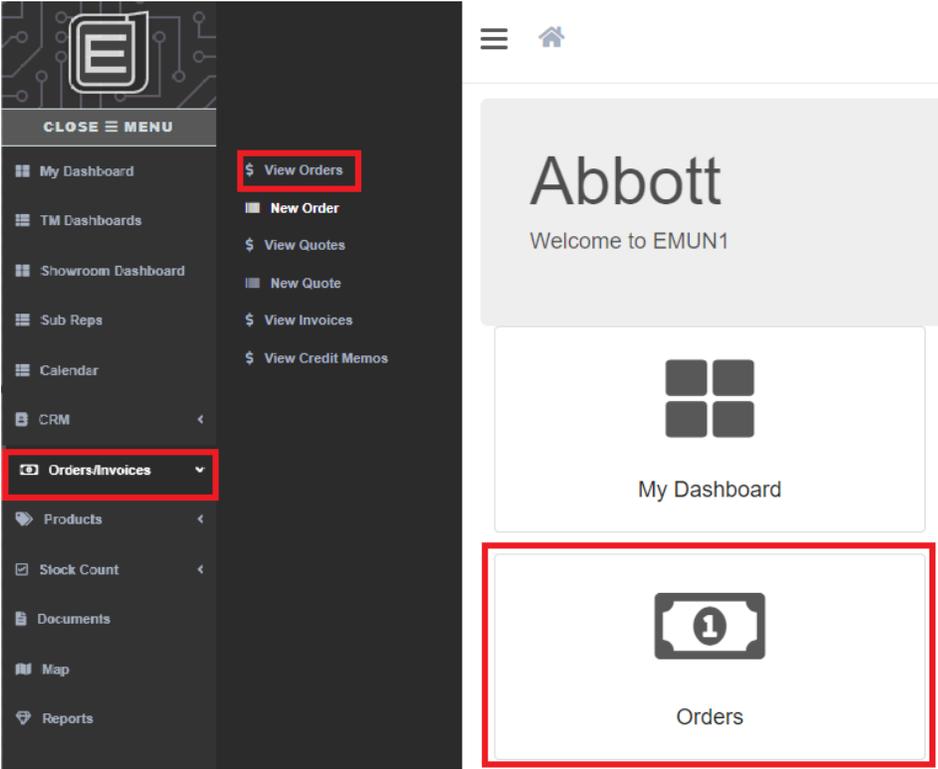


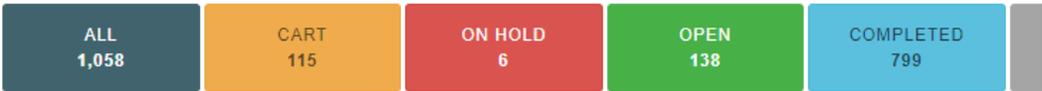
View Backorders

- 1. Click on 'Orders' from the home screen or go to Order/Invoices > View Orders from the left side menu



- 2. Click on the filter icon the left
 - a. Expand 'ERP Status'
 - b. Check 'Back Order'

View Orders



The screenshot shows the 'View Orders' page. At the top is a search bar with a filter icon highlighted in red. Below the search bar is a dropdown menu for 'EmunStatus'. To the right of the dropdown is a table of orders with columns for 'OrderNo.', 'Customer ID', and 'Customer'. The 'ERP Status' dropdown is expanded, and 'Back Order' is checked and highlighted in red. The table shows several orders, including W197465, CL97486, W197408, W197407, W197234, W197099, and W186978.

View Backorders

- Click on the filter icon to minimize the menu
- From your list of Backorders, you can click on the 'Order Amount' to get a quick view the outstanding items

OrderNo.	Customer ID	Customer	PO#	Amount	Open Amount	Shipped Amount	Order Date	Ship Date	Ci
				\$552.00	\$75.00	\$477.00	3/19/24	3/20/24	
				\$358.00	\$200.00	\$158.00	3/15/24	3/16/24	
				\$853.50	\$45.00	\$808.50	3/15/24	3/16/24	

Open Line Items 📄 🖨️ ✕



Item #: 35-FWD-FL-2754
 Ship Date: 3/20/24
 Line Status: Open
Arriving in May
 Expected Delivery Date: 05/31/24
 Master Carton Qty: 6
 Description: Lavender Border Doormat-18x30"L
 Price: \$15.00

Qty: 2
 Shipped Qty: 0
 Open Qty: 2
 Cancelled Qty: 0
 Sales Price: \$15.00
 Ext. Total: \$30.00



Item #: 21-LUXLITE-SAND-24
 Ship Date: 3/20/24
 Line Status: Open
1161 In stock
 Expected Delivery Date: 07/31/24
 Master Carton Qty: 48
 Description: Sand LED Pillar Candle-2x4"H
 Price: \$7.50

Qty: 6
 Shipped Qty: 0
 Open Qty: 6
 Cancelled Qty: 0
 Sales Price: \$7.50
 Ext. Total: \$45.00

[Close](#)

- You can export this view to Excel, with and without images
- If you go into the order you can generate a PDF
- Click on 'Order Actions' and select 'Print Order'
- From the Line Status, select 'Open'

Print Order 768787

Line Status:

Sales Order (Sorted By Position):

- All
- Open**
- Shipped

Sales Order (Sorted By Product ID)

Sales Order With Images (Sorted By Position)

- Select the report type you want to generate
- PDF will generate that you can save and email to customers