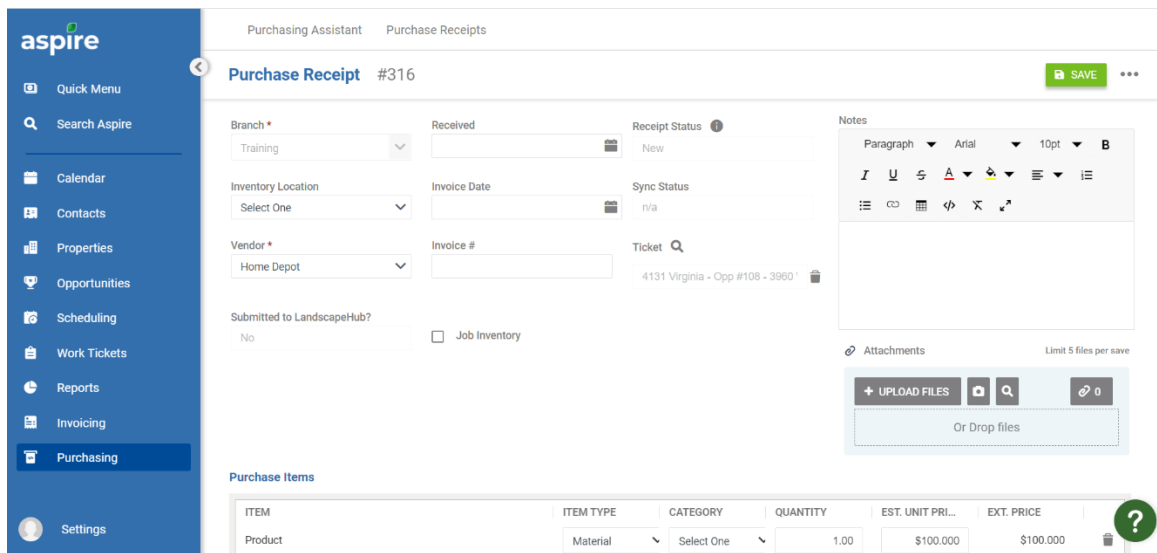



Back Orders

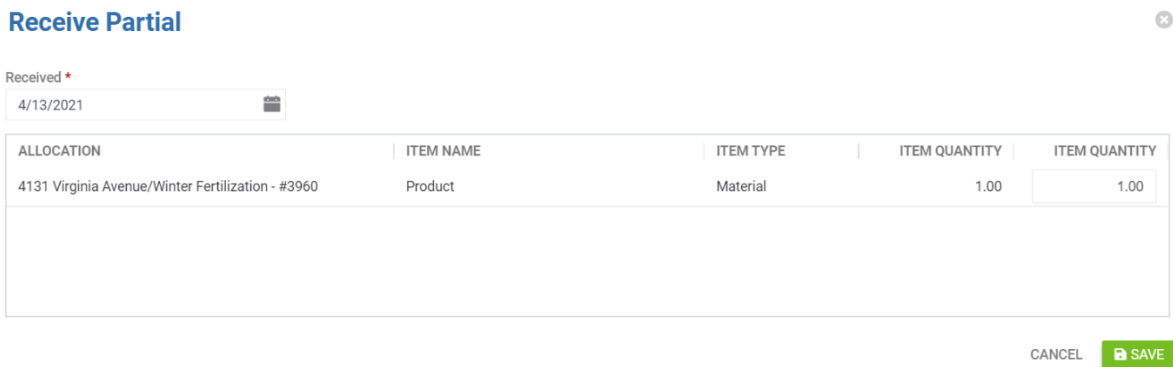
Back Orders on a Purchase can be created by choosing “Receive Partial” from the Purchase Receipt.

- Go into the Receipt.
- Click on the three ellipses in the top right-hand corner next to save and select Receive Partial.



