# Create a Back Order

**Quick Start Guide**

## Document Details

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## Overview

This document explains how to create a back order so locations can track and receive products that were temporarily out of stock on their original order.

**Download the latest version of this document here:**
https://links.crunchtime.com/NCQS-CreateBackOrder

… or scan the QR code to the left.

## Related User Group Permissions

| Screen Name | Control Name | Description |
|---|---|---|
| NC-Purchasing | Create Back Order during VO Reconcile | Allow users to create back orders for items not completely fulfilled on a Vendor Order. |
| NC-Other Store Tasks | View/Edit Recent Vendor Orders | Enables *Recent Vendor Orders* on the Purchasing menu. |
| NC-Purchasing | Reconcile | Allows users to complete the reconcile process. |

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QUICKSTART GUIDE

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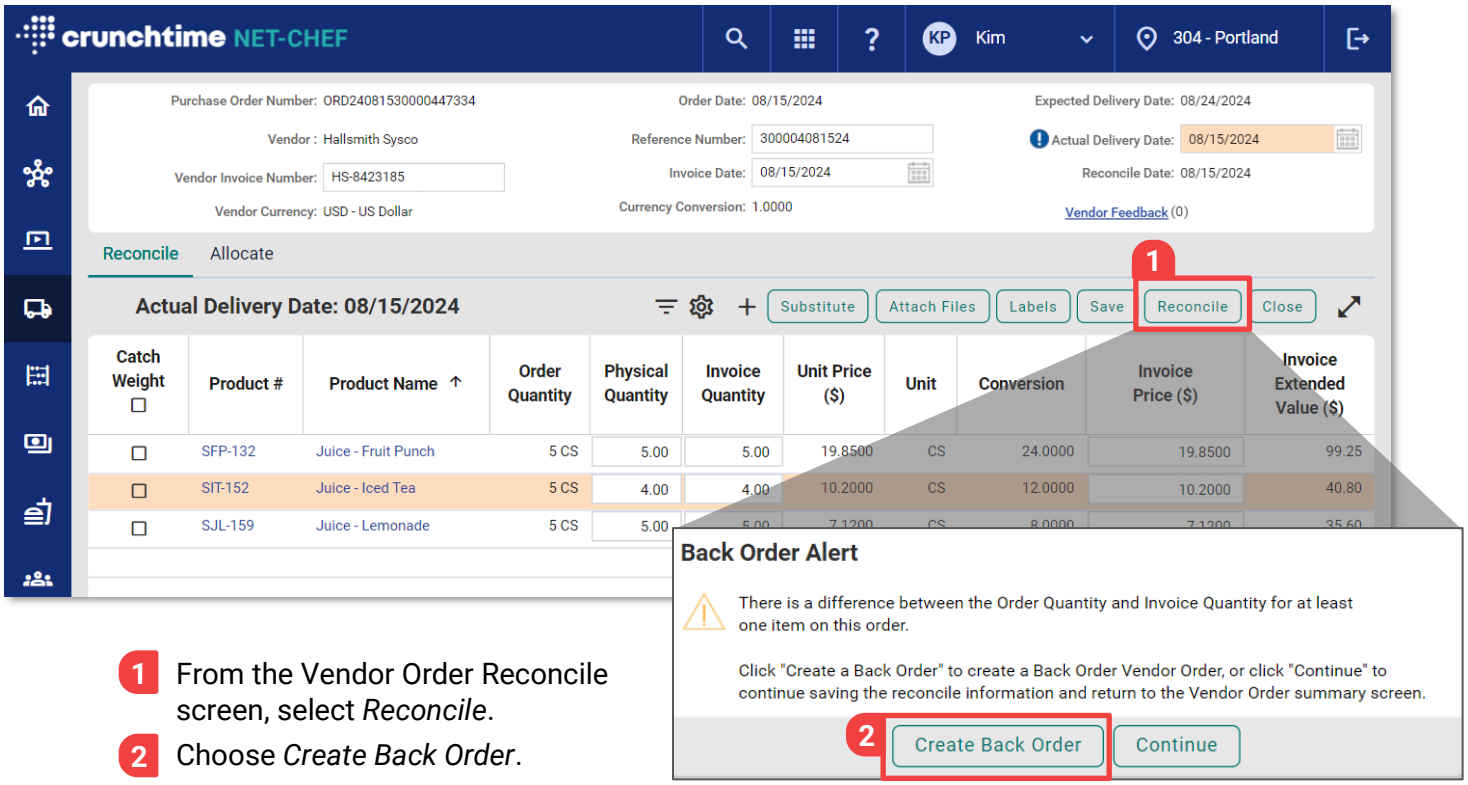
## Reconcile Vendor Order Sub-Process

### How-To

Net-Chef > Recent Vendor Order: Reconcile




1. From the Vendor Order Reconcile screen, select *Reconcile*.
2. Choose *Create Back Order*.

**Note:** Back Orders will appear on the Recent Vendor Orders screen in “submitted” status but will not be transmitted to the vendor.

### Requirements

Users will be prompted to create a Back Order when all of the following conditions are met:

- At least one product has an *Invoice Quantity* that is less than (<) the *Order Quantity*.
- The vendor order has not been saved or reconciled previously.
- The reconciling user has the *NC-Purchasing > Create Back Order during VO Reconcile* User Group Permission enabled.
- BETA The vendor order is being reconciled with an invoice.

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