PURPOSE:

The Available to Ship function is used to provide a list of open, non-shipped Sales Orders and an indication of if sufficient On Hand Inventory is available based on the Order Due to Ship Date.

PROCESS STEPS:

1. Navigate to **Sales > Available To Ship**
2. Fill in the desired fields on the "Available to Ship" form pre-filter.
3. Click the View button to display the "Available to Ship" list.
4. The system will indicate if sufficient inventory is available by displaying either "Yes" or "No" in the "Available" Column.
5. Users may click the "View Detail" or "Order MRP" button to display additional information for the selected Sales Orders.
6. If users wish to ship an order they may select the order and click the "Ship" button to be taken to the Shipping form. Only one order may be shipped at a time.
7. In situations where users intend only to check availability, the "Exit" button can be used to close the list without taking any further action.

REVISIONS

Rev	Date	Change
I/R	10/23/17	New