whether or not it is valid. Edit or close as necessary.



To Look Up a Workorder:

- 1. Click on **Views** \rightarrow **Sales Counter**.
- 2. Click on the Fetch icon on the toolbar.
- 3. Key in the IP ticket number you are searching for and click OK:

BPOS Application	
File Views Appointments Tickets Inventory Customers Contacts Vehicles VSR Suppliers Links	s Set Store Help
Clear Appt Tickets Fetch# ast Recent Workorder Quote ServiceCAT VSOC Inventory TireBrands RE	🚴 🔍 🏡 🧐 💎 🧒 🛲 🚟 ESET Customers History Contacts Vehicles History VSR CARFA
	STORE NAME: ABC TIRE - DEMO STORE 1
VIEW. SALES COULT	CUSTOMER. CASH ACCOUNTOT [100001] VEHICLE.
	Go To Ticket# X
	Enter Ticket# and Type <enter> To Find Ticket</enter>
	Ticket# 154874
	OK Cancel Suggest Help

4. Review the ticket to determine whether or not it is valid. Edit or close as necessary.

Note: Users must have password permission to close invoices (P21) and Receipts (P71). If you need to give a user permission to perform the above function, please contact your system administrator.