



**Backorder Process**  
**For Microsoft Dynamics 365 Business**  
**Central**

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## 1. Scope

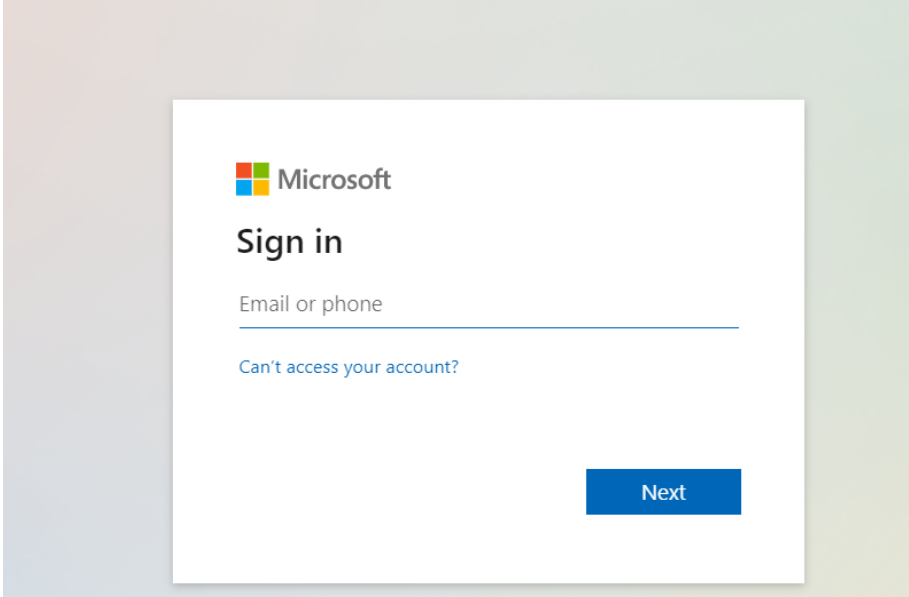
This document, authored by Eagle360 Consulting, covers the process of sales backorder process in Business Central. It guides the user through the steps to be followed when creating the backorders for orders which are not fulfilled at the time.

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## 2. Access to the software.

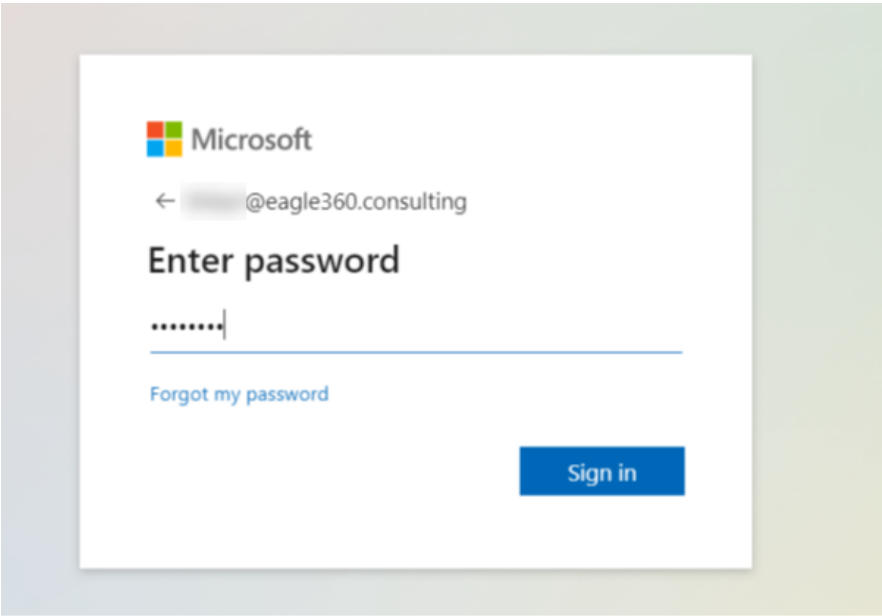
Once the user clicks on Business Central application link, it will redirect to the to the web browser and it will open the Business Central application. So, then it will request to enter the Office 365 logging credentials.

Enter the username and then the password as shown in below Figure 3.1 and 3.2.



The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field labeled "Email or phone". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".

Figure 2.1 Logging page (Username)



The screenshot shows the Microsoft Enter password page. At the top left is the Microsoft logo. Below it is the text "Enter password". Above the password input field is a back arrow and the text "@eagle360.consulting". The password input field contains several dots. Below the input field is a link that says "Forgot my password?". At the bottom right is a blue button labeled "Sign in".

Figure 2.2 Logging page (Password)

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### 3. Introduction to Backorder

A back order describes inventory that's absent from a company's reserves but still is available for customers to purchase. After the product arrives, retailers typically contact customers to complete the transaction. Selling this type of stock allows a business to continue selling popular products while retailers wait to replenish their supply. A company's backorders provide insight into its inventory management.

The Eagle360 Back Order Process is applicable for the orders which are not fulfilled yet and the warehouse shipments are not yet created.

Let's dive into the pros and cons of backordering.



Figure 3.1: Advantages and Disadvantages of Back Orders

To effectively manage back orders, businesses need to balance their benefits with these potential problems. Careful planning, efficient inventory management, and effective communication are key to reducing the difficulties of backorders and enhancing their benefits.

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## 4. Back Order Configurations

### 4.1 Back Order Setup

- Once the Back Order app is installed, Back Order Setup can be found by Searching in the Tell Me function. Type **Back Order Setup** in the Tell Me and click on the related link.
- Click on **Enable Back Order Function**.

