

# Training Document

## How to Create Backorders



In this lesson you will learn about using the Accredo system.

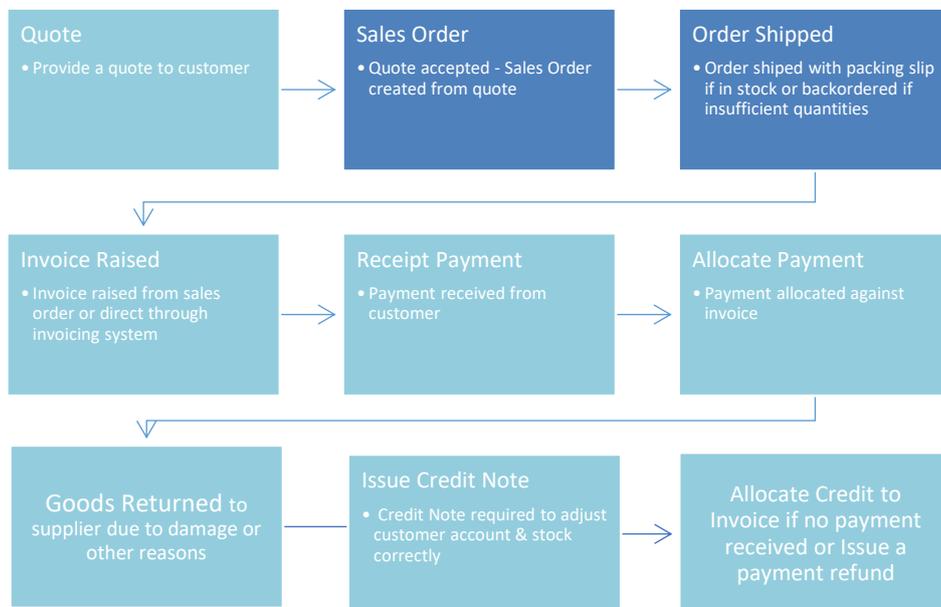
After completing this lesson you will be able to:

- Create a Backorder

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## Process flow



# Backorders

- Note: for a Back order to be created it must be generated from a Sales Order. Back Orders will not generated directly from an Invoice.
- To enable products to be placed on Backorder for a customer ensure that the Backorder button is ticked in the customer maintenance screen

AR Customer Maintenance - ASHENG - Asheng Engineering Ltd

Select Customer: ASHENG Asheng Engineering Ltd NZD

Customer Code: ASHENG Phone No: 546 7908

Customer Name: Asheng Engineering Ltd Phone No 2:

Address 1: P O Box 345-90 Fax No: 546 7900

Address 2: Albany Other Party Code: ABC150

Address 3: Auckland Tax Number:

Address 4: Comment:

Address 5: Account Type: Open Item

Country: New Zealand GST Override:

Post Code: 1330 Price Code: NZTRADE

Web Address: www.asheng.co.nz Discount Code: 2

Email Address: info@asheng.co.nz Buying Group: SILVER

Currency: NZD Category 2:

Customer Group: 0000 Credit Limit:

Branch: Bill To Customer:

Location: Stop Credit:

Sales Area: AUCK Order No Req'd:

Sales Person: NT Back Order:

Inactive:

Primary Contact

Contact: Donna Phone: 546 7908 Mobile: 021-589 900

Email: donna@asheng.co.nz

Bill From Customers

Created by Accredo on 11/09/2015 1:34:24 p.m. Modified by Accredo on 11/09/2015 2:02:47 p.m.

