

## **Creating a Back Order:**

1. Create a Working Invoice as Normal.

2. Scan or Enter Items to be purchased.

When turned on, if items are “Out Of Stock” a warning will appear letting you know there is not sufficient quantity and asking if you want to Back Order the item.



Item ID	Description	Quantity
101	ITEM 1	1
102	ITEM 2	1

3. Click “Yes” to create a Back Order.

(This will automatically use a “B” trans type, but will not have a price extended.)

4. If the “Out Of Stock” warning is not active, manually change the trans type to “B.”

5. Click pay and post as normal if there are any other items being sold.

## **Selling Received Back Orders:**

When Items for Back Orders are received, the Back Order will be filled.

When filled, POS•IM automatically creates a Working Invoice.

When the customer comes to purchase Back Ordered items simply follow these steps:

1. Locate the Working Invoice number by using the “View” function to search, or typing the number in the search field.

2. Uncommit the Invoice by right clicking in the colored area and selecting uncommit form the drop down menu.



3. Select the correct payment and post as normal.