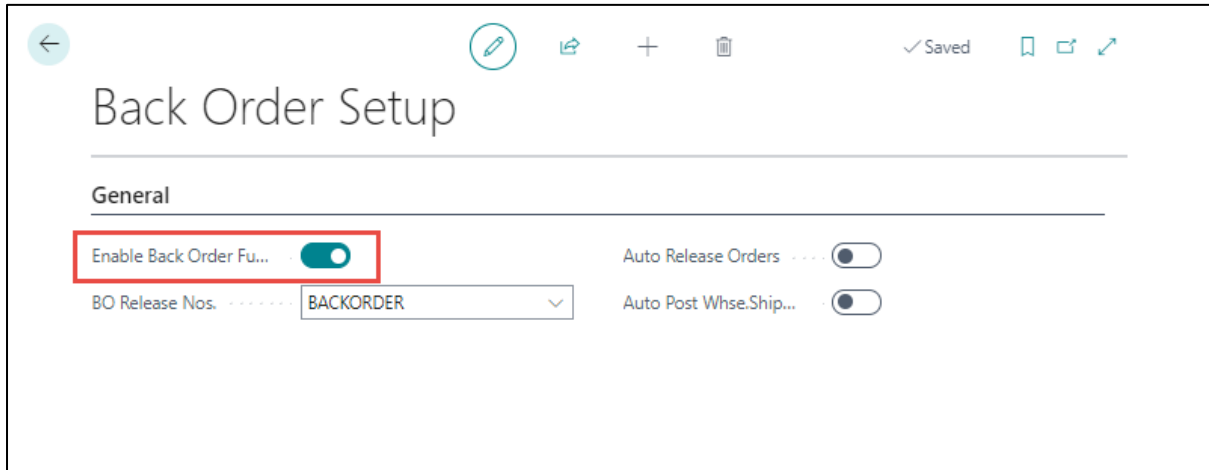
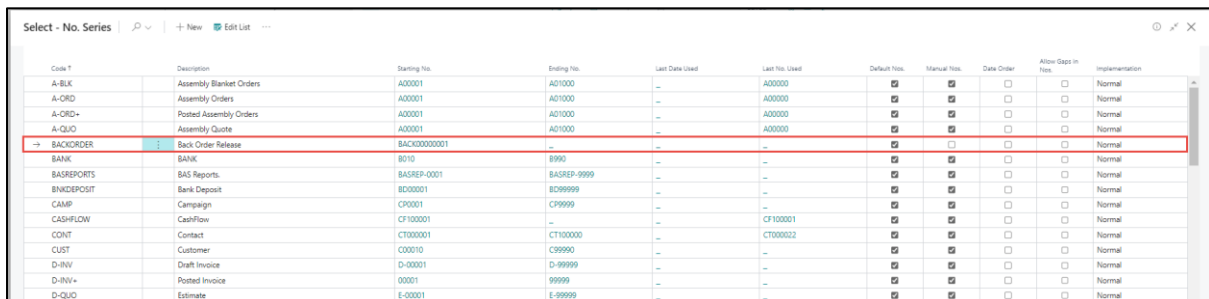


Figure 4.1: Back Order Setup

- Select the relevant No. Series created for Back Orders, into the **BO Release Nos.** Field.



Code T	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.	Manual Nos.	Date Order	Allow Gaps in Nos.	Implementation
A-BLK	Assembly Blanket Orders	A00001	A01000	--	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
A-CRD	Assembly Orders	A00001	A01000	--	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
A-CRD+	Posted Assembly Orders	A00001	A01000	--	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
A-QJD	Assembly Quote	A00001	A01000	--	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
→ BACKORDER	Back Order Release	BACK0000001	--	--	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
BANK	BANK	B010	B990	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
BASREPORTS	BAS Reports.	BASREP-0001	BASREP-9999	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
BNKDEPOSIT	Bank Deposit	BC000001	BC999999	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
CAMP	Campaign	CP0001	CP9999	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
CASHFLOW	CashFlow	CF100001	--	--	CF100001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
CONT	Contact	CT000001	CT100000	--	CT000002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
CUST	Customer	C00010	C99990	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
D-INV	Draft Invoice	D-00001	D-99999	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
D-INV+	Posted Invoice	00001	99999	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
D-QJD	Estimate	E-00001	E-99999	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal

Figure 4.2: Back Order No.

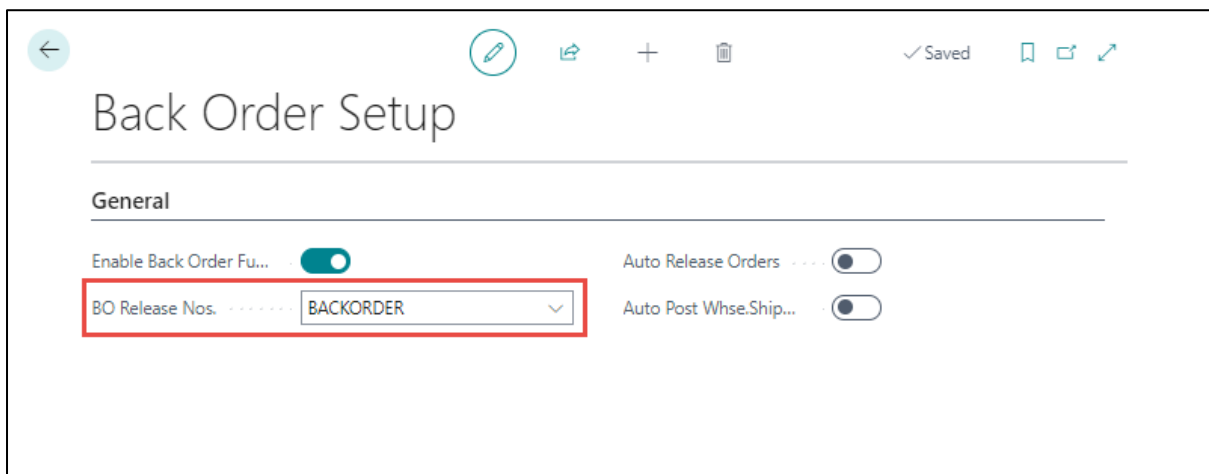


Figure 4.3: BO Release Nos.

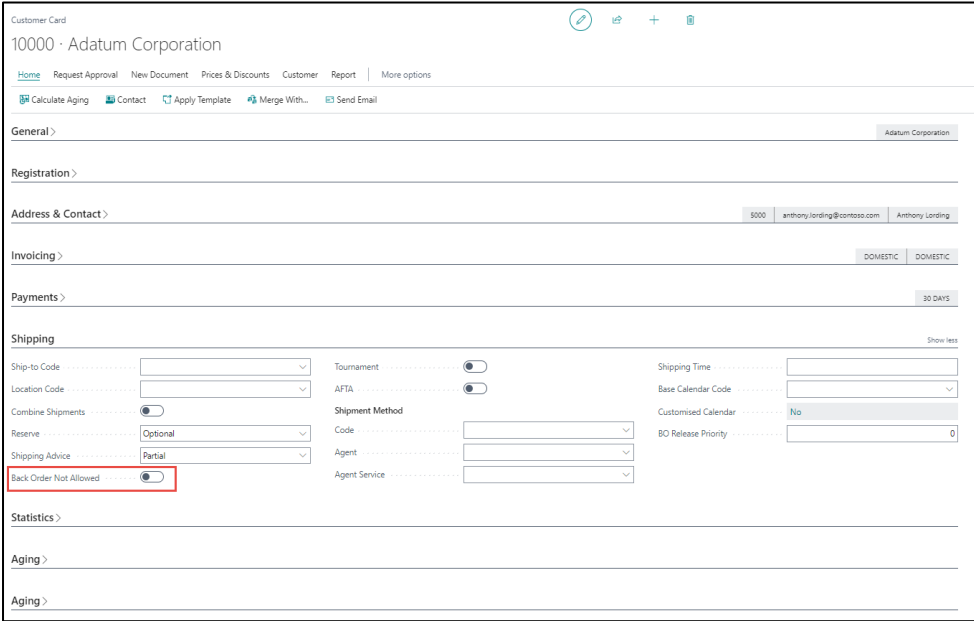
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After this there are some additional toggles that can be enabled.