- Create the Sales Order Tasks/Order Entry/Enter Sales Orders

File Edit View Shortcut Script Window Help

Navigator

Maintain Tasks Reports Setup

Accounts Receivable

Inventory Control

Invoicing System

Order Entry

Enter Sales Orders

Reprice Sales Orders

Fulfill Back Orders

Enter Memos

Generate Invoices

Revalue Foreign Orders

Accounts Payable

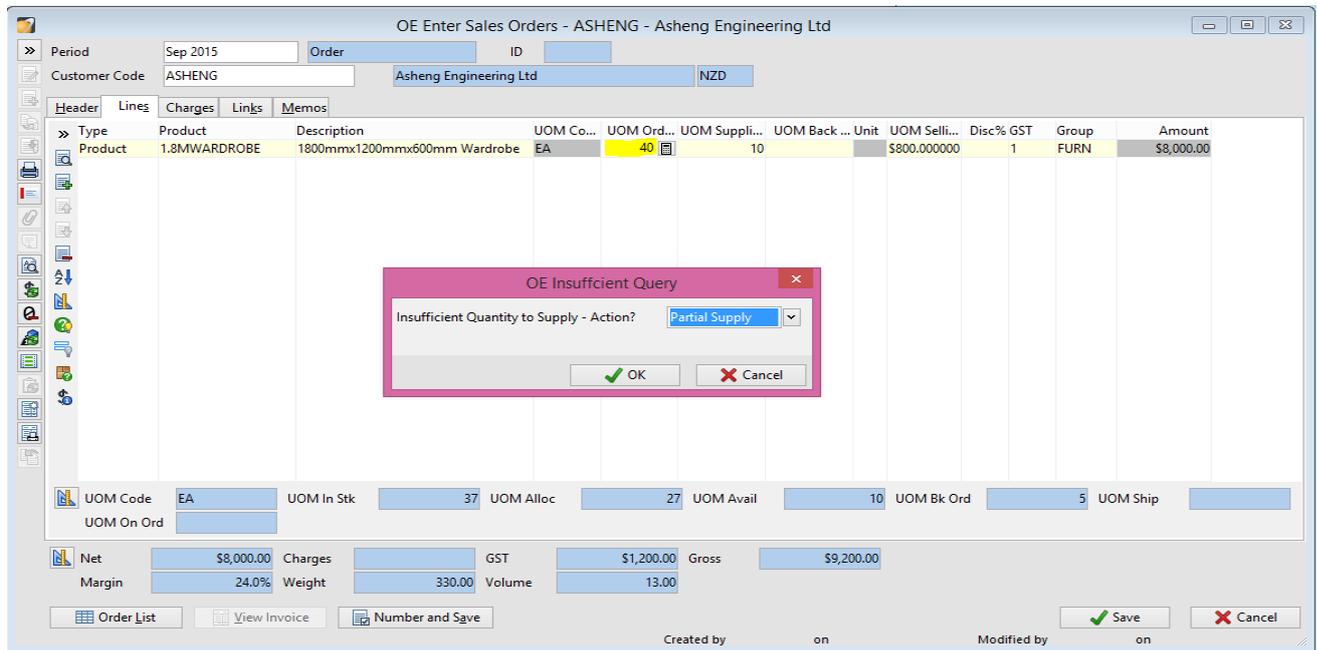
Period: Sep 2015 Order ID: 419

Customer Code: ASHENG Asheng Engineering Ltd NZD

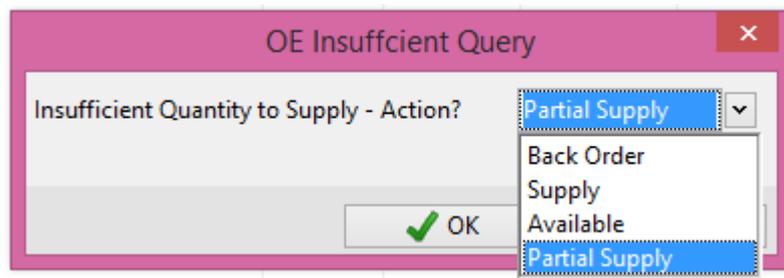
Header Lines Charges Links Memos

Type	Product	Description
Product	1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe

- If there is insufficient stock available to fill a sales order for a customer a query will pop up when the quantity required is entered for a line.

