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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:

Customer Search

Security Editor

Print

Settings

Sales

Workflow Setup

Backordered Items

Close

Search

Print

Allocate

Release

Expand All

Collapse All

Warehouse:

128 SDRAM

128 meg SDRAM

Each

4

0

Backordered Item Details

Selected

Document

Customer ID

Customer

Doc. Date

Req. Ship Date

Qty Allocated: 0

Qty. Backordered

Qty. NotBackordered

Batch

☐

ORDST2228

ALTONMAN0001

Alton Manufacturing

4/12/2011

4/12/2011

0

1

0

DOCS

☐

STONBU2229

CENTRALC0001

Central Communications LTD

4/12/2017

4/12/2017

0

1

0

DOCS

☐

ORDST2241

BRONHED0001

Berry Medical

7/26/2011

7/26/2011

0

2

2

READY TO SHIP

24x IDE

24x CD-ROM

Each

2

0

Backordered Item Details

Selected

Document

Customer ID

Customer

Doc. Date

Req. Ship Date

Qty Allocated: 0

Qty. Backordered

Qty. NotBackordered

Batch

☐

ORDST2228

ALTONMAN0001

Alton Manufacturing

4/12/2011

4/12/2011

0

1

0

DOCS

☐

STONBU2229

CENTRALC0001

Central Communications LTD

4/12/2017

4/12/2017

0

1

0

DOCS

32x IDE

32x CD-ROM

Each

1

7

Backordered Item Details

Selected

Document

Customer ID

Customer

Doc. Date

Req. Ship Date

Qty Allocated: 0

Qty. Backordered

Qty. NotBackordered

Batch

☐

STONBU2229

CENTRALC0001

Central Communications LTD

4/12/2017

4/12/2017

0

1

0

DOCS

A100

Audio System

EACH

7

0

Backordered Item Details

Selected

Document

Customer ID

Customer

Doc. Date

Req. Ship Date

Qty Allocated: 0

Qty. Backordered

Qty. NotBackordered

Batch

☐

ORDST2228

CENTRALC0001

Central Distributing

5/23/2017

5/23/2017

0

1

0

SOP ORDERS

☐

ORDST2225

CENTRALC0001

Central Distributing

5/23/2017

5/23/2017

0

1

0

SOP ORDERS

☐

ORDST2264

AARONF110001

Aaron Fitz Electrical

8/18/2011

8/18/2011

0

3

0

NEW ORDER

Customer Search

Security Editor

Settings

Sales Monitor

Backordered Items

Close

Search

Print

Allocate

Release

Expand All

Collapse All

Warehouse:

**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.

New		
+	✓	✓
+	✓	✓
+	✓	✗
+	✓	✗
+	✓	✓
+	✗	✓

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

Each

Req. Ship Date
4/12/2011

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	DOCS
4/12/2017	0	1	0	DOCS
7/26/2011	0	2	2	READY TO SHIP
Each	2	0		

The Qty 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.