- **Auto Release orders:** Enabling this allows the system to tick on Release column automatically in the Back Order Release page based on the Quantity in Stock availability.
- **Auto Post Whse. Shipment:** Once a Back Order line has been released, the system will generate a Warehouse Shipment for the line as well as a Warehouse Pick for the shipment. If this toggle is enabled, then the system will automatically Register the pick and post the shipment without any input from the user. This can be beneficial for streamlining the releasing process however, for companies where Item Tracking is utilised, they may prefer for the users to oversee registering of picks and shipping the order to ensure the correct Lot/Serial No. is provided to the customer.

## 4.2 Customer wise Back Order Setup

- **Back Order Not Allowed** Toggle specifies if the customer allows Back Orders.



The screenshot shows the 'Customer Card' for '10000 - Adatum Corporation'. The 'Shipping' section contains several fields and toggles. The 'Back Order Not Allowed' toggle is highlighted with a red box and is currently turned off (indicated by a grey circle).

Figure 4.4: Back Order Not Allowed Toggle

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## 5. Back Order Process

### 5.1 Backorder Release

- Navigate to **Back Order Release** Page by typing on the Tell Me.

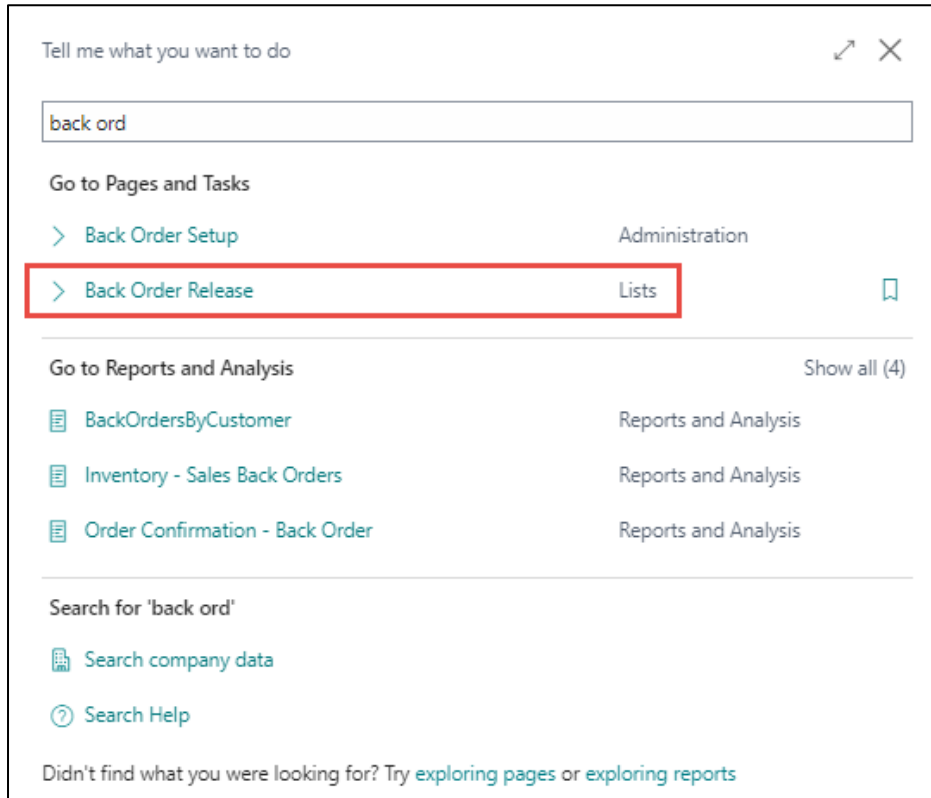


Figure 5.1: Navigate to Back Order Release Page

- Page columns are further explained in Appendix A. Currently the page has two copies of the same table showing with the bottom table titled **Backorder Release Sub Form** which shows all items related to particular customer selected on the Backorder Release Header Form.

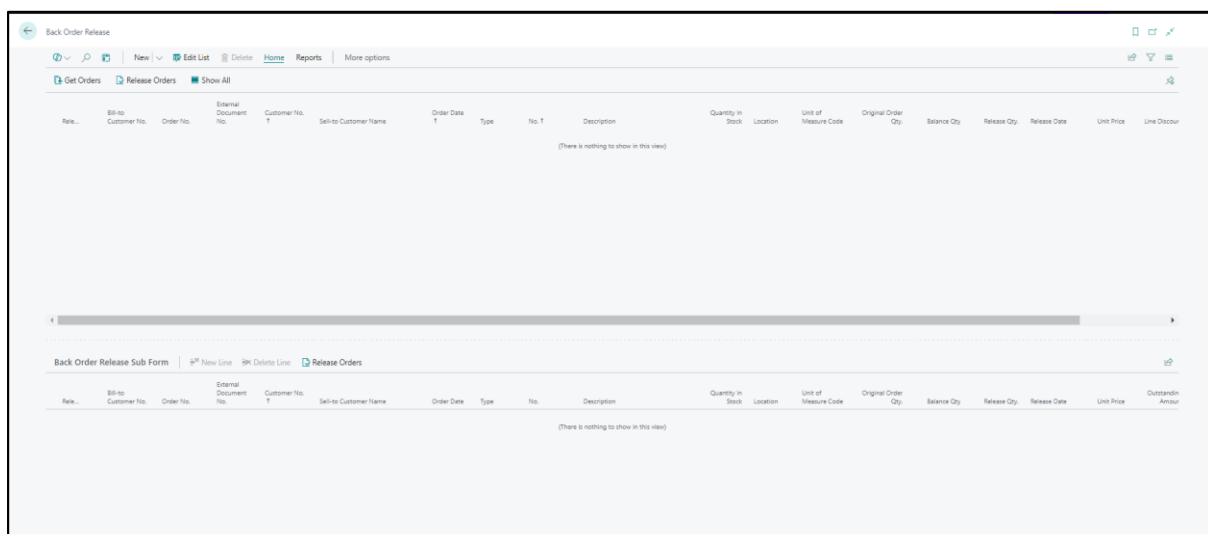


Figure 5.2 Back Order Release Page

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- Lines will be populated once the user clicks on the Get Orders function. All outstanding Sales order lines that fit between the filters used will be populated on the page regardless of item availability. Users can then view which lines have available Quantity to fulfil the order lines.

