

# Sage 100 ERP Tips and Tricks:

## How to Complete or Resolve a Backordered Purchase Order (MAS 90/200)

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Have a purchase order still open, but you haven't finished receiving against it?

Below we will learn how in Sage 100 you can complete or resolve a backordered purchase order, or adjust the purchase order when it has received or invoiced quantities that do not equal the ordered quantity.

### Possible causes:

There are a variety of reasons for Purchase Orders to remain in Purchase Order Entry with a Backorder status. Here are a few:

- The Post Accounts Payable Invoices check box setting in Purchase Order Options may be selected.
- Users may be entering invoices in Accounts Payable, Invoice Data Entry instead of using Enter Purchase Order, Receipt of Invoice Entry to update and create Accounts Payable invoices.
- Users may have physically received items in the warehouse, but neglected to post them via Purchase Order, Receipt of Goods Entry.
- Users may have entered the invoice via Purchase Order, Receipt of Invoice Entry, but entered an incorