



Back Order Processing

Software Development
RIMSS Business Systems Technology

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Back Orders give you the ability to sell the inventory you have and back order the remaining quantity, or back order the entire quantity if you do not have the required quantity to complete the sale.

Both in stock items and back order items can be combined on the same order document and converted to an invoice, billing the customer for the in stock items and keeping the sales order open until the back ordered items are received. Once the items are received, the sales order is updated and the remaining items can be invoiced.

Example of selling available quantity and back ordering on Sales Order:

RIMSS WinNetStar POS Document - 218

File Save Save and New Save and Close Print Convert to Invoice Credit Cards Capture Signature Update Line Item Data Show Open Documents

General Attachments Print History Wholegoods Document Register Document Register Detail Order Status Report Customer Master

Document Type: Sales Order Document #: 218 Invoice #: 0 Document Date: 6/2/2017 Project #: ...

Status: Open Customer PO #: ... Salesman: Lee Chesnut CC Auth: No Stock

Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address

Name: Buddy Chesnut
Address 1: 1234 Rowdy Ridge
Address 2:
Attention:
City: Dripping Springs
State: TX Zip Code: 78258
Primary Contact:

Shipping Information

☐ Ship To Shipping Method:
Shipment Date: 6/2/2017
Address 1:
Address 2:
Attention:
City:
State: Zip Code:

Show Customer Information (F9)

Item Number (Ctrl-N): LF1435 F2-Find Customer F3-Add Misc. Charges F4-Item Search F5-Apply Core Credits

Ass...	Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price
>	D		Item	1889336C98-100-NA...	KIT, EGR COOLE...	LEE	1.0000	\$1,087...	\$1,08...
			Core Chrg.	1889336C98-100-NA...	KIT, EGR COOLE...	LEE	1.0000	\$525.00	\$525...
			Core Ret.	1889336C98-100-NA...	KIT, EGR COOLE...		-1.0000	\$525.00	\$525...
			Item	LF1435-100-NAVISTR	FILTER HEAD (S...		2.0000	\$75.93	\$75.930

Item Number OEM Vendor # OEM Division Description

LF1435 100 NAVISTR FILTER HEAD (SPIN-ON)

Package Qty Qty On Hand Qty Committed AFS On Stock Order

1 3.0 2.0 1.0 2 0.0

Company	Location	AFS	Primary Bin	On Stock Order	QOH	QOO	Qty Committed	Qty Committed on Customer...
> Lee Incorp...	LEE INC	1.0000		0.0000	3.0000	0.0000	2.0000	0.0000

Qty: 1 2.0000 Sell Sell AFS/BO Remaining 3 Back Order Drop Ship Cancel

Associated Items

Assoc. Type	Price Book	Part Number	OEM Vendor	OEM Division	Description	Quantity R...	QOH	AFS	Bin
#1 Quantity sold									
#2 Quantity available to sell (AFS) 1									
#3 Selling AFS of 1 and Back Order 1									

Back Order

Back Order

Item Number OEM # OEM Division Description

LF1435 100 NAVISTR FILTER HEAD (SPIN-ON)

Qty on Hand 3.0 Qty Committed 2.0 AFS 1.0 On Stock Order 0.0

Contact Rowdy Golden 1 Phone (800) 766-4642 2 Memo 3

Shipping Method STOCK ORDER 4

OK Cancel

Enter any Contact information, Phone #, Memo and Shipping Method needed

You will be prompted for the quantity again; as this is the quantity the system will back order.

Item Quantity

Quantity:

OK

You will end up with 2 lines on the Sales Order. Selling 1 that you have on hand, and back ordering 1.