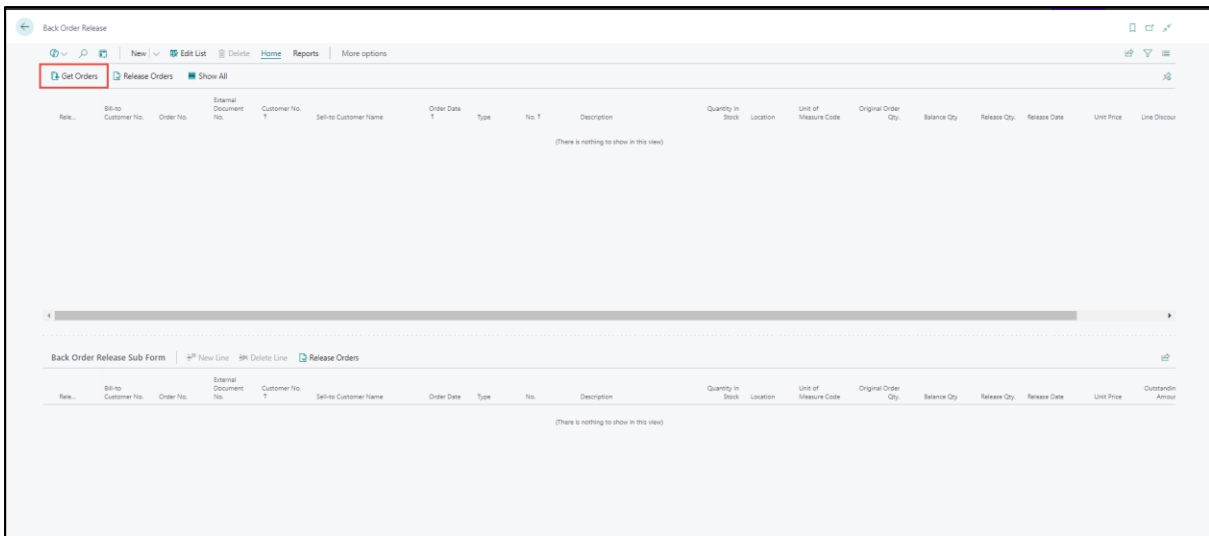


Figure 5.3 Click on Get Orders

- Next, brings up a filter page and is how the users populate the page. From here user can filter by Order No, Item No etc. Can add the Sell-to Customer No. filter to allow filtering by customer.

### Get Outstanding Orders ↗ ✕

Filter: Sales Header

---

+ Filter...

---

Filter totals by:

+ Filter...

---

Filter: Sales Line

× No.

× Type

× Shipment Date

× Posting Date

× Back Order Status

+ Filter...

Released
  
 Released

OK
Cancel

Figure 5.4 Get Outstanding Orders

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Back Order Release

Get Orders Release Orders Show All

Rel. No.	Bill-to Customer No.	Order No.	External Document No.	Customer No.	Sell-to Customer Name	Order Date	Type	No.	Description	Quantity in Stock	Location	Unit of Measure Code	Original Order Qty	Balance Qty	Release Qty	Release Date	Unit Price	Line Discour
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1900-S	PARIS Guest Chair, black	0	MAIN	PCS	20	20	0		365.00	0.0
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1998-S	MEXICO Swivel Chair, black	0	MAIN	PCS	10	10	0		360.00	0.0

Back Order Release Sub Form

Rel. No.	Bill-to Customer No.	Order No.	External Document No.	Customer No.	Sell-to Customer Name	Order Date	Type	No.	Description	Quantity in Stock	Location	Unit of Measure Code	Original Order Qty	Balance Qty	Release Qty	Release Date	Unit Price	Outstanding Amount
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1900-S	PARIS Guest Chair, black	0	MAIN	PCS	20	20	0		365.00	7,300.0
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1998-S	MEXICO Swivel Chair, black	0	MAIN	PCS	10	10	0		360.00	3,600.0

Figure 5.5 Release Qty

- Click on **Release Orders** function to group by Released. Orders with the same Ship-to Address will be combined into one shipment.

Back Order Release

Get Orders Release Orders Show All

Rel. No.	Bill-to Customer No.	Order No.	External Document No.	Customer No.	Sell-to Customer Name	Order Date	Type	No.	Description	Quantity in Stock	Location	Unit of Measure Code	Original Order Qty	Balance Qty	Release Qty	Release Date	Unit Price	Line Discour
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1900-S	PARIS Guest Chair, black	50	MAIN	PCS	20	20	5	11/04/2021	365.00	0.0
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1998-S	MEXICO Swivel Chair, black	40	MAIN	PCS	10	10	10	11/04/2021	360.00	0.0

Back Order Release Sub Form

Rel. No.	Bill-to Customer No.	Order No.	External Document No.	Customer No.	Sell-to Customer Name	Order Date	Type	No.	Description	Quantity in Stock	Location	Unit of Measure Code	Original Order Qty	Balance Qty	Release Qty	Release Date	Unit Price	Outstanding Amount
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1900-S	PARIS Guest Chair, black	50	MAIN	PCS	20	20	5	11/04/2021	365.00	7,300.0
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1998-S	MEXICO Swivel Chair, black	40	MAIN	PCS	10	10	10	11/04/2021	360.00	3,600.0

Figure 5.6 Release Orders

Back Order Release

Get Orders Release Orders Show All

Rel. No.	Bill-to Customer No.	Order No.	External Document No.	Customer No.	Sell-to Customer Name	Order Date	Type	No.	Description	Quantity in Stock	Location	Unit of Measure Code	Original Order Qty	Balance Qty	Release Qty	Release Date	Unit Price	Line Discour
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1900-S	PARIS Guest Chair, black	50	MAIN	PCS	20	20	5	11/04/2021	365.00	7,300.0
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1998-S	MEXICO Swivel Chair, black	40	MAIN	PCS	10	10	10	11/04/2021	360.00	3,600.0

Do you want to release the selected orders?

Back Order Release Sub Form


Rel. No.	Bill-to Customer No.	Order No.	External Document No.	Customer No.	Sell-to Customer Name	Order Date	Type	No.	Description	Quantity in Stock	Location	Unit of Measure Code	Original Order Qty	Balance Qty	Release Qty	Release Date	Unit Price	Outstanding Amount
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1900-S	PARIS Guest Chair, black	50	MAIN	PCS	20	20	5	11/04/2021	365.00	7,300.0
	10000	101005		10000	Adatum Corporation	1/04/2021	Item	1998-S	MEXICO Swivel Chair, black	40	MAIN	PCS	10	10	10	11/04/2021	360.00	3,600.0

Figure 5.7: Click on Yes

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- A Picking List Report will be automatically printed based on the user settings.