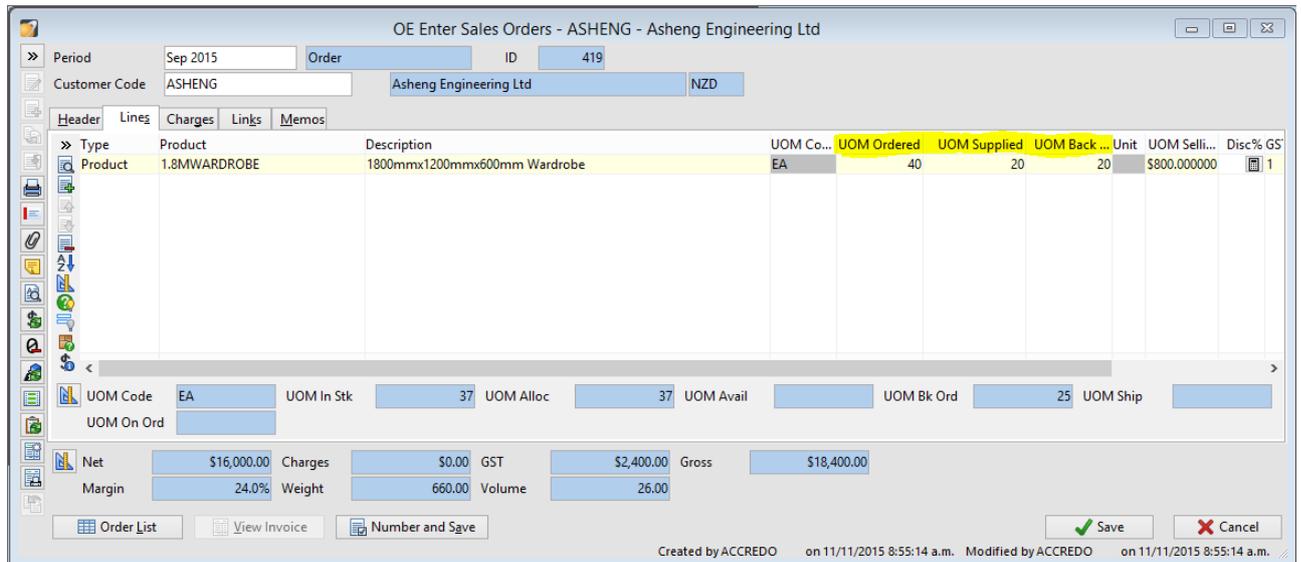


- The query asks how you would like the order to be completed for the unavailable stock items. Choose the action required and click OK.

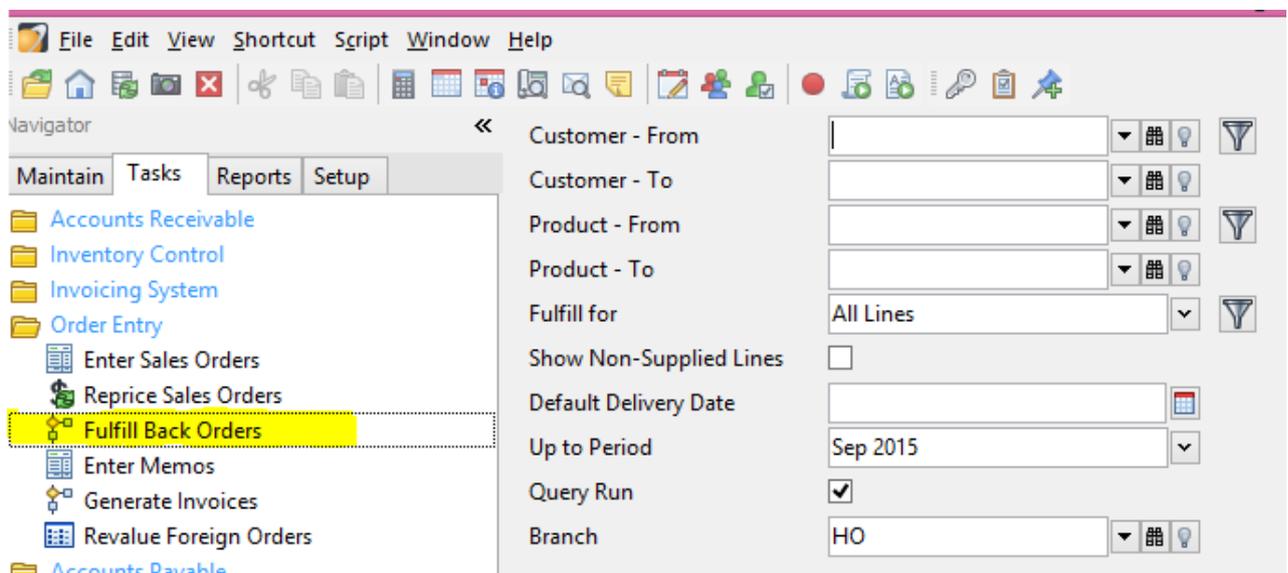


- Back Order – Back Order the entire quantity ordered.
- Supply – Supply the entire quantity ordered, that is, go into negative stock available.
- Available – Supply the available quantity and disregard the balance of the ordered quantity.
- Partial Supply – Supply the available quantity and Back-order that balance of the ordered quantity.

