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	Retrieve data. 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**

Select one of the following options:

Field	Description
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 Cancel to return to the Fill Back Orders page without filling the orders.

Other functions and features:

+Add	Add a row. Click to add a new row.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Print	Print requisition details. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click 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.
Comments	Add comments to the requisition. ❑ Click **Comments** to add or view requisitions comments. A Warehouse Requisition Comments window is displayed. If there is a paper clip icon next to the **Comments** button, a requisition comment exists. In the Warehouse Requisition Comments window, type comments about the requisition. • Click **OK** to save the requisition comment and close the window. • Click **Cancel** to close the window without saving the comment.

<table>
<tr>
<td>Uniform Acct Distr</td>
<td>
Distribute amounts.
❏ Click Uniform Acct Distr to assign one or more account codes to the entire requisition. You can split all of the costs for a requisition item between two or more funds. The percentage split does not have to be the same for each fund, but the sum of all percentages must equal 100%.

The Uniform Account Distribution pop-up window is displayed.
❏ Complete the following fields:
<table>
<tr><td>Account Code</td><td>Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.).

The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item.

Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click .
The Accounts Codes lookup is displayed.
• Type data in the individual account code component fields and click Search.
• A list of account codes matching your search components is displayed.
• Select the applicable account code from the list. Otherwise, click Cancel to close the Account Codes lookup.
• The Description field is populated with the description of the account.
Note: If an account code is added or changed, click Approve to save the account code and continue with the approval process.</td></tr>
<tr><td>Description</td><td>This field is populated with the account description from the Finance chart of accounts.</td></tr>
<tr><td>Balance</td><td>Displays the fund balance available in the account. A negative balance indicates that the fund has available funds.</td></tr>
<tr><td>Pct</td><td>Type the percent of that item to charge the selected fund. Each requisition must equal 100%.

For example, the percent would be 100% if you paid from one account; however, if you paid from two accounts, you could split the amount 50/50, 75/25, or 60/40 for a total of 100%.</td></tr>
<tr><td>Amount</td><td>Type the amount to charge the selected fund. The amount that will be charged to that account according to the percent entered in the Percent Field.</td></tr>
</table>
❏ Click Refresh Totals to update the totals if any amounts are changed in the grid.
❏ Click Calculate Percent to populate the Percent column based on the amount entered in the Amount column.
❏ Click Calculate Amount to populate the Amount column based on the amount entered in the Percent column.
•
Click OK to apply the amounts.
•
Click Cancel to close the window without applying the amounts.
</td>
</tr>
</table>


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