4.01.07. Backorders tab

## Back to Item Details window

• • •		Iter	n details	
General Storage Misc Usage Stock Ledger Duntes	Item name Ethamb Item code Ethb400 Item code Ethb400 Item code Ethb400	utol 400mg, Tabs		Store: General O
Backorders	Name	Code Order Date	Quantity	Comment
Notes	World Food Programe	WFP 18/10/2021	1000	
Reconcile				
Bill of materials				
Purchase Orders				
Order options				
Dispensing				
Reporting				
.og				
Requisitions				
itores				
arcodes				
Custom data				
Aaster lists				
nteractions				
	Stock on Backorder from	customers 1000		
Delete			OK & Previo	Dus OK & Next Cancel OK

You can view the backorders for an item here. To edit a backorder, double-click the line you wish to edit.

1 Modify Ba	eckorder	
Item	Atenolol 50mg tab	
Customer	Bairiki Clinic	TD05
Order date	22/02/11	
Quantity	1000	
Comment		
	Cancel	ОК

To add a new backorder for this item, click the **New backorder** button. This window will be shown:

Last update: 2020/01/14 06:44	items:item_basics:tab	_backorders https://docs.msupply.org.nz/items:item_	basics:tab_backorders?rev=1578984244
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Item	Atenolol 50mg tab		
Customer			
Order date	21/06/11		
Quantity	0		
Comment			
		Cancel	ОК

- 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, click the line you wish to delete, then click the **Delete backorder** button.

The total stock on backorder is shown below the list.

Previous: 4.01.07. Items - Quotes tab || Next: 4.01.09. Items - Notes tab

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