4.01.08. Items - Backorders tab

Back to Item Details window

• • •			Iten	n details	5	
General Storage Misc Usage Stock Ledger	item name i item code i item code i New backorder	Ethambutol 400mg, Tab Ethb400mt Delete backorder(s)	15		Store: General	0
Quotes Backorders	Name	Code	Order Date	Quantity	Comment	
Notes	World Food Programe	WFP	18/10/2021	1000		
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You can view the backorders for an item here. These are the backorders that have been created manually in this window or during the process of issuing goods to customers when you do not have enough stock to send to them and the *We run a backorder system* preference is turned on (see the 16.03. Invoice preferences page for details).

To edit a backorder, double-click the line you wish to edit and this window will open:

🔹 Modify Ba	ckorder	
Item	Atenolol 50mg tab	
Customer	Bairiki Clinic	TD05
Order date	22/02/11	
Quantity	1000	
Comment		
	Cancel	OK

To add a new backorder for this item, click the **New backorder** button. The same window will be shown but it will be empty, waiting for entry of the details:

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Item	Atenolol 50mg tab		
Customer			
Order date	21/06/11		
Quantity	0		
Comment			
		Cancel	ОК

- **Customer:** The customer the back order is for. Type the first few characters of the customer's name, then press the *Tab* key on the keyboard to select from a list of customers with names starting with what you typed.
- Order date: The date the order was made. Set to today's date by default.
- **Quantity:** The number of units of the item to put on back order for this cusotmer.
- **Comment:** Enter anything you wish to have noted or remembered by the system for this back order.

Click the **OK** button to save the new backorder.

To delete a backorder, select the line you wish to delete by clicking on it, then click the **Delete backorder(s)** button. You can also select several at once (using *ctrl/cmd+click* and *shift+click*) or all the backorders in the list using *ctrl/cmd+a* and delete them at once.

The total stock on backorder is shown below the list.

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