

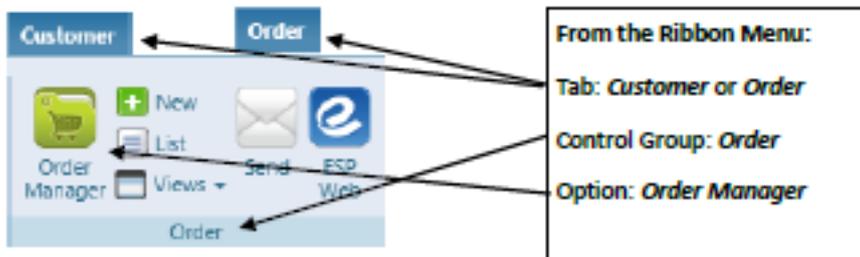
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How Do You Create a BackOrder?

Tammy Mason - 2022-07-21 - in Quotes, Orders & Invoices

How Do You Create a BackOrder?



Explanation: Open the order through Order Manager. Create an invoice by selecting “New Invoice”. Change the product quantities to reflect the portion that is to be invoiced now.

Uncheck Complete checkbox.

^ Products (1)											
Code	Description	Ordered	Open	Invoiced	Complete	Unit	IPC	Price	Cost		
▼ CAL30	30 Mil. Thick Schedule Magnet	100	0	100	<input checked="" type="checkbox"/>	Each	(5)	\$1.2000	\$0.6000		

The Open quantity will automatically be calculated.

^ Products (1)											
Code	Description	Ordered	Open	Invoiced	Complete	Unit	IPC	Price	Cost		
▼ CAL30	30 Mil. Thick Schedule Magnet	100	20	80	<input type="checkbox"/>	Each	(5)	\$0.0000	\$0.0000		

The next time you select “New Invoice” from this order, the Open quantity will default to the Invoiced quantity.

NOTE: ASI SmartBooks defaults the Product Line to be Complete even if you modify the quantity invoiced to be less than quantity ordered. You must uncheck the Complete box to create a backorder.