Fill Back Orders - BWH3200

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Warehouse > Maintenance > Fill Back Orders

This page is used to record the shipment from the warehouse to a campus location of items on back order. Once the items are available in the warehouse and are listed within the system in sufficient quantities, a back order can be filled.

The following calculation is used to calculate the total cost of an item being restocked when filling back orders: unit price x total number of items shipped = total cost.

Fill back orders:

| **Retrieve** | Click to retrieve a list of orders that need to be filled. |

The following purchase order fields are displayed:

- **Item Number**
- **Item Description**
- **Campus**
- **Date**
- On Hand

  This field indicates the number of items available to fill the back orders. The number may or may not be enough to fill all back orders.

  By default, the **On Hand** field for each back order is automatically populated with the number of items equal to the number of items on back order, if there were enough items received to fill all back orders. Otherwise, use the buttons at the top of the page to populate this field.

- **Original Order**
- **Units Filled**
- **Back Ordered**
- Units to Ship

  This number should not exceed the number in the **On Hand** field.

Note: When more than one campus has the same inventory item on back order, *** is displayed in the following fields:

- **Item Description**
- **Campus**

- **Units to Ship**

Click one of the following buttons to fill back orders:

Date	Click to fill back orders in date order (e.g., oldest date are filled first).
Equal	Click to fill the back orders in equal quantities for each order. If there is not enough quantity on hand, the order is not filled. For example, if there are only three items on hand, and there are four orders, the order cannot be filled using the **Equal** button.
Percent	Click to fill back orders using a calculated percentage.
Fill	Click to fill back orders manually. This option allows you to manually enter the order quantities based on the quantity on hand without considering dates or calculations. You must manually add a value in the **Units to Ship** field prior to clicking the **Fill** button. If you click the **Fill** button without adding a value in the **Units to Ship** field, the system automatically fills back orders with the available inventory. If there are not enough items available to fill the back order, then they are filled with all available items in the order the requisition was submitted.
The Fill Back Order Preview report is displayed. Review the report.		

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◄ to go back one page.
Click ► to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click 📄 to save and print the report in PDF format.

Click 📊 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Cancel** to return to the Fill Back Orders page without filling the orders.

Other functions and features:

🔍 Click to view each item by campus.

The Back Orders window is displayed. A row for each campus is displayed.

The following fields are display only:

•

Item Number

•

Item Description

•

Campus

•

Date

•

On Hand

•

Original Order

•

Units Filled

•

Back Ordered

Units to Ship	Type the number of items to ship to a particular campus. If you type a number in this field, the **Date**, **Equal**, and **Percent** buttons are disabled.