

# A RETAILER'S BEST FRIEND.



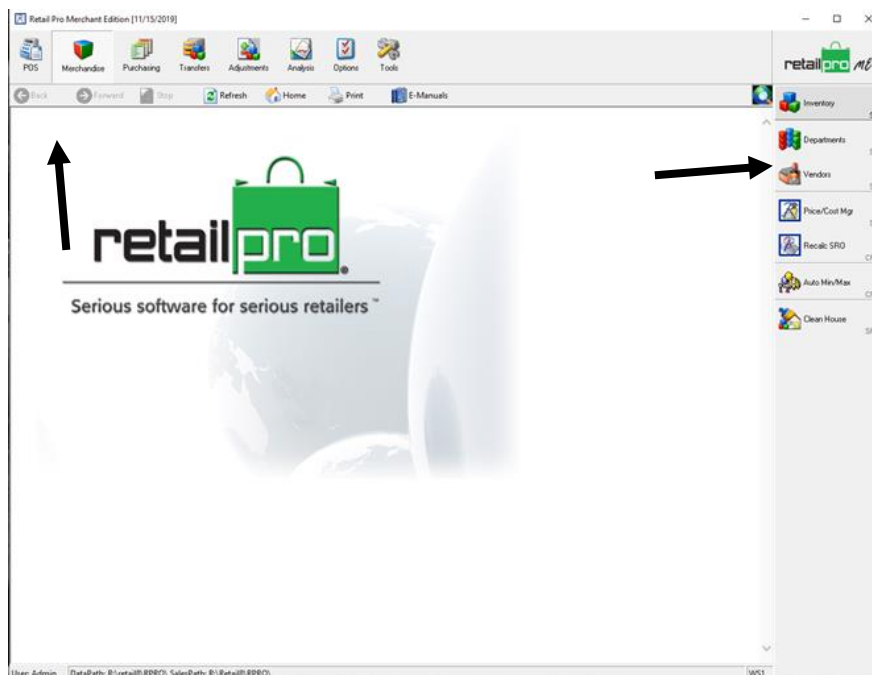
## Using Committed

*Version 8*

<https://youtu.be/X2aEzvBXMSE>

RetailPro8 has the ability to view outstanding Sales Orders or Purchase orders for an item. The Committed screen displays any documents that affect an item's committed information—any SOs or TOs that an item has been committed out on, any POs or TOs it is expected in on (incoming), and the item's on-hand quantities. The order documents listed on the Committed screen can be accessed directly from that screen.

1. Starting from the main screen in Retail Pro, click on Merchandise and Inventory.



- From the Inventory List Highlight the item lien you want to look at and click on the committed button on the side menu.

The screenshot displays the 'Retail Pro Merchant Edition' interface. At the top, there is a search bar with the value '16213'. Below it is a table titled 'Inventory [S&C]' with columns: Item #, DCS, Vnd, Stock #, Qty, UPC, ALU, Inven P#, ABr, Size, Non-Invent, Rec #, and Description. The first row is highlighted in blue, and an arrow points to it from the right. On the right side of the screen is a vertical menu with various icons and labels. One of the labels, 'Committed', has an arrow pointing to it from the right. At the bottom of the window, there are tabs for 'Item Information', 'Price / Cost', 'Quantities', 'Dates', 'Misc Fields', and 'Lookup'. The 'Lookup' tab is currently selected.