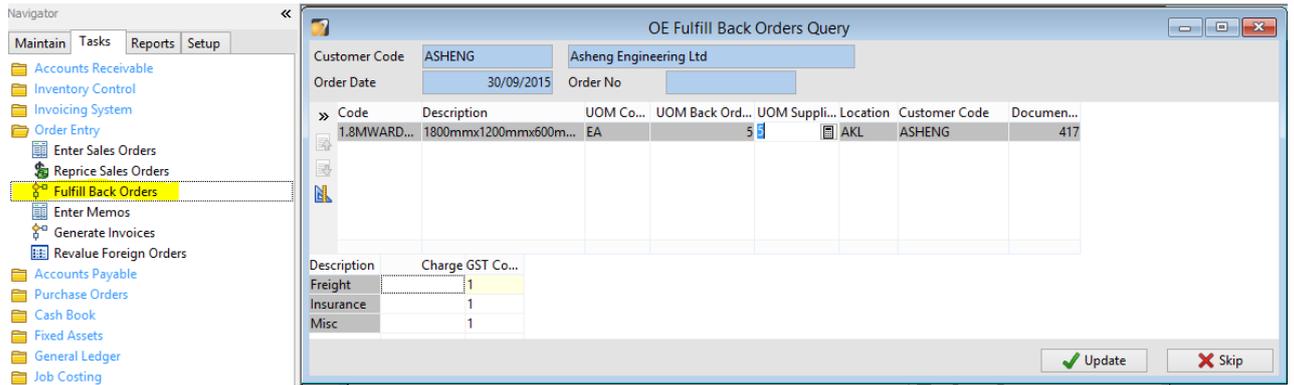
- The sales order will complete the UOM (Unit of Measure) Ordered, UOM Supplied and UOM Backordered fields accordingly.



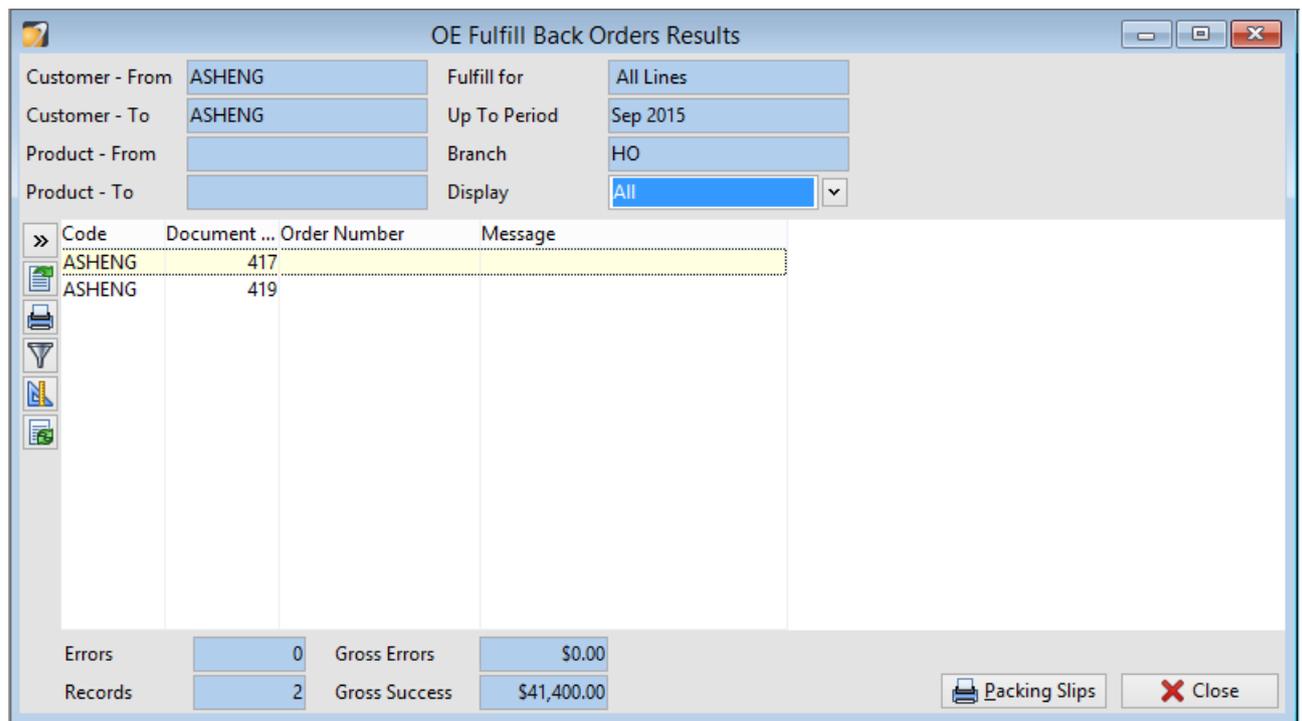
- The Reprice Sales Orders function is available to update prices click  **Reprice Sales Orders** and chose from the selections which sales orders/products you would like to reprice.
- When stock levels have been replenished via shipments received Back Orders can be fulfilled. You can use the selections to run for all sales orders or select by Customer or Product.



- The Fulfill Back Orders Query will appear and you can Press Update to fulfil the order.



- A list of fulfilled back orders appears
- You can then print Packing slips



**ABC Holdings Limited**  
**10 Boston Road**  
**Mt Eden**  
**Auckland 1023**

**Phone** +64 9 373 5963  
**Fax** +64 9 373 5961  
**GST Number** 999-999-999

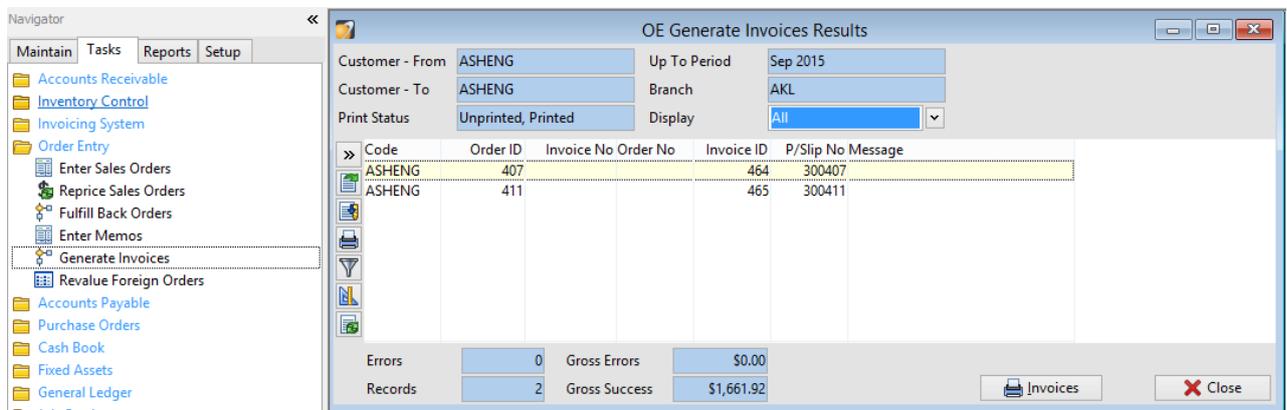
**PACKING SLIP**

**Asheng Engineering Ltd**  
**P O Box 345-90**  
**Albany**  
**Auckland 1330**

**234 Rosedale Road**  
**Albany**  
**Auckland**

Date	Delivery	Customer	Order Number	Packing Slip	Internal Reference	Sales Person	Page
30/09/2015		ASHENG		300415		NT	1
Code	Description	Unit	Quantity Ordered	Quantity Backordered	Quantity Supplied		
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe	each	10		5		

- Invoices can be generated once the sales order has been filled.





<b>ABC Holdings Limited</b>		<b>Phone</b>	<b>+64 9 373 5963</b>
10 Boston Road		<b>Fax</b>	<b>+64 9 373 5961</b>
Mt Eden		<b>GST Number</b>	<b>999-999-999</b>
Auckland 1023			

**TAX INVOICE**

**Asheng Engineering Ltd**  
 P O Box 345-90  
 Albany  
 Auckland 1330

234 Rosedale Road  
 Albany  
 Auckland

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Invoice Number: 100419

Date	Delivery	Customer	Order Number	Packing Slip	Internal Reference	Sales Person	Page
30/09/2015	16/09/2015	ASHENG		300407		NT	1
Code	Description	Quantity	Unit	Price	Discount	Amount	
SMLBOOKCASE	1.5Mx 1m x 200mm Bookcase	1	each	\$447.300000	10.00%	\$402.57	
BLANKBOX	Rimu Blanket Box 1Mx50mmx60mm	2	each	\$320.000000		\$640.00	

# Contact

For further information or for assistance with Accredo please do get in touch with us.

## *Offices*

### **New Zealand (+64)**

Tauranga..... 07 544 4488

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Sydney..... 02 9098 0996

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