

## Back-Ordering System

1. When a customer places an order that you can't fill you should place it on backorder. This is done by the following:

Invoice number is: 12345

- a. Original Order Qty: 20
- b. Qty Open This Order: 12
- c. Back Order? (Y,N): Y

The system will automatically place 8 on backorder. In addition, when purchasing goes to purchase this item, the system will look at the on hand (which should be "0") minus backorders (Which is 8) which equals -8. Then looks at ideal (Lets say your ideal is 50) and suggest that purchasing should buy 58 of this item.

At the time receiving receives this item you will either get a report of fillable backorders or an actual packing slip will print. Depending on how you have your options set in the options file.

Assume you only want a fillable report. The warehouse will pull the order using this report and when the warehouse is ready to generate a pkslp they will key in the original ticket number. 12345. The system will warn you saying this invoice has been billed. Go past this and you will see the back ordered items that are on this ticket. You need to go in and put how many is being shipped, Qty Open This Order: 8, remove the Y from backorder and hit <Enter> to go to the next item. You will notice that this pkslp number will be 12345A. Let us assume that the customer had 10 items on the original order. 5 of the 10 items went on backorder and the ticket number is 45678. Receiving gets some of the items in and you pull 3 more items for this customer. When you release the pkslp the invoice number will be 45678A. When you receive again and the other 2 items are now here, when you print another pkslp or invoice this invoice/pkslp number will now be 45678B. etc..... You should NEVER key in the letter.