

## In-Process Quantities and How to Find Them

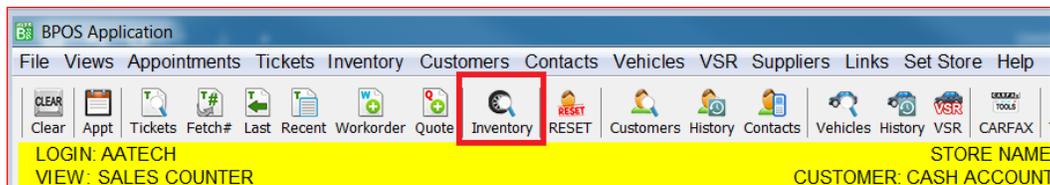
### AV Ref # 660

#### About:

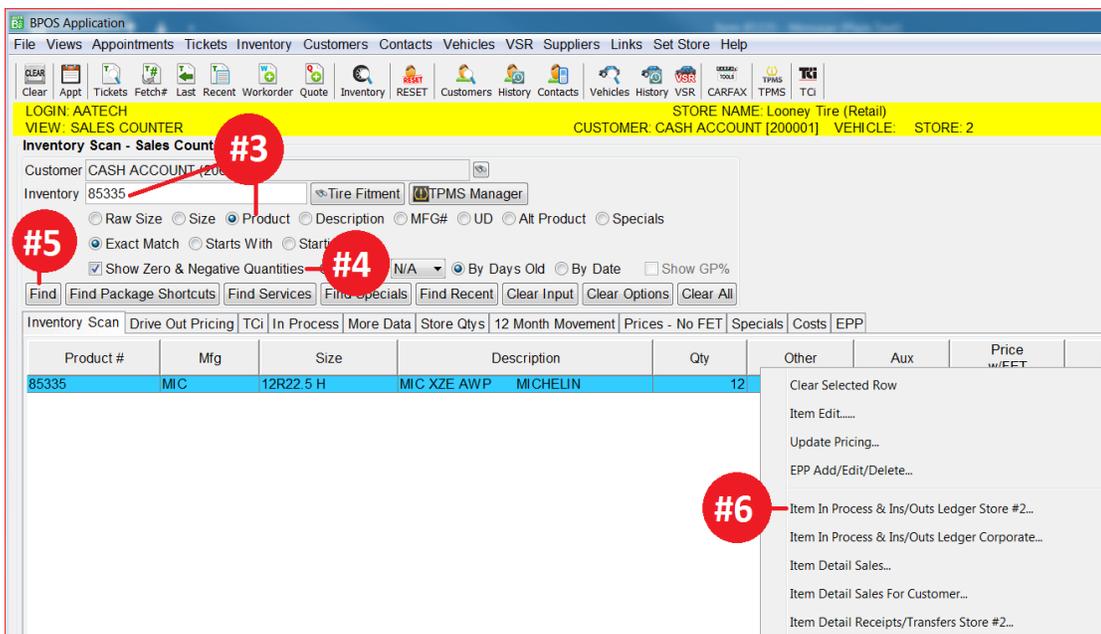
In-Process quantities (IPs), aka WIPs, RIPs, and TIPs, are items that are currently on open workorders, open receipts and/or open transfers. Since these figures directly affect your inventory Available quantities that display on your Inventory Lookup screen, you need to have a way to look up those IPs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

#### How:

1. Click on **Views** → **Sales Counter**.
2. Click on the **Inventory** icon on your toolbar:

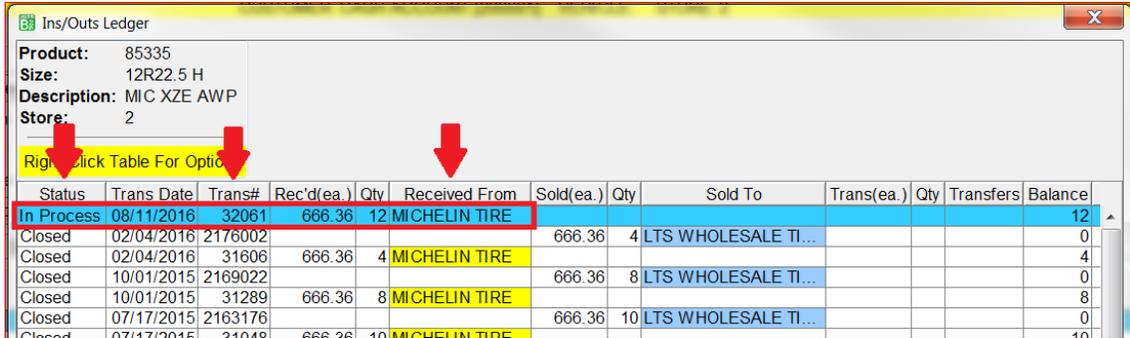


3. On the **Inventory Scan** screen (shown below), change your search selection to **Product** and key in your product number.
4. You may need to check the box beside **Show Zero & Negative Quantities**.
5. Click on **Find**.
6. Right-click on your item and click on **Item in Process & Ins/Outs Ledger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



(Continued on next page)

- 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):