**Picking List**  
CRONUS AU



Picking Instructions:

8 July 2024  
6:19:35 AM  
Page 1  
RAVEESHA

Warehouse Activity Header: Type: Pick, No.: WP000001

<b>Location Code No.</b>	MAIN WP000001	<b>Shipping Address</b>	Adatum Corporation Station Road, 21 42000 SA 5000 Anthony Lording
<b>Assigned User ID</b>			
<b>Sorting Method</b>	None		
<b>Sell-to Customer No.</b>	10000		
<b>Sell-to Customer Name</b>	Adatum Corporation		

S	D	Destination No.	Action Type	Bar Code	Item No.	Description	Variant Code	Zone Code	Bin Code	Qty. (Base)	Qty. to Handle	Bulk Bin	Qty. Handled
S		C 10000	Take		1900-S	PARIS Guest Chair, black				5	5		
S		C 10000	Take		1968-S	MEXICO Swivel Chair, black				10	10		

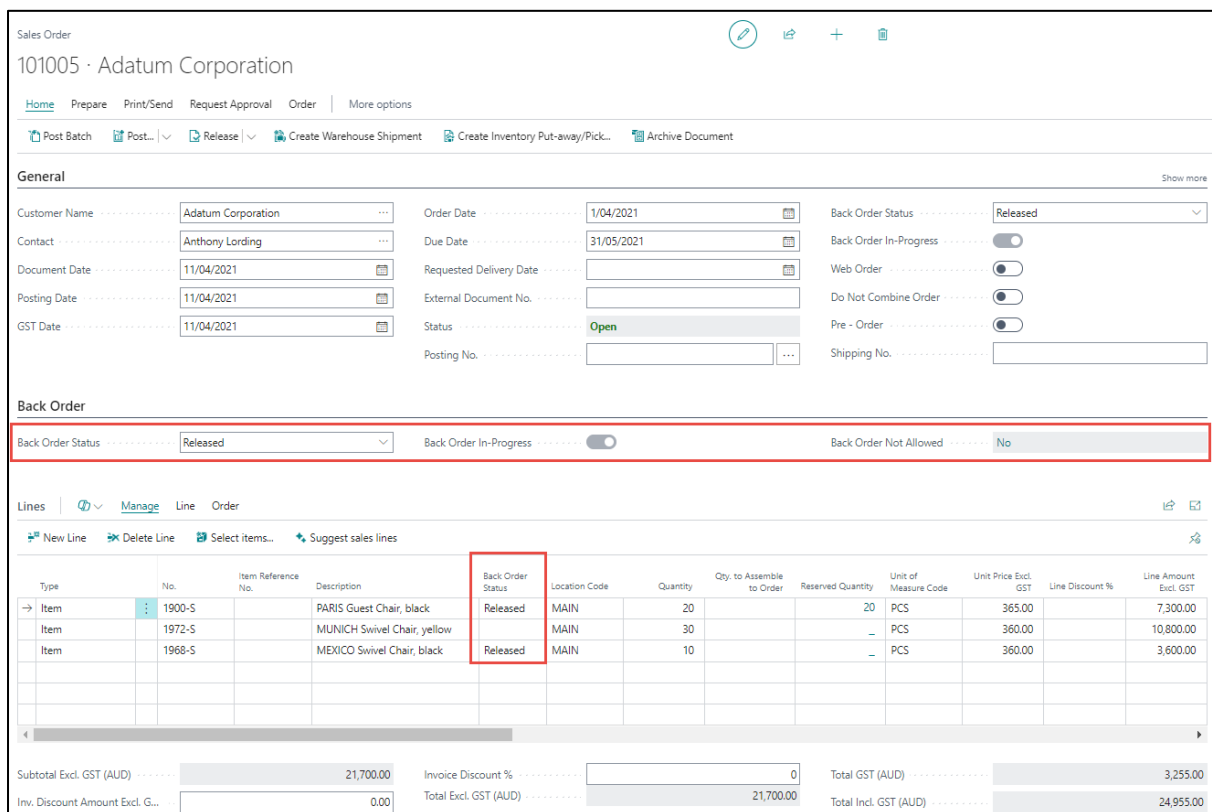
Figure 5.8: Picking List

❖ Note: Once the order is fully released, the line will be removed from the list.

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## 5.2 Sales Order - Backorder Fast Tab

- The **Backorder Fast Tab** of the Sales Order page has three designated fields to display the progress of the order.
  - **Back Order Status** is updated from 'Blank' to 'Released' once there has been a release of any quantity from the Backorder Release Page.
    - Back Order status will be changed to Release in both sales line and header.
  - **Back Order In-Progress** Boolean is ticked to = TRUE once the lines have been populated in the Backorder Release Page and ticket again to = FALSE once those quantities have been released.
  - **Back Order Not Allowed** is a lookup field that takes to the customer card. There should be a field on the customer card that signals if the specific customer allows Backorders. The value – Yes or No populates here.



Sales Order  
101005 · Adatum Corporation

Home Prepare Print/Send Request Approval Order More options

Post Batch Post... Release Create Warehouse Shipment Create Inventory Put-away/Pick... Archive Document

**General** Show more

Customer Name: Adatum Corporation Order Date: 1/04/2021 Back Order Status: Released  
 Contact: Anthony Lording Due Date: 31/05/2021 Back Order In-Progress:   
 Document Date: 11/04/2021 Requested Delivery Date: Web Order:   
 Posting Date: 11/04/2021 External Document No.: Do Not Combine Order:   
 GST Date: 11/04/2021 Status: Open Pre - Order:   
 Posting No.: Shipping No.:

**Back Order**

Back Order Status: Released Back Order In-Progress:  Back Order Not Allowed: No

Lines Manage Line Order

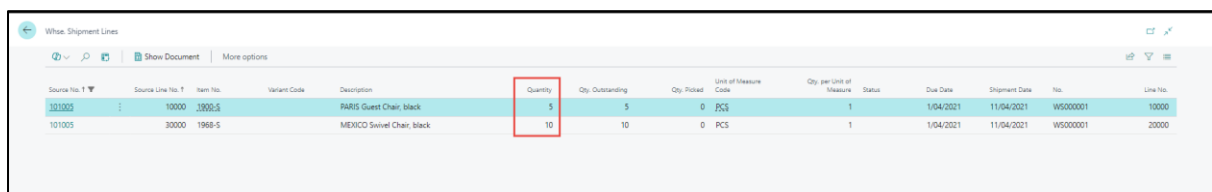
New Line Delete Line Select items... Suggest sales lines

Type	No.	Item Reference No.	Description	Back Order Status	Location Code	Quantity	Qty. to Assemble to Order	Reserved Quantity	Unit of Measure Code	Unit Price Excl. GST	Line Discount %	Line Amount Excl. GST
Item	1900-S		PARIS Guest Chair, black	Released	MAIN	20		20	PCS	365.00		7,300.00
Item	1972-S		MUNICH Swivel Chair, yellow	Released	MAIN	30			PCS	360.00		10,800.00
Item	1968-S		MEXICO Swivel Chair, black	Released	MAIN	10			PCS	360.00		3,600.00

Subtotal Excl. GST (AUD): 21,700.00 Invoice Discount %: 0 Total GST (AUD): 3,255.00  
 Inv. Discount Amount Excl. G...: 0.00 Total Excl. GST (AUD): 21,700.00 Total Incl. GST (AUD): 24,955.00

Figure 5.9: Back Order Fast Tab

- Once the order is released, the **Warehouse Shipment** and **Warehouse Pick** will be created. The user must be able to post the documents.