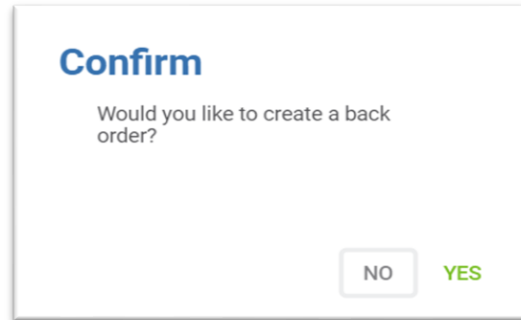
ITEM	ITEM TYPE	CATEGORY	QUANTITY	EST. UNIT PRI..	EXT. PRICE
Product	Material	Select One	1.00	\$100.000	\$100.000

- Select a Received Date.
- Add in the Received Quantity.
- Click the save. 

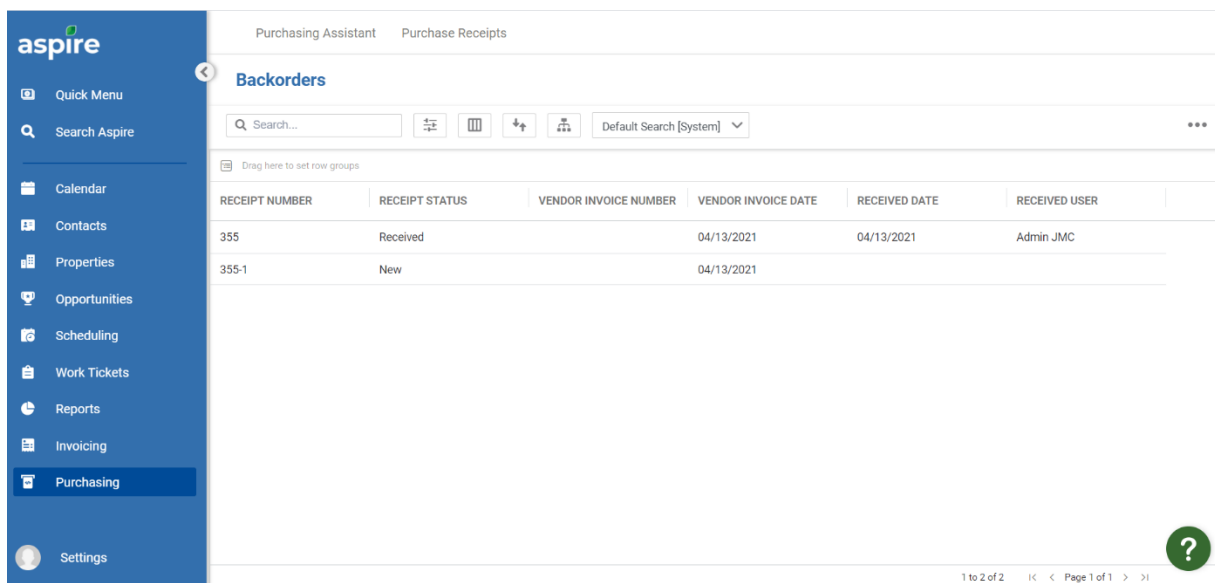


ALLOCATION	ITEM NAME	ITEM TYPE	ITEM QUANTITY	ITEM QUANTITY
4131 Virginia Avenue/Winter Fertilization - #3960	Product	Material	1.00	1.00

- It will ask if the User wants to create a Back Order, click the green yes button.



- A second Receipt will be created with the same Receipt number with a sub number appended to the end (ex. 567-1 or 567-2).
- Click in the top right-hand on the three ellipses and select view backorders.



The screenshot shows the Aspire software interface. On the left is a blue sidebar with navigation options: Quick Menu, Search Aspire, Calendar, Contacts, Properties, Opportunities, Scheduling, Work Tickets, Reports, Invoicing, Purchasing (highlighted), and Settings. The main content area is titled "Backorders" and contains a table with the following data:

RECEIPT NUMBER	RECEIPT STATUS	VENDOR INVOICE NUMBER	VENDOR INVOICE DATE	RECEIVED DATE	RECEIVED USER
355	Received		04/13/2021	04/13/2021	Admin JMC
355-1	New		04/13/2021		

At the bottom right of the interface, there is a green question mark icon and a footer indicating "1 to 2 of 2" and "Page 1 of 1".

- The User can then Receive the Back Order and create another Back Order or Receive the remainder of the order.