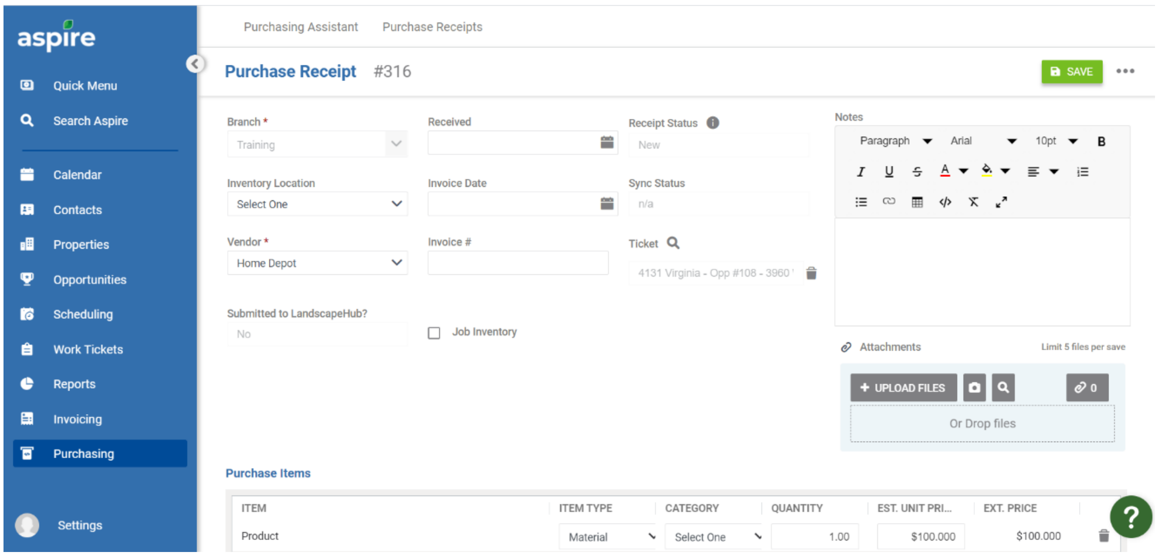
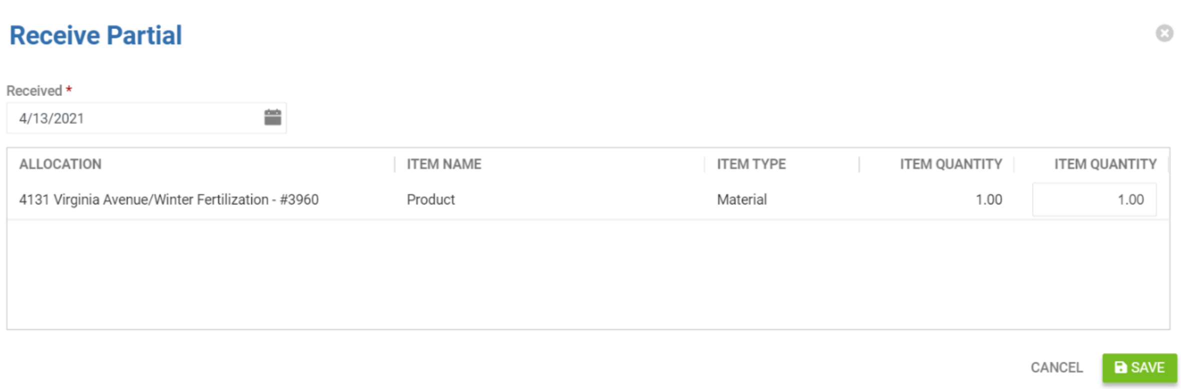
Back Orders

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

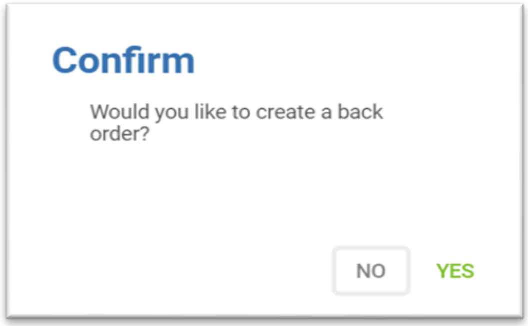
- Go into the Receipt.
- Click on the three ellipses in the top right-hand corner next to save and select Receive Partial.



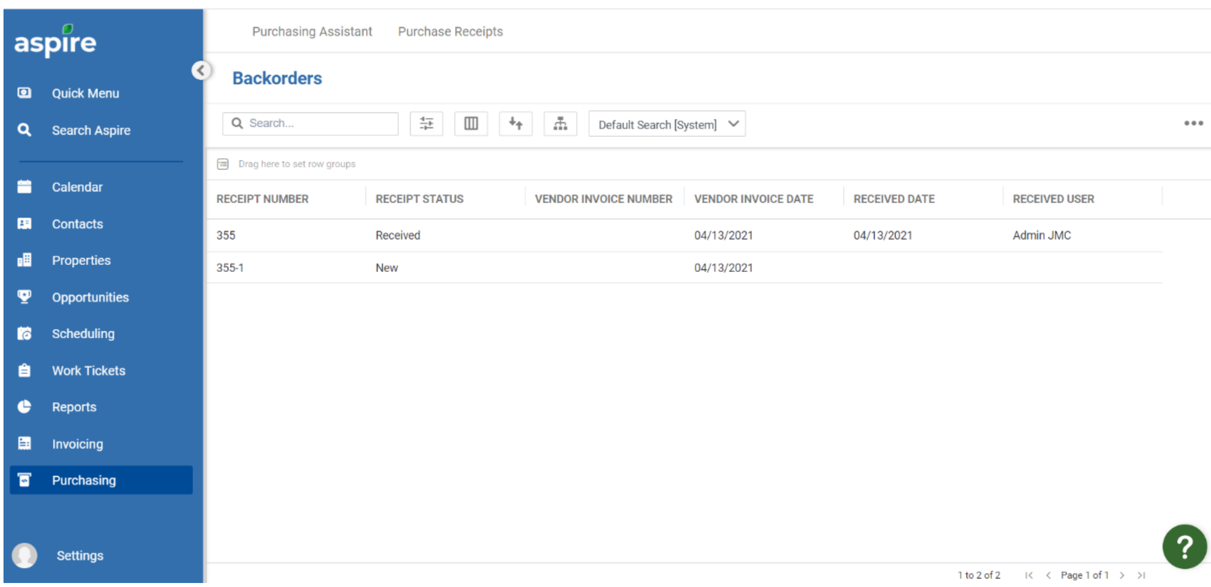
- Select a Received Date.
- Add in the Received Quantity.
- Click the save. 



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