Warehouse Shipment Lines

Source Line 1	Source Line 1	Item No.	Variant Code	Description	Quantity	Qty. Outstanding	Qty. Picked	Unit of Measure Code	Qty. per Unit of Measure	Status	Due Date	Shipment Date	No.	Line No.
101005	10000	1900-S		PARIS Guest Chair, black	5	5	0	PCS	1		1/04/2021	11/04/2021	W5000001	10000
101005	30000	1968-S		MEXICO Swivel Chair, black	10	10	0	PCS	1		1/04/2021	11/04/2021	W5000001	20000

Figure 5.10 Warehouse Shipment Lines

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Warehouse Pick Lines

Warehouse Activity Lines

No.	Line No.	Source No.	Source Line No.	Source Document	Location Code	Shelf No.	Item No.	Unit of Measure
WP000001	10000	101005	10000	Sales Order	MAIN		1900-S	PCS
WP000001	20000	101005	10000	Sales Order	MAIN		1900-S	PCS
WP000001	30000	101005	30000	Sales Order	MAIN		1968-S	PCS
WP000001	40000	101005	30000	Sales Order	MAIN		1968-S	PCS

Figure 5.11: Warehouse Pick Lines

Warehouse Pick - Pick - WP000001

Manage Home Pick New Category 10 Page

Register Pick and Print Invoice Register Pick Print... Autofill Qty. to Handle

General

No. WP000001 Shipping Total Picking Enabled Default (No)

Location Code MAIN Ship-to Name Adatum Corporation

Breakbulk Filter Ship-to Address Station Road, 21

Assigned User ID Ship-to Address 2

Assignment Date Ship-to Post Code 5000

Assignment Time Ship-to City 42000

Sorting Method Ship-to State SA

Sell-to Customer No. 10000 Ship-to Country/Region Code AU

Sell-to Customer Name Adatum Corporation Ship-to Contact Anthony Lording

Lines Manage Functions Line

Delete Line

Action Type	Item No.	Description	Bin Code	Quantity	Qty. to handle	Qty. Handled	Qty. Outstanding	Due Date	Unit of Measure Code	Qty. per Unit of Measure	Destination Type	Source Document	Source No.	Destination No.	Source Line Amount
Take	1900-S	PARIS Guest Chair, black		5	5	0	5	1/04/2021	PCS	1	Customer	Sales Order	101005	10000	7,300.00
Place	1900-S	PARIS Guest Chair, black		5	5	0	5	1/04/2021	PCS	1	Customer	Sales Order	101005	10000	7,300.00
Take	1968-S	MEXICO Swivel Chair, black		10	10	0	10	1/04/2021	PCS	1	Customer	Sales Order	101005	10000	3,600.00
Place	1968-S	MEXICO Swivel Chair, black		10	10	0	10	1/04/2021	PCS	1	Customer	Sales Order	101005	10000	3,600.00

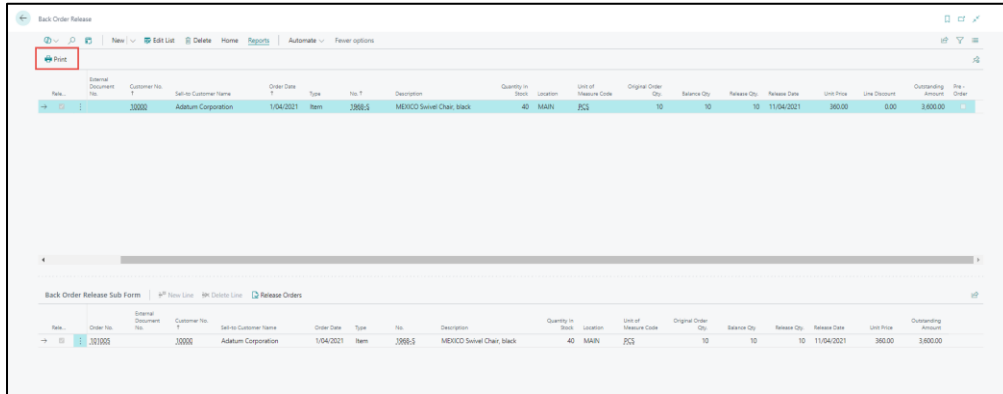
Scanner Details

Figure 5.12 Warehouse Pick

<b>Document Title</b>	<b>Back Order Process</b>		<b>Document No.</b>	<b>E360-Products-BO-001</b>
<b>Date Modified</b>	<b>5<sup>th</sup> July 2024</b>	<b>Revision No.</b>	<b>001</b>	<b>Page 14 /20</b>

### 5.3 Back Order Reports

- ❖ Back Order Release Report – This report was created from the lines on the Back Order Release page.
- Navigate to **Back Order Release Page**.
- Click on **Reports Menu** and select **Print**.



External Document No	Customer No	Order Date	Type	No	Description	Quantity In Stock	Location	Unit of Measure Code	Original Order Qty	Balance Qty	Release Qty	Release Date	Unit Price	Line Discount	Outstanding Amount	Line Order
10000	Adatum Corporation	1/04/2021	Item	1968-S	MEXICO Swivel Chair, black	40	MAIN	P53	10	10	10	11/04/2021	360.00	0.00	3,600.00	1

Figure 5.13: Reports

- Enter Filters.

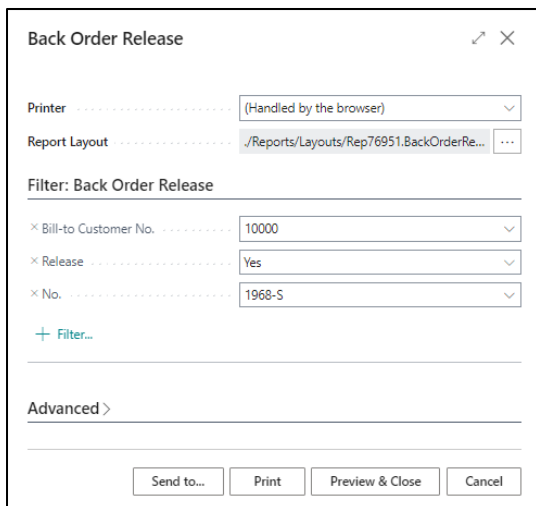
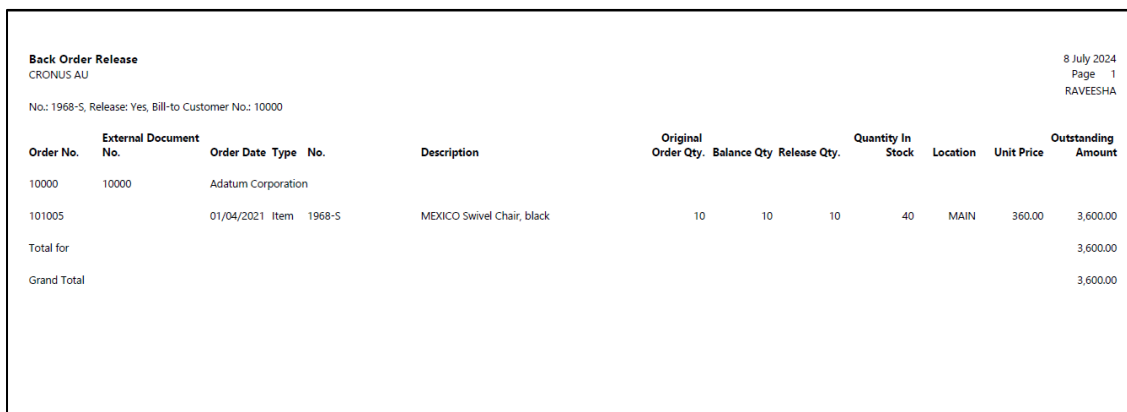


Figure 5.14: Back Order Release Report Filters

- Back Order Release Report Preview



Order No	External Document No	Order Date	Type	No	Description	Original Order Qty	Balance Qty	Release Qty	Quantity In Stock	Location	Unit Price	Outstanding Amount
10000	10000				Adatum Corporation							
101005		01/04/2021	Item	1968-S	MEXICO Swivel Chair, black	10	10	10	40	MAIN	360.00	3,600.00
Total for												3,600.00
Grand Total												3,600.00

Figure 5.15: Back Order Release Report Preview

<b>Document Title</b>	<b>Back Order Process</b>		<b>Document No.</b>	<b>E360-Products-BO-001</b>
<b>Date Modified</b>	<b>5<sup>th</sup> July 2024</b>	<b>Revision No.</b>	<b>001</b>	<b>Page 15 /20</b>

- ❖ Back Orders by Customer Report – This report specifies the available Back Order quantities per customer.
- Type **Back Orders by Customer** in the Tell Me and click on the related link.
- Enter filters.

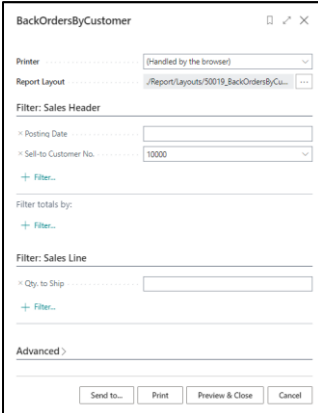


Figure 5.16: Back Orders by Customer Report Filters

- Click on **Print** or **Preview and Close**.

CRONUS AU		Back Orders by Customer					8/07/2024 8:09 AM	
Filters: Sell-to Customer No.: 10000							1 RAVEESHA	
Order No.	Reference WHS	Date	Item No.	Description	Quantity	Price	Value	ETA, Qty, Date
10000	Adatum Corporation							
101001		2/04/2021	1996-S	ATLANTA Whiteboard, base	12	2,643.00	31,716.00	
101002		1/05/2021	1928-S	AMSTERDAM Lamp	7	104.00	728.00	
101002		1/05/2021	1968-S	MEXICO Swivel Chair, black	10	360.00	3,600.00	
101005		11/04/2021	1900-S	PARIS Guest Chair, black	20	365.00	7,300.00	
101005		11/04/2021	1968-S	MEXICO Swivel Chair, black	10	360.00	3,600.00	
101005		11/04/2021	1972-S	MUNICH Swivel Chair, yellow	30	360.00	10,800.00	
<b>Total</b>							<b>57,744.00</b>	
<b>Grand Total</b>							<b>57,744.00</b>	

Figure 5.17: Back Orders by Customer Report

<b>Document Title</b>	<b>Back Order Process</b>		<b>Document No.</b>	<b>E360-Products-BO-001</b>
<b>Date Modified</b>	<b>5<sup>th</sup> July 2024</b>	<b>Revision No.</b>	<b>001</b>	<b>Page 16 /20</b>



- ❖ Inventory - Sales Back Orders Report – This report specifies the item wise Back Order quantities per sales order.
- Type **Inventory - Sales Back Orders** in the Tell Me and click on the related link.
- Enter filters.

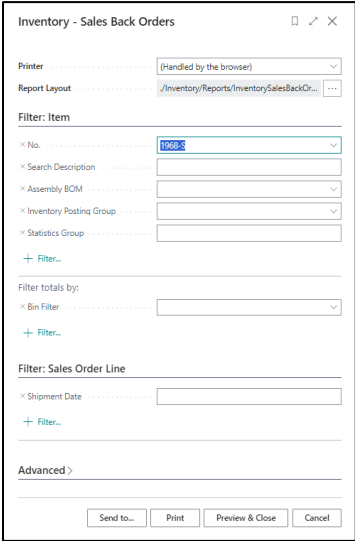


Figure 5.18: Inventory - Sales Back Orders Report Filters

- Click on **Print** or **Preview and Close**.

Inventory - Sales Back Orders							Monday, 8 July 2024	
CRONUS AU							Page 1	
Item: No.: 1968-S							RAVEESHA	
Item No.	Document No.	Customer	Phone No.	Shipment Date	Quantity	Outstanding Quantity	Other Back Orders	
1968-S	MEXICO Swivel Chair, black							
	101005	Adatum Corporation		01/04/21	10	10	True	
	MEXICO Swivel Chair, black					10		

Figure 5.19: Inventory - Sales Back Orders Report

<b>Document Title</b>	<b>Back Order Process</b>		<b>Document No.</b>	<b>E360-Products-BO-001</b>
<b>Date Modified</b>	<b>5<sup>th</sup> July 2024</b>	<b>Revision No.</b>	<b>001</b>	<b>Page 17 /20</b>

- ❖ Order Confirmation Back Order 2 Report – This report specifies the available Sales orders with Back Order quantities per item.
- Type **Order Confirmation Back Order 2** in the Tell Me and click on the related link.
- Enter filters.