Show Customer Information (F9)

Item Number (Ctrl-N):

F2-Find Customer F3-Add Misc. Charges F4-Item Search F5-Apply Core Credits F10-Apply Discount

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales Tax	Total	Item Serial Number	Tax Group	AFS	Back Order	Drop Ship	Quantity Sold
Ⓜ	D	Item	1889336C98-100-NA...	KIT, EGR COOLE...	LEE	1.0000	\$1,087...	\$1,08...	\$1,087....	\$1,087.64	0.00 %	\$73.42	\$1,161...		TAXABLE	4.0000	0.0	<input type="checkbox"/>	0.0000
Ⓜ		Core Chrg.	1889336C98-100-NA...	KIT, EGR COOLE...	LEE	1.0000	\$525.00	\$525....	\$525.000	\$525.00	0.00 %	\$35.44	\$560.44		TAXABLE	0.0000	0.0	<input type="checkbox"/>	0.0000
Ⓜ		Core Ret.	1889336C98-100-NA...	KIT, EGR COOLE...		-1.0000	\$525.00	\$525....	(\$525.0...	(\$525.00)	0.00 %	(\$35.44)	(\$560....		TAXABLE	0.0000	0.0	<input type="checkbox"/>	0.0000
Ⓜ		Item	LF1435-100-NAVISTR	FILTER HEAD (S...	1	1.0000	\$75.93	\$75.930	\$75.930	\$75.93	0.00 %	\$0.00	\$75.93		TAXABLE	1.0000	0.0	<input type="checkbox"/>	0.0000
> Ⓜ		Item	LF1435-100-NAVISTR	FILTER HEAD (S...		0.0000	\$75.93	\$75.930	\$0.000	\$0.00	0.00 %	\$0.00	\$0.00		TAXABLE	1.0000	1.0	2	0.0000

#1 Selling 1 from stock

#2 Back ordered 1

At this point, you have two options for converting the Sales Order to an Invoice.

Option 1 – Convert to an Invoice and collect for the Available Items you are selling from stock. This will leave the back ordered part on the Sales Order in an “open” status and the Sales Order itself in a “partial” status. (i.e. – you are waiting to order and receive the back ordered part so the Sales Order can be converted to an Invoice)

Option 2 – Create a Customer Deposit for the back ordered part (ONLY). This option will create an Invoice referencing the Sales Order and require you to collect for the total amount of the back order, plus tax (if applicable).

Item Number (Ctrl+N):		F2-Find Customer		F3-Add Misc. Charges		F4-Item Search		F5-Apply Core Credits		F10-Apply Discount													
Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales Tax	Total	Tax Group	AFS	Back Order	Drop Ship	Quantity Sold	Status	SO#	Weight	Extended Weight	
	D	Item	1889336C98-100-NA...	KIT, EGR COOLE...	LEE	1.0000	\$1,087...	\$1,08...	\$1,087....	\$1,087.64	0.00 %	\$73.42	\$1,161...	TAXABLE	4.0000	0.0	<input type="checkbox"/>	0.0000	Open		0	67.00	67.00
		Core Chrg.	1889336C98-100-NA...	KIT, EGR COOLE...	LEE	1.0000	\$525.00	\$525....	\$525.000	\$525.00	0.00 %	\$35.44	\$560.44	TAXABLE	0.0000	0.0	<input type="checkbox"/>	0.0000	Open		0	0.00	0.00
		Core Ret.	1889336C98-100-NA...	KIT, EGR COOLE...		-1.0000	\$525.00	\$525....	(\$525.000)	(\$525.00)	0.00 %	(\$35.44)	(\$560....	TAXABLE	0.0000	0.0	<input type="checkbox"/>	0.0000	Open		0	0.00	0.00
		Item	LF1435-100-NAVISTR	FILTER HEAD (S...		1.0000	\$75.93	\$75.930	\$75.930	\$75.93	0.00 %	\$5.13	\$81.06	TAXABLE	0.0000	0.0	<input type="checkbox"/>	0.0000	Open		0	4.90	4.90
>		Item	LF1435-100-NAVISTR	FILTER HEAD (S...		0.0000	\$75.93	\$75.930	\$0.000	\$0.00	0.00 %	\$0.00	\$0.00	TAXABLE	0.0000	1.0	<input checked="" type="checkbox"/>	0.0000	Open		0	4.90	0.00

Option 2

Option 1

Option 1

\$1,163.57

\$1,163.57

\$78.55

\$1,242...

