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How Do You Create a BackOrder?

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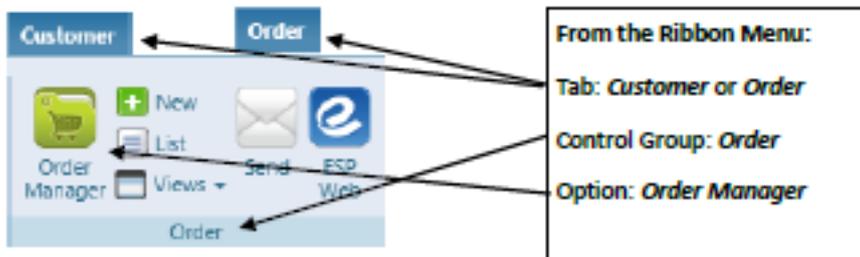
Explanation: Open the order through Order Manager. Create an invoice by selecting "New Invoice".   Change the product quantities to reflect the portion that is to be invoiced now. **Uncheck Complete checkbox.**

The Open quantity will automatically be calculated.

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.