## 4.01.08. Items - Backorders tab

## Back to Item Details window

• • •			Item details	
General Storage Misc Usage Stock Ledger	Item name Ethami Item code Ethb40 Item code Ethb40 New backorder De			Store: General 0
Quotes	Name	Code Or	der Date Quantity	Comment
Backorders Notes	World Food Programe	WFP 18/		
Reconcile				
ill of materials				
urchase Orders				
Order options				
ispensing				
eporting				
og				
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ustom data				
faster lists				
nteractions				
	Stock on Backorder from	customers	1000	
Delete			ОК	& 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:

🔹 Modify Ba	ockorder	
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. The same window will be shown but it will be empty, waiting for entry of the details:

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09:51				

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, 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.

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

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