

#### 4.01.08. Items - Backorders tab

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Item details

General	Item name	Ethambutol 400mg, Tabs			Store:	General
Storage	Item code	Ethb400mt				
Misc						
Usage		New backorder	Delete backorder(s)			
Stock						
Ledger						
Quotes						
<b>Backorders</b>	<b>Name</b>	<b>Code</b>	<b>Order Date</b>	<b>Quantity</b>	<b>Comment</b>	
Notes	World Food Programme	WFP	18/10/2021	1000		
Reconcile						
Bill of materials						
Purchase Orders						
Order options						
Dispensing						
Reporting						
Log						
Requisitions						
Stores						
Barcodes						
Custom data						
Master lists						
Interactions						

Stock on Backorder from customers 1000

**Delete** **OK & Previous** **OK & Next** **Cancel** **OK**

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:

Item Atenolol 50mg tab

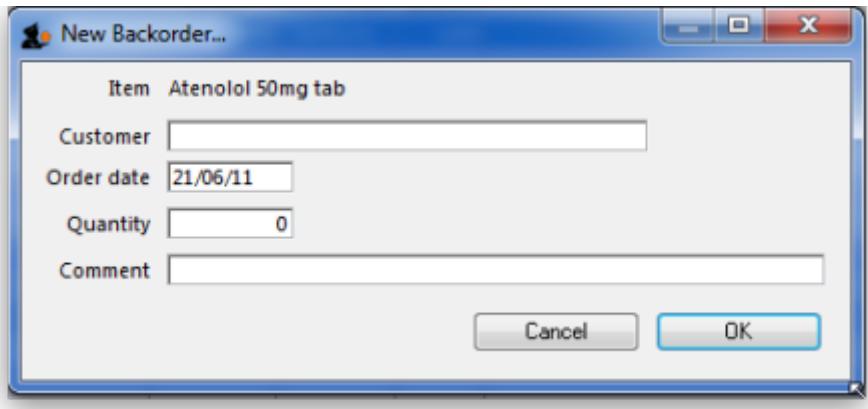
Customer  TD05

Order date

Quantity

Comment

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:



- Enter part of the customer name, then press **Tab** to search for the customer.
- Enter the order date, quantity and any comment, then click **OK** to save the new backorder entry.

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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