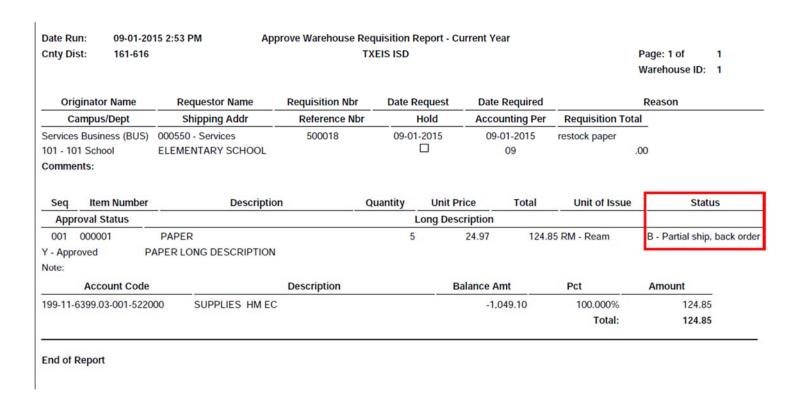
## **Warehouse Back Order Process**

A back order is created when a campus or department submits a requisition for a quantity greater than what is in stock at the warehouse. This can be seen on the requisition report with a status of "B – Partial ship, back order" as shown on the report below.



The receiving status can also be seen in the details for the warehouse requisition in **Inquiry > Warehouse Requisition Status**.



When printing the Shipping Order report the software applies all available quantity to the order. Back ordered items are notated with an asterisk (\*) next to the item number. A difference can be noted in the units ordered and the units shipped as shown below.

## **Purchasing Department Warehouse Shipping Order**

Shipping Order: 000005 Ship Date: 09-01-2015

Organization: 101 - 101 School Filled By:

Shipping Description: ELEMENTARY SCHOOL Requested Date: 09-01-2015

Shipping Department: ELEMENTARY

Reference Nbr: Requestor: Services Business

Requisition Nbr: 500018

I	Item Nbr	Description	Units Order	Units Ship	Units Iss	Units Price	Dollar Amt Ship	
	000001*	PAPER LONG DESCRIPTION	5.0	3.00000	RM	24.97000		74.91

\* Item Placed On Back Order

Budget To Be Charged

Account Code Amount

199-11-6399.03-001-5-22000 74.91

Total Amount 74.91

All back orders are listed on the BWH1250 - Back Order Report at Reports > Warehouse Reports > Back Order Report.

 Date Run:
 09-01-2015 2:55 PM
 Items On Back Order
 Program: BWH1250

 Cnty Dist:
 161-616
 TXEIS ISD
 Page: 1 of 1

Warehouse ID: 1

Req Item Number Req Nbr ltem. Description Quantity Date Organization Shipping Description 000001 PAPER 500018 2 09-01-2015 101 - 101 School ELEMENTARY SCHOOL 001 PAPER LONG DESCRIPTION

End of Report

Back orders can either be filled when restocked or cancelled.

Before a back order can be filled, the item must first be restocked (Maintenance > Create/Modify Inventory Restock Requisition) and received (Maintenance > Receive Inventory Items) into inventory. See Warehouse Restock Requisition document for details.

To fill a back order go to **Maintenance > Fill Back Orders**.

1. Click **Retrieve** to view the list of orders that need to be filled. A page with all back-ordered items will display in a list.



2. Select one of the following options:

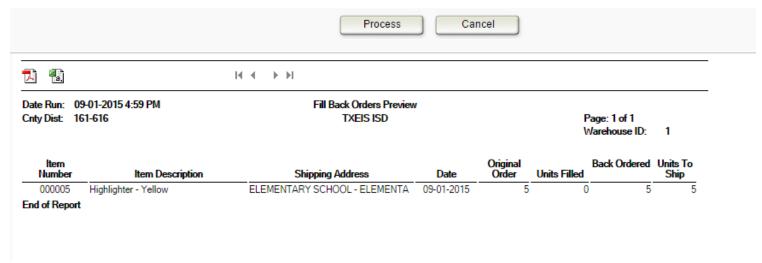
Click Date to fill back orders in date order (e.g., oldest date fills first).

Click **Equal** to fill the back orders in equal quantities for each order. If there is not enough quantity on hand, the order will not be filled. For example, if there are only three items on hand, and there are four orders, the order cannot be filled using the **Equal** button.

Click **Percent** to fill back orders using a calculated percentage.

Click **Fill** to fill back orders manually. With this method, the order quantities are entered by the user based on quantity on hand, and the system will not look at dates or calculations.

3. A Fill Back Order Preview Report is displayed. Select **Process** to fill back orders. Select **Cancel** to return to the Fill Back Orders page.

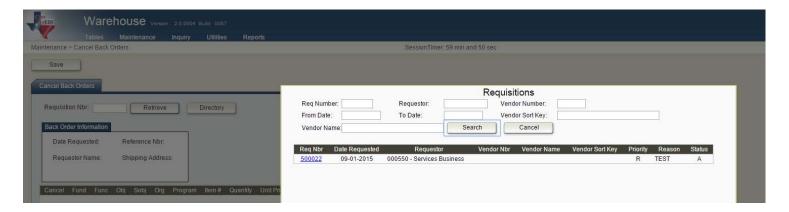


To cancel a back order go to Maintenance > Cancel Back Orders.

1. In the **Requisition Nbr** field, type the six-digit requisition number for the requisition containing the back-ordered items you wish to cancel, and then click **Retrieve**.

If the requisition number is unknown, click **Directory**.

- To search for a specific item, type data in the desired search fields.
- To search through all available data, leave all fields blank.
- Click Search.
- A list of requisitions that matches the search criteria is displayed.
- Select a requisition from the list. Otherwise, click **Cancel**.



2. Select Cancel for one or more of the back ordered items listed for the requisition as needed.



Note: When a back ordered item is cancelled, the status of that item is changed from B – Partial Shipment/Back Order to F – Fully Shipped on the Order table because the order of additional items is no longer pending.

3. Select **Save** when you are finished making changes to save the changes to the selected requisition.