	Available Items and Drop Ships			Back Orders			Total		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total
Sub Total	\$1,163.57	\$0.00	\$1,163.57	\$75.93	\$0.00	\$75.93	\$1,239.50	\$0.00	\$1,239.50
Tax	\$78.55		\$78.55	\$5.13		\$5.13	\$83.68		\$83.68
Total	\$1,242.12	\$0.00	\$1,242.12	\$81.06	\$0.00	\$81.06	\$1,323.18	\$0.00	\$1,323.18

Tax Group

TAXABLE

Rate

6.750 %

SubTotal

Customer Deposit

Original Deposit

\$0.00

Deposit Applied

\$0.00

Unused Deposit

\$0.00

Create Deposit

Return Deposit

Option 1 – Settlement of Invoice

The Settlement window shows the following summary:

	Taxable	Non-Tax.	Total
SubTotal	\$1,163.57	\$0.00	\$1,163.57
Tax	\$78.55		\$78.55
Total	\$1,242.12	\$0.00	\$1,242.12

Payment Method: **Check** (highlighted with a red box). Check # 12345.

The invoice summary table below shows the same totals:

	Available Items and Drop Ships			Back Orders			Total		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total
Sub Total	\$1,163.57	\$0.00	\$1,163.57	\$0.00	\$0.00	\$0.00	\$1,163.57	\$0.00	\$1,163.57
Tax	\$78.55		\$78.55	\$0.00		\$0.00	\$78.55		\$78.55
Total	\$1,242.12	\$0.00	\$1,242.12	\$0.00	\$0.00	\$0.00	\$1,242.12	\$0.00	\$1,242.12

Tax Group: TAXABLE, Rate: 6.750 %

Option 1 – Sample Invoice:

Item Number Description	Qty	List	Bin Location				Sales Tax	Extended Amount	Back Order Drop Ship
			Price	Amount	Disc	Subtotal			
1889336C98-100-NAVISTR KIT, EGR COOLER -HIGH DENSITY	1.00	\$0.00	\$1,087.640	\$1,087.64	0.00%	\$1,087.64	\$73.42	\$1,161.06	0.0000
1889336C98-100-NAVISTR KIT, EGR COOLER -HIGH DENSITY (Core Charge)	1.00	\$0.00	\$525.000	\$525.00	0.00%	\$525.00	\$35.44	\$560.44	0.0000
1889336C98-100-NAVISTR KIT, EGR COOLER -HIGH DENSITY (Core Return)	-1.00	\$0.00	\$525.000	(\$525.00)	0.00%	(\$525.00)	(\$35.44)	(\$560.44)	0.0000
LF1435-100-NAVISTR FILTER HEAD (SPIN-ON)	1.00	\$0.00	\$75.930	\$75.93	0.00%	\$75.93	\$5.13	\$81.06	0.0000
LF1435-100-NAVISTR FILTER HEAD (SPIN-ON)	.00	\$0.00	\$75.930	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	1.0000

- #1 Selling quantity of 1
- #2 Back ordering quantity of 1

Option 1 – Sales Order showing Partial Status with Line Item Status Open for back ordered item:

General Attachments Print History Wholegoods Document Register Document Register Detail Order Status Report Customer Master

Document Type: Sales Order Document #: 222 Invoice #: 0 Document Date: 6/2/2017 Project #:
 Status: Partial Customer PO#: Salesman: Lee Chesnut CC Auth. #: Sub Project #:
 Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address Shipping Information

Name: Buddy Chesnut Ship To:
 Address 1: 1234 Rowdy Ridge Shipping Method:
 Address 2: Shipment Date: 6/2/2017
 Attention: Address 1:
 City: Dripping Springs Address 2:
 State: TX Attention:
 Zip Code: 78258 City:
 State: Zip Code:

Show Customer Information (F9)

Item Number (Ctrl-N): F2-Find Customer F3-Add Misc. Charges F4-Item Search F5-Apply Core Credits F10-Apply Discount