Product: 85335  
 Size: 12R22.5 H  
 Description: MIC XZE AWP  
 Store: 2

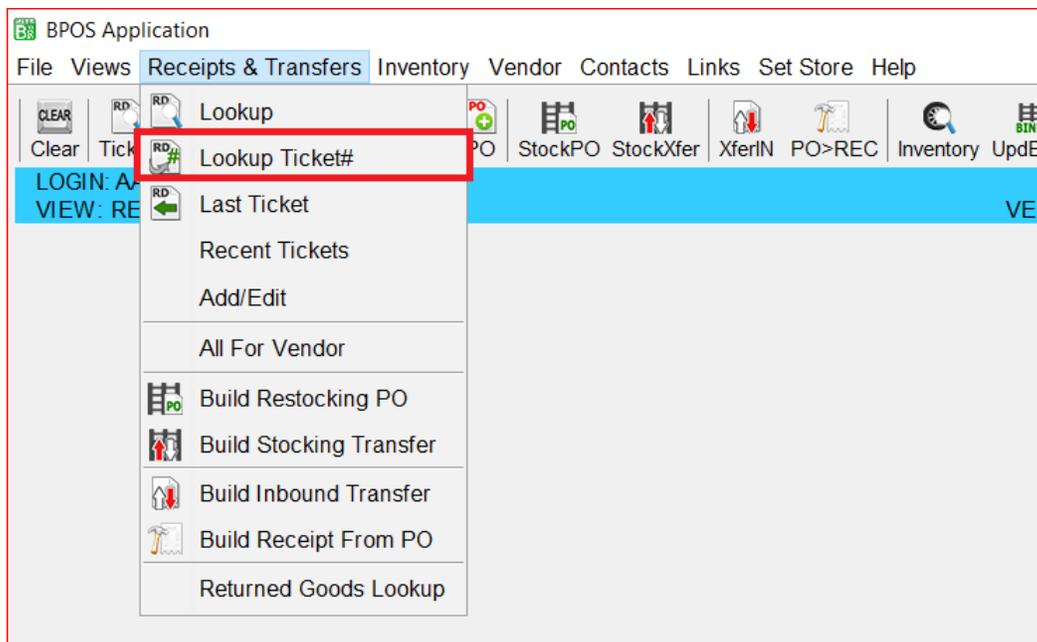
Right Click Table For Options

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
Closed	07/17/2015	2163176	666.36	10	MICHELIN TIRE							10

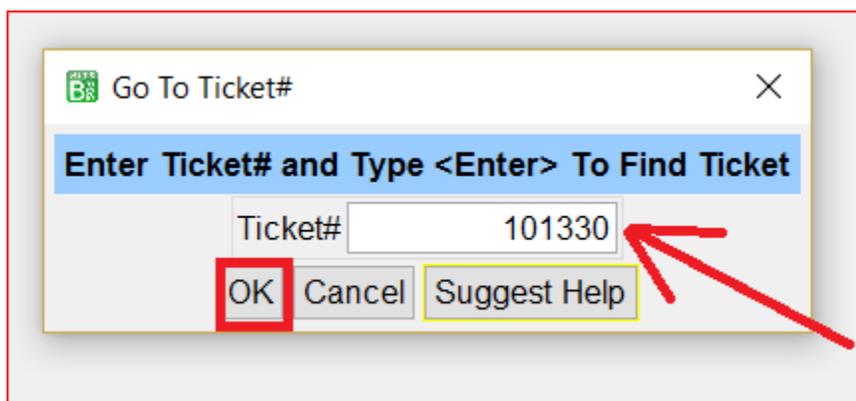
- You can then go Views → Sales Counter OR Views → Receiving (depending whether it was a workorder or a receipt/transfer and lookup that ticket. For instructions on looking up tickets, see next page.

**To Look Up a Receipt:**

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



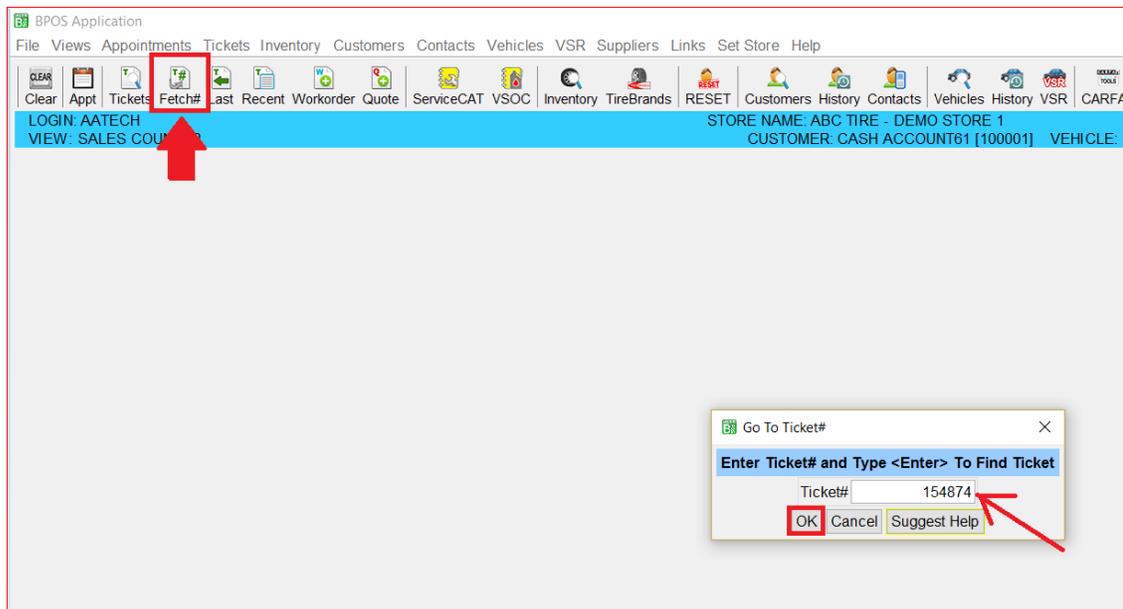
3. Key in the IP ticket number you are searching for and click OK:



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** → **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:



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.