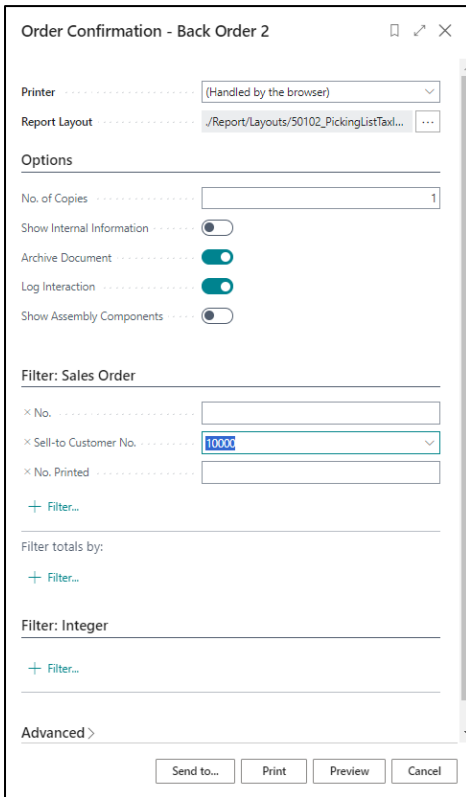


Figure 5.20: Order Confirmation Back Order 2 Report Filters

- Click on **Print** or **Preview and Close** (two copies will be printed automatically).

CRONUS AU										SALES ORDER	
ABN 63001003000										Sales Order No. 101005	
1 Epping Road NSW 2600										Order Date: 1/04/2021	
1 Epping Road NSW CANBERRA 2600 NSW										Page No.: 1	
Telephone +61 (2) 9870 2200 Facsimile +61 (2) 9870 2200											
Email:											
Web Site:											
Adatum Corporation Anthony Lording Station Road, 21 42000 SA 5000 Australia					Adatum Corporation Anthony Lording Station Road, 21 42000 SA 5000 Australia						
Customer No.	10000	Order No.		Salesperson Code	JO	Warehouse		PS No.	101005		
Product	CROSS REF NUMBER	DESCRIPTION	UNIT	ORD.	B/O	SUPP.	LIST PRICE	DISC %	MSRP	SUB-TOTAL	
1900-S		PARIS Guest Chair, black	Piece	20.00	20.00		365.00			7,300.00	
1972-S		MUNICH Swivel Chair, yellow	Piece	30.00		30.00	360.00			10,800.00	
1968-S		MEXICO Swivel Chair, black	Piece	10.00	10.00		360.00			3,600.00	
Delivery Instructions						30	SUB TOTAL			21,700.00	
							GST			1,620.00	
All Payment to: 1 Epping Road NSW 2600							Total AUD			23,320.00	

Figure 5.21: Order Confirmation Back Order 2 Report (Original)

<b>Document Title</b>	<b>Back Order Process</b>		<b>Document No.</b>	<b>E360-Products-BO-001</b>
<b>Date Modified</b>	<b>5<sup>th</sup> July 2024</b>	<b>Revision No.</b>	<b>001</b>	<b>Page 18 /20</b>

**CRONUS AU**  
ABN 53001003000  
**1 Epping Road NSW 2600**  
**1 Epping Road NSW CANBERRA 2600 NSW**  
**Telephone +61 (2) 9870 2200 Facsimile +61 (2) 9870 2200**  
Email:  
Web Site:

**SALES ORDER**  
**Office Copy**

Sales Order No.	101005
Order Date:	1/04/2021
Page No.:	1

**Adatum Corporation**  
 Anthony Lording  
 Station Road, 21  
 42000 SA 5000  
 Australia

**Adatum Corporation**  
 Anthony Lording  
 Station Road, 21  
 42000 SA 5000  
 Australia

Customer No. 10000      Order No.      Salesperson Code JO      Warehouse      PS No. 101005

Product	CROSS REF NUMBER	DESCRIPTION	UNIT	ORD.	B/O	SUPP.	LIST PRICE	DISC %	MSRP	SUB-TOTAL
1900-S		PARIS Guest Chair, black	Piece	20.00	20.00		365.00			7,300.00
1972-S		MUNICH Swivel Chair, yellow	Piece	30.00		30.00	360.00			10,800.00
1968-S		MEXICO Swivel Chair, black	Piece	10.00	10.00		360.00			3,600.00
<b>Delivery Instructions</b>										
<small>All Payment to: 1 Epping Road NSW 2600</small>										
										30 SUB TOTAL
										GST
										<b>Total AUD</b>
										<b>21,700.00</b>
										<b>1,620.00</b>
										<b>23,320.00</b>

Figure 5.22: Order Confirmation Back Order 2 Report (Office Copy)

<b>Document Title</b>	<b>Back Order Process</b>	<b>Document No.</b>	<b>E360-Products-BO-001</b>
<b>Date Modified</b>	<b>5<sup>th</sup> July 2024</b>	<b>Revision No.</b>	<b>001</b>
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## 6. Appendix A

Table Column	Column Breakdown
Release	Once ticked, signals that the line will be actioned when the user runs the 'Release Orders' function from the 'Process' tab. Can be ticked manually which will in turn populate the Release Qty and Release Date columns. Can also be ticked in reverse when the user populates the Release Qty column.
Bill-to Customer No.	Bill to customer No. for the sales order line. Could be swapped for Sell to Customer No. and should ideally be adjacent to a Ship-to Address or code
Order No.	Standard Sales Order No. field
External Document No.	Standard External Document No. field
Customer No.	Standard Customer No. field for the Sales Order line
Sell-to Customer Name	Standard Sell to Customer Name. Questions about the consistency or requirement for the different customer names and numbers.
Order Date	Standard Sales Order Date
Type	Standard Sales Line Type field – could be removed – only items will be placed on Backorder
No.	Standard item No. field
Description	Standard item Description field
Quantity in Stock	Current available stock level
Location	Sales order location field
Unit of Measure Code	Standard Item UOM field
Original order Quantity	Gives visibility to the original order quantity – outstanding quantity may not be entire original quantity when previous shipments have been created.
Balance Qty	Outstanding order quantity. Original order quantity <i>minus</i> Quantity Shipped. Automatically updated depending on order progress
Release Qty	Quantity to be released to Warehouse Shipment from this page when the 'Release Orders' function is used from the 'Process' tab. Updated manually by the user through the 'Edit List' function. Can also be auto populated by the user clicking the 'Release' Boolean in the first column. When populated automatically, only the available qty will be added.
Release Date	Populated Automatically by either the Release Quantity or Release Boolean being actioned by the user. Will show the date that the release was created – can also be manually edited.
Unit Price	Standard Unit Price field
Line Discount	Standard order Line Discount field
Outstanding Amount	Outstanding amount. Unit Price <i>multiplied by</i> Balance Quantity.

-----End of Document-----

<b>Document Title</b>	<b>Back Order Process</b>		<b>Document No.</b>	<b>E360-Products-BO-001</b>
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