Item #	DCS	Vnd	Stock #	Qty	UPC	ALU	Inven P#	ABr	Size	Non-Invent	Rec #	Description
16213	MVS	MVS	18136073-073-P18CTRC	0		BEAR MNT SCENE	34.99	CHAR	SM	<input type="checkbox"/>	16213	BEAR MNT SCENE
16214	MVS	MVS	18136073-073-P18CTRC	0		BEAR MNT SCENE	34.99	CHAR	MD	<input type="checkbox"/>	16214	BEAR MNT SCENE
16215	MVS	MVS	18136073-073-P18CTRC	0		BEAR MNT SCENE	34.99	CHAR	LG	<input type="checkbox"/>	16215	BEAR MNT SCENE
16216	MVS	MVS	18136073-073-P18CTRC	0		BEAR MNT SCENE	34.99	CHAR	XLG	<input type="checkbox"/>	16216	BEAR MNT SCENE
16217	MVS	MVS	18136073-073-P18CTRC	0		BEAR MNT SCENE	36.99	CHAR	2XL	<input type="checkbox"/>	16217	BEAR MNT SCENE
16218	MVS	MVS	138-140-P18FGTC69C	0		FRST & BEST BUFF	29.99	RED	X5	<input type="checkbox"/>	16218	FRST & BEST BUFF
16219	MVS	MVS	138-140-P18FGTC69C	0		FRST & BEST BUFF	29.99	RED	MD	<input type="checkbox"/>	16219	FRST & BEST BUFF
16220	MVS	MVS	138-140-P18FGTC69C	0		FRST & BEST BUFF	29.99	RED	LG	<input type="checkbox"/>	16220	FRST & BEST BUFF
16221	MVS	MVS	138-140-P18FGTC69C	0		FRST & BEST BUFF	29.99	RED	XLG	<input type="checkbox"/>	16221	FRST & BEST BUFF
16222	MVS	MVS	138-140-P18FGTC69C	0		FRST & BEST BUFF	32.99	RED	2XL	<input type="checkbox"/>	16222	FRST & BEST BUFF
16223	MVS	MVS	W2349-P3-P99NZ-A05	0		RETRO MNT YNP	32.99	CMEQ	SM	<input type="checkbox"/>	16223	RETRO MNT YNP
16224	MVS	MVS	W2349-P3-P99NZ-A05	0		RETRO MNT YNP	32.99	CMEQ	MD	<input type="checkbox"/>	16224	RETRO MNT YNP
16225	MVS	MVS	W2349-P3-P99NZ-A05	0		RETRO MNT YNP	32.99	CMEQ	LG	<input type="checkbox"/>	16225	RETRO MNT YNP
16226	MVS	MVS	W2349-P3-P99NZ-A05	0		RETRO MNT YNP	32.99	CMEQ	XLG	<input type="checkbox"/>	16226	RETRO MNT YNP
16227	MVS	MVS	W2349-P3-P99NZ-A05	0		RETRO MNT YNP	34.99	CMEQ	2XL	<input type="checkbox"/>	16227	RETRO MNT YNP
16228	MVS	MVS	W129WY-P2-7R06-A	2		BUFFALOHEAD	26.99	TR9P	SM	<input type="checkbox"/>	16228	BUFFALOHEAD
16229	MVS	MVS	W129WY-P2-7R06-A	0		BUFFALOHEAD	26.99	TR9P	MD	<input type="checkbox"/>	16229	BUFFALOHEAD
16230	MVS	MVS	W129WY-P2-7R06-A	0		BUFFALOHEAD	26.99	TR9P	LG	<input type="checkbox"/>	16230	BUFFALOHEAD
16231	MVS	MVS	W129WY-P2-7R06-A	0		BUFFALOHEAD	26.99	TR9P	XLG	<input type="checkbox"/>	16231	BUFFALOHEAD
16232										<input type="checkbox"/>	16232	
16233										<input type="checkbox"/>	16233	
16234										<input type="checkbox"/>	16234	
16235	70414	LAZY1	SK168	0		BOOTY SLEEP SOCK	6.50	PNK		<input type="checkbox"/>	16235	BOOTY SLEEP SOCK
16236	70414	LAZY1	KSK885	0		HAPPY CAMPER SOCK	4.50		SM	<input type="checkbox"/>	16236	HAPPY CAMPER SOCK
16237	70414	LAZY1	KSK885	0		HAPPY CAMPER SOCK	4.50		MED	<input type="checkbox"/>	16237	HAPPY CAMPER SOCK
16238	70414	LAZY1	KSK885	0		HAPPY CAMPER SOCK	4.50		LRG	<input type="checkbox"/>	16238	HAPPY CAMPER SOCK
16239	71235	MVS	W15109-P1ATSRA1EK	0		VEGA SWEATPANTS	24.99	JADE	SM	<input type="checkbox"/>	16239	VEGA SWEATPANTS
16240	71235	MVS	W15109-P1ATSRA1EK	0		VEGA SWEATPANTS	24.99	JADE	MD	<input type="checkbox"/>	16240	VEGA SWEATPANTS
16241	71235	MVS	W15109-P1ATSRA1EK	0		VEGA SWEATPANTS	24.99	JADE	LG	<input type="checkbox"/>	16241	VEGA SWEATPANTS
16242	71235	MVS	W15109-P1ATSRA1EK	0		VEGA SWEATPANTS	24.99	JADE	XLG	<input type="checkbox"/>	16242	VEGA SWEATPANTS
16243	71235	MVS	W15109-P1ATSRA1EK	0		VEGA SWEATPANTS	24.99	JADE	2XL	<input type="checkbox"/>	16243	VEGA SWEATPANTS
16244	71260	MVS	2306-P1ARNKA1M9	0		YNP	32.99	VRRP	SM	<input type="checkbox"/>	16244	YNP
16245	71260	MVS	2306-P1ARNKA1M9	0		YNP	32.99	VRRP	MD	<input type="checkbox"/>	16245	YNP
16246	71260	MVS	2306-P1ARNKA1M9	0		YNP	32.99	VRRP	LG	<input type="checkbox"/>	16246	YNP
16247	71260	MVS	2306-P1ARNKA1M9	0		YNP	32.99	VRRP	XLG	<input type="checkbox"/>	16247	YNP
16248	71260	MVS	125-P1TRALA1EN	0		PRESEVE & PROTECT	24.99	FGHR	SM	<input type="checkbox"/>	16248	PRESEVE & PROTECT
16249	71260	MVS	496-P2-AUAM-A07	0		YNP T2 SCRPT	32.99	S&P	SM	<input type="checkbox"/>	16249	YNP T2 SCRPT
16250	71260	MVS	496-P2-AUAM-A07	0		YNP T2 SCRPT	32.99	S&P	MD	<input type="checkbox"/>	16250	YNP T2 SCRPT