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales Tax	Total	Tax Group	AFS	Back Order	Drop Ship	Quantity Sold	Status	SO#
> (D)	D	Item	1889336C98-100-NA...	KIT, EGR COOLE...	LEE	1.0000	\$1,087...	\$1,08...	\$1,087...	\$1,087.64	0.00 %	\$73.42	\$1,161...	TAXABLE	4.0000	0.0	<input type="checkbox"/>	1.0000	Closed	
(D)		Core Chrg.	1889336C98-100-NA...	KIT, EGR COOLE...	LEE	1.0000	\$525.00	\$525....	\$525.000	\$525.00	0.00 %	\$35.44	\$560.44	TAXABLE	0.0000	0.0	<input type="checkbox"/>	1.0000	Closed	
(D)		Core Ret.	1889336C98-100-NA...	KIT, EGR COOLE...		-1.0000	\$525.00	\$525....	(\$525.0...	(\$525.00)	0.00 %	(\$35.44)	(\$560....	TAXABLE	0.0000	0.0	<input type="checkbox"/>	-1.0000	Closed	
(D)		Item	LF1435-100-NAVISTR	FILTER HEAD (S...		1.0000	\$75.93	\$75.930	\$75.930	\$75.93	0.00 %	\$5.13	\$81.06	TAXABLE	0.0000	0.0	<input type="checkbox"/>	1.0000	Closed	
(D)		Item	LF1435-100-NAVISTR	FILTER HEAD (S...		0.0000	\$75.93	\$75.930	\$0.000	\$0.00	0.00 %	\$0.00	\$0.00	TAXABLE	0.0000	1.0	<input type="checkbox"/>	0.0000	Open	

Once the back ordered item has been received, the quantity sold will be updated on the Sales Order. The Sales Order can then be converted to an invoice and settled for the amount due.

Option 2 – Taking Customer Deposit for back ordered item:

#1 Click on Create Deposit

#2 Enter amount of Customer Deposit

#3 Click the payment method to apply to the Customer Deposit

Available Items and Drop Ships				Back Orders			Total		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total
Sub Total	\$1,163.57	\$0.00	\$1,163.57	\$75.93	\$0.00	\$75.93	\$1,239.50	\$0.00	\$1,239.50
Tax	\$78.55		\$78.55	\$5.13		\$5.13	\$83.68		\$83.68
Total	\$1,242.12	\$0.00	\$1,242.12	\$81.06	\$0.00	\$81.06	\$1,323.18	\$0.00	\$1,323.18

Tax Group TAXABLE Rate 6.750 % SubTotal

Create Deposit
Deposit Amount: \$81.06
OK Cancel

Customer Deposit
Original Deposit \$0.00
Deposit Applied \$0.00
Unused Deposit \$0.00
Create Deposit Return Deposit

Settlement screen

Settlement

	Taxable	Non-Tax.	Total
SubTotal	\$0.00	\$81.06	\$81.06
Tax	\$0.00		\$0.00
Total	\$0.00	\$81.06	\$81.06

Cash

Check

Credit Card

Customer Account

Contract in Transit

Sales Order Deposit

Other

\$0.00

\$0.00

\$81.06

\$0.00

\$0.00

\$0.00

\$0.00

Check #

CC Type

Reference

Reference

AMERICAN EXPRESS

Total

Change Due

\$81.06

\$0.00

F8 - Save and Print Receipt

F9 - Cancel

F10 - Capture Electronic Signature

Invoice/Receipt for Customer Deposit:

Invoice #	112
Date	6/2/2017
Time	12:44

PO #:	
Document #:	224
Due Date:	6/2/2017

Salesman:	Lee Chesnut
Ship Via:	
Terms:	PAID
Source:	

Buddy Chesnut (10001)		
1234 Rowdy Ridge		
Dripping Springs	TX	78258
Contact		

Invoice

Ship To:		

Item Number	Qty	List	Bin Location				Sales Tax	Extended Amount	Back Order
Description			Price	Amount	Disc	Subtotal			Drop Ship
Sales Order Deposit									0.0000
Sales Order 222	1.00	\$0.00	\$81.060	\$81.06	0.00%	\$81.06	\$0.00	\$81.06	

SALES TAX		\$0.00	\$0.00						
Cash	Check	Check #	CC	CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other
\$0.00	\$0.00		\$81.06	AMERICAN EXPRESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Extracting Back Order:

Use either CTRL + B to initiate the back order extract, or Inventory → Utilities → Suggested Stock Orders → System Back Orders

Enter either the Item Number or Shipping Method to select your back ordered part.

