

## Print Backorder Status Report for BKO's Not on a Purchase Order

### How to Print a Backorder Status Report for BKO's Not Yet on a Purchase Order

This document explains how to print a Backorder Status Report for all vendors for customer backorders and special orders NOT yet "linked" or "picked up" on a purchase order.

1. Select "Inventory Purchasing" from the Main Menu.
2. Select "I/P Report MENU."
3. Select "Backorder Status."
4. Fill out the dialog screen as shown below.

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BACKORDER STATUS REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE      _ (PRINTER OR $ = FILE)

ENTER START VENDOR MASTER          (Press Enter for all vendors)
ENTER STOP VENDOR MASTER          ZZZZZZZZ (Press Enter for all vendors)
ENTER VENDOR MASTER CODE          ****

ENTER STATUS CODE                _ (blank=not on any PO  S=on suggested PO)
                                   (O=on ordered PO      *=all backorders )
                                   (F=fillable                )

PRINT SUMMARY REPORT              N (Y or N)
PRINT POS DATE OPENED             Y (Y or N)

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5. **ENTER STATUS CODE:** At the "ENTER STATUS CODE" prompt, an asterisk (\*) is the default. The asterisk prints ALL customer backorders – those already linked to a purchase order and those not yet linked to a purchase order.

Press the **SPACE BAR** to leave this field blank. This tells the program to print only those customer backorders that are not already "linked" to a Purchase Order. These are the customer backorders that need to be ordered.

6. **PRINT SUMMARY REPORT:** The default is 'N' for "No" to print Summary Report. Change to 'Y' only if your preference is to print a summarized version of the Backorder Status Report.

The summarized version does NOT print the following information: Salesperson, Customer Ship-To Name, Customer Ship-To Address. The summarized version prints only one date, either the Delivery Date or the Order Open Date depending on how the next prompt is answered.

7. **PRINT POS DATE OPENED:** When "Print Summary Report" is 'N' and "Print POS Date Opened" is 'Y,' the program prints both the Delivery Date and the Open Date of the POS order.

The Summary report version prints only one date. When "Print Summary Report is 'Y' and "Print POS Date Opened" is 'N,' the program prints only the Delivery Date. When "Print Summary Report is 'N' and "Print POS Date Opened" is 'Y,' the program prints only the Order Open Date.