

## **Release Back Orders**

**PROGRAM NAME:** OEBCKRLS

**MENU OPTION TITLE:** Release Back Orders

**MAIN MODULE:** BACKORDER RETRIEVAL

**HELP KEY ACTIVE:** YES

## **PROGRAM OVERVIEW**

This program is used to release an order that has been backordered. It is a good practice to have a copy of the invoice on hand in order to enter some information.

## **PROGRAM OPERATION**

**YARD CODE:** Enter the yard code from the invoice in this field.

**ORDER DATE:** Enter the date of this order. The current date will automatically be loaded in this field. You can accept the current date or enter the date on the original invoice.

**WHAT IS THE ORIGINAL ORDER NUMBER?** Enter the original order number from the invoice.

**ORDER#:** A new order number will be assigned to this order. The new number is shown in this field.

The customer's information will be filled into the customer information fields for you.

**Type (Q)uit, (R)elease, (U)nrelease, or (S)ee more?**

**Enter the LINE # you wish to release.**

**2SHP:** Enter the quantity of this part that you want to release.

**CONFIRM? Y=YES:**

**HOW WAS THE PAYMENT MADE?** See the documentation for the {ORDERS} program for information about payment methods.

**CONFIRMATION CARD? Y=YES:** See the documentation for the {ORDERS} program for information about confirmation cards.

**ORDER FORM NOTES?** See the documentation for the {ORDERS} program for information about order form notes.

**EXCISE TAX ON THIS ORDER (Y/N)?**

**CONFIRM THIS ORDER (Y/N)?**

**<DO YOU HAVE YOUR OWN PRINTER? Y=YES>**

After you have released all items from an order use <CUSTSERV> to delete the backorder.