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## Backordered Items Report

Cavallo Support - 2024-11-22 - [Purchasing](#)

### Overview

The Backordered Items module displays a searchable list of items throughout SalesPad that are currently on backorder on a sales document. Report columns are customizable, and users can allocate multiple backordered items from this screen, applying newly available quantities to existing backordered documents.

### Security and Settings

The *Backordered Items Report* security must be enabled in the Security Editor.

The *Process From Queue* setting must be enabled in the Settings module.

### Use

Backordered Items module:

New	>20 Item Number	Item Description	UOM	Qty Backordered	Qty Avail	Comment
<input checked="" type="checkbox"/>	128 SDRAM	128 meg SDRAM	Each	4	0	
<b>Backordered Item Details</b>						
<input checked="" type="checkbox"/>	Selected Document	Customer ID	Customer	Doc. Date	Req. Ship Date	Qty Allocated: 0
<input type="checkbox"/>	060ST2228	ALTONMAN0001	Alton Manufacturing	4/12/2011	4/12/2011	0
<input type="checkbox"/>	STDIN2229	CENTRALC0001	Central Communications LTD	4/12/2017	4/12/2017	0
<input checked="" type="checkbox"/>	060ST2241	BBBYMED0001	Berry Medical Center	7/26/2011	7/26/2011	0
<input checked="" type="checkbox"/>	24v IDE	24v CD-ROM	Each	2	0	
<b>Backordered Item Details</b>						
<input checked="" type="checkbox"/>	Selected Document	Customer ID	Customer	Doc. Date	Req. Ship Date	Qty Allocated: 0
<input type="checkbox"/>	060ST2228	ALTONMAN0001	Alton Manufacturing	4/12/2011	4/12/2011	0
<input type="checkbox"/>	STDIN2229	CENTRALC0001	Central Communications LTD	4/12/2017	4/12/2017	0
<input checked="" type="checkbox"/>	32v IDE	32v CD-ROM	Each	1	7	
<b>Backordered Item Details</b>						
<input checked="" type="checkbox"/>	Selected Document	Customer ID	Customer	Doc. Date	Req. Ship Date	Qty Allocated: 0
<input type="checkbox"/>	STDIN2229	CENTRALC0001	Central Communications LTD	4/12/2017	4/12/2017	0
<input checked="" type="checkbox"/>	A100	Audio System	EACH	7	0	
<b>Backordered Item Details</b>						
<input checked="" type="checkbox"/>	Selected Document	Customer ID	Customer	Doc. Date	Req. Ship Date	Qty Allocated: 0
<input type="checkbox"/>	060ST2228	CENTRALD0001	Central Distributing	5/23/2017	5/23/2017	0
<input type="checkbox"/>	060ST2223	CENTRALD0001	Central Distributing	5/23/2017	5/23/2017	0
<input checked="" type="checkbox"/>	060ST2242	AARONFET0001	Aaron Fitz Electrical	8/18/2011	8/18/2011	0

**Print** - Allows the user to view and print a displayed report.

**Allocate** - Reserves inventory for the selected sales document(s) (checked box in the Selected column). If lines are checked, everything backordered on the selected document will be allocated. Users can also manually allocate lines for more precise control of allocation by changing the number in the Qty Allocated column.

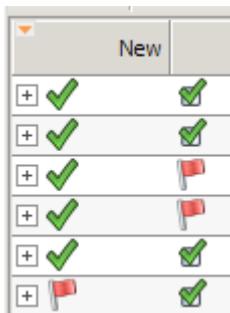
**Release** - Allows the user to release the sales document to the next batch.

**Expand All** - Expands every backordered item, displaying the backordered item details.

**Collapse All** - Collapses every expanded item on the report.

**Warehouse** - Selecting a warehouse from the drop-down allows users to filter through the backordered items by warehouse location.

The New column indicates with a green check (true) or red flag (false) whether a line is 2 days old or newer. The >20 column indicates with a green check box (true) or red flag (false) whether a line is over 20 days old.



The Req Ship Date field (when expanded) will be highlighted in different colors based on how old the backorder is:

Red: Now

Yellow: over 30 days

Green: All others

Req. Ship Date
5/23/2017
5/23/2017
5/23/2017
9/18/2011

Multiple lines in a row of the same color will alternate between solid and gradient to make them easier to distinguish.

A highlighted yellow line means the Qty Not Backordered does not equal zero:

	Req. Ship Date	Qty Allocated: 0	Qty. Backordered	Qty. NotBackordered	Δ	Batch
	4/12/2011	0	1		0	00CS
	4/12/2017	0	1		0	00CS
	7/26/2011	0	2		2	READY TO SHIP
Each		2	0			

The **Oty Not Backordered** column displays the total quantity on the document, minus the quantity backordered.

**Note:** At this time, documents that become fully allocated in this module will not be automatically forwarded to the next workflow queue.