- When Committed is selected it will default to the active store. The top half of the window shows the Sales Orders and the bottom half shows the Purchase Orders. You can view the orders in the committed windows by selecting the document and selecting view from the bottom half of the window, this will take you to the document to view the items listed on the order.

Committed - Store S&C [Item #16213] — □ ×

Location SC:


COMMITTED					
Source	Qty	Plan Avail	O/H Avail	When	
Total Committed:		None			


INCOMING					
Document	Qty	Plan Avail	O/H Avail	When	
PO # 126-CLOSEOUT	15	15	15	10/15/2019	
Total Incoming:		15	15	15	10/15/2019


Next available:


Lead time (days):


O/H other locations:

  
[View](#)

  
[Select Store](#)

  
[Company](#)

  
[Style](#)

  
[Close](#)

4. Selecting Company at the bottom of the windows will change the view from a single store to the entire company's committed values.

Committed - Company [Style View]

Location CMP:

COMMITTED					
Source	Qty	Plan Avail	O/H Avail	When	
Total Committed:		None			

INCOMING					
Document	Qty	Plan Avail	O/H Avail	When	
PO # 126-CLOSEOUT	72	72	72	10/15/2019	
Total Incoming:		72	72	72	10/15/2019
Next available:		<input type="text" value="72"/>	<input type="text" value="Current"/>		
Lead time (days):		<input type="text" value="0"/>	<input type="text"/>		