Location ▲																						
Type	Associa...	Supplier	OEM	Item Number	Description	Customer	Bin	Core	Sug. Qty	Ord. Qty	Cost	Total Cost	Stock Class	Has Associations	Package Multiple	Set Multi...	Categ...	Shipping Method	Document Date	Document Number	Document Type	Gr
▼														■								
Location: LEE INC																						
Ⓜ BackOrder	D	CASE NEW H...	198	ST491A	BEARING, ...	CHESNUTLEE	A0002		\$0.00	1.0000	1.0...	\$34.13	\$34.13	8 Down-Gr...	☑	1	0		1/6/2015 12:00:00 AM	136	Sales Order	
Ⓜ BackOrder	C	INTERNATIO...	100	LEE	LEE TEST	CHESNUTLEE			\$0.00	1.0000	1.0...	\$2.50	\$2.50	6 New Parts	☐	1	0		3/31/2015 12:00:00 AM	180	Sales Order	
Ⓜ BackOrder	C	INTERNATIO...	100	LEE	LEE TEST	CHESNUTLEE			\$0.00	1.0000	1.0...	\$2.50	\$2.50	6 New Parts	☐	1	0		3/31/2015 12:00:00 AM	182	Sales Order	
Ⓜ DropShip	D	INTERNATIO...	100	88986814	BELT,FAN	Rogers Cable ...			\$0.00	1.0000	1.0...	\$36.44	\$36.44	5 Seasonal ...	☑	1	0	Company Truck	5/30/2017 12:00:00 AM	216	Sales Order	
Ⓜ BackOrder		INTERNATIO...	100	LF1435	FILTER HE...	ChesnutBuddy			\$0.00	1.0000	1.0...	\$41.76	\$41.76	U Non-Stoc...	☐	1	0	STOCK ORDER	6/2/2017 12:00:00 AM	222	Sales Order	
Ⓜ BackOrder	D	AGCO	AGC	0015647U91	COVER KIT	CHESNUTLEE			\$0.00	1.0000	1.0...	\$26.00	\$26.00	6 New Parts	☑	1	1		3/23/2015 12:00:00 AM	149	Sales Order	
												\$143.33										

Select Order Summary tab to create Purchase Order.

Suggested Order

Order Summary

MainView

Location

Type	Associa...	Supplier	OEM	Item Number	Description	Customer	Bin	Core	Sug. Qty	Ord. Qty	Cost	Total Cost	Stock Class	Has Associations	Package Multiple	Set Multi...	Categ...	Shipping Method	Document Date	Document Number	Document Type	C
Location: LEE INC																						
BackOrder		INTERNATIO...	100	LF1435	FILTER HE...	ChesnutBuddy			\$0.00	1.0000	1.0...	\$41.76	\$41.76	U Non-Stoc...	<input type="checkbox"/>	1	0	STOCK ORDER	6/2/2017 12:00:00 AM	222	Sales Order	
												\$41.76										

#1 Check mark Is Selected box
#2 Create and Save PO's
or
#3 Approve and Save PO's

RIMSS WinNetStar

Back Orders

#3 Approve and Save PO's

Create Suggested Order

Clear Suggested Order

Save

Save and Close

Print

Layouts

Create and Save PO's

Approve and Save PO's

Delete All Highlighted Backorders

Import From Picklist

Suggested Order

Order Summary

☐ Select All

Drag a column header here to group by that column

Is Selected	Suggested Date	Source Location	A/P Supplier	Total Cost	Total Weight
<input checked="" type="checkbox"/>	6/2/2017	LEE INC	INTERNATIONAL	\$41.76	N/A

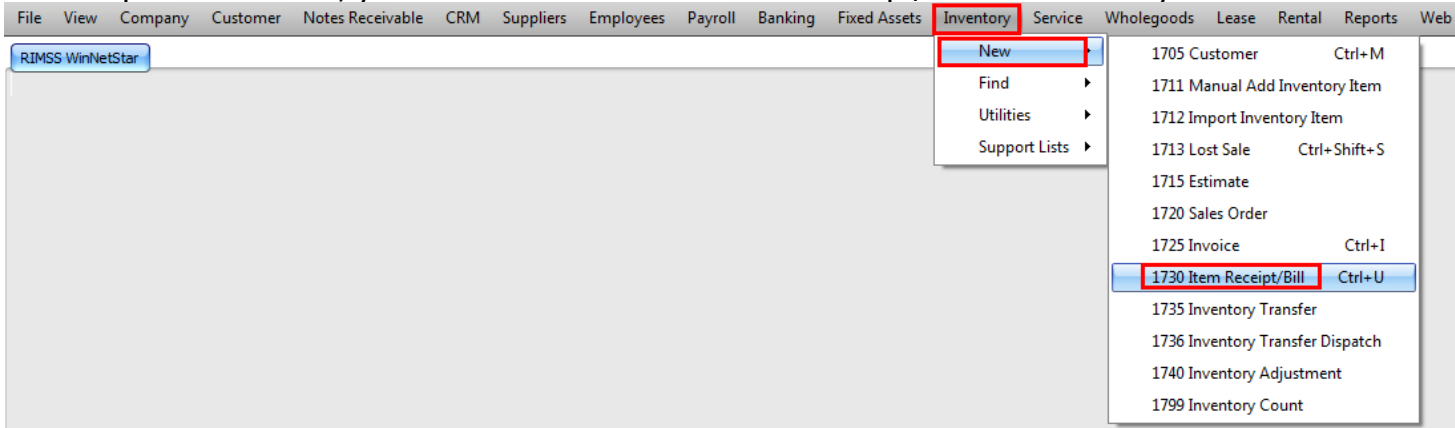
Click Yes to open Purchase Order, or No to exit back order extract screen.

Purchase Orders Created

Do you wish to open the following Purchase Orders?

Document # 79 - INTERNATIONAL

When a part is received, you will need to create an Item Receipt/Bill. Inventory → New → Item Receipt/Bill



Save Save and Close Save and New Save and Print Bin Labels Scan Receipt Void Export Layouts Print Receiving Report Save Attachments Add Allocation Line Items Add Sales Tax G

General Scheduled Payments Attachments Related Orders

PO #: 78 Doc. # 0 Doc. Type Item Receipt Doc. Date 6/2/2017 Status Allocation Amount \$0.00

Name: INTERNATIONAL Supplier ID: 44 Pmt Terms COD Due Date 6/2/2017 Supplier Inv. Date 6/2/2017 Allocation Desc.

Address 1: 123 Navistar Street Supplier Ref. Liability Account 001-2-11000-01 (ACCOUNTS PAYABLE)

Address 2: Business Address Supplier Ref ID: 44

City: Chicago

State: IL Zip Code: 12345

Memo

**Enter PO # to create IR/Bill
Press the Save option as needed**

Item Number (Ctrl-N):

Type	Number	Description	Primary Bin	Order Type	Reference	Memo	Rec'd Qty	Needed Qty	Alloc. Qty	Qty	Unit Cost	Total	PO #	Source Doc Number
Item	LF1435-100-NAVISTR	FILTER HEAD ...		Customer Order	ChesnutBuddy		1.0	1.0	.0	1.0	\$41.7600	\$41.76	78	222 S

After Item Receipt/Bill has been created, you may open Sales Order, convert to Invoice, and Collect Payment.

Settlement

	Taxable	Non-Tax.	Total
SubTotal	\$1,239.50	\$0.00	\$1,239.50
Tax	\$83.68		\$83.68
Total	\$1,323.18	\$0.00	\$1,323.18

Cash	\$0.00	Check # <input type="text"/>
Check	\$0.00	
Credit Card	2 \$1,242.12	CC Type <input type="text"/>
Customer Account	\$0.00	Reference <input type="text"/>
Contract in Transit	\$0.00	
Sales Order Deposit	1 \$81.06	Reference <input type="text"/>
Other	\$0.00	

Total	\$1,323.18	3
Change Due	\$0.00	

F8 - Save and Print Receipt

F9 - Cancel

F10 - Capture Electronic Signature

#1 Amount from Customer Deposit

#2 Remaining amount to pay

#3 Total amount paid