
Add Customer Backorder to a PO in NEW or ORD Status

Adding A CBO to a NEW PO

1. If a salesperson backorders an item on a customer order AFTER PO is created, “manually” attach the CBO to the purchase order as follows.
2. Inventory Purchasing; P.O. Status
3. Enter Vendor ID
4. Enter Ln# of PO in NEW status and press Enter.
5. Press F2=Edit
6. <Create/Edit Line Items> screen displays. **Enter Item number and press Enter.**
7. Vendor Code displays automatically. Do not enter Qty. Press **TAB=BKO** Lookup.
8. <Purchasing Backorder Line Item Lookup> screen displays. If the customer backorder (POS ORD) you wish to order is highlighted, press **F10=Order Item.**
9. If customer backorder you wish to order is not highlighted, use down arrow key to highlight & then press **F10=Order Item.**
10. Item may be on multiple customer orders. Highlight each one to be ordered & press F10.
11. When finished, press F12 and Exit.
12. Notice that each CBO is a separate line on the PO with a corresponding NOTE. The CBO is “attached” to this PO. Also notice the B (for customer backorder) under the F (flag) column.

Adding a CBO to an ORDERED PO

1. If a salesperson backorders an item on a customer order AFTER you have placed the order with the vendor, you may “manually” attach the CBO to the PO. This procedure assumes you called the vendor to “add on the item” after order was placed.
2. Inventory Purchasing; P.O. Status
3. Enter Vendor ID
4. Enter Ln# of PO in ORD status and press Enter.
5. Press F2=Edit
6. <Receive Line Items> screen displays. Press F12 & **H** for Heading Scn.
7. Press F2=Edit Ordr.
8. <Create/Edit Line Items> screen displays. **Enter Item number and press Enter.**
9. Vendor Code displays automatically. Do not enter Qty. Press **TAB=BKO** Lookup.
10. <Purchasing Backorder Line Item Lookup> screen displays. If the customer backorder (POS ORD) you wish to order is highlighted, press **F10=Order Item.**
11. If customer backorder you wish to order is not highlighted, use down arrow key to highlight & then press **F10=Order Item.**
12. Item may be on multiple customer orders. Highlight each one to be ordered and press F10.
13. When finished, press F12 and Exit.
14. Notice that each CBO is a separate line on the PO with a corresponding NOTE. The CBO is “attached” to this PO. Also notice the B (for customer backorder) under the F (flag) column.