

## Updating Purchase Order - Parts are Backordered

From the Main Menu select the following options:

# 2 Purchasing

# 2 Work with Purchase Orders

Locate PO# to work with, place an "X" beside appropriate number, Enter

Put a "C" in Action Code to Change/Update P.O., Enter

Type "Y" to work with Quantity Shipped

Type "Y" to work with Quantity Backordered

Enter

Move all parts not received into Backordered

F1 Update Changes

Enter

F7 Changes Completed/Return (returns you to first screen of purchase order)

Put an "H" to Hold Back Orders

F1 Update Changes

Enter (exits program)

Now, all parts received on Purchase Order have an updated status. This will allow you to bill parts received and to update the Accounts Payable invoice if necessary. (Option F18 in A/P in Menu #1)

If you need additional information, email [support@southpoint.net](mailto:support@southpoint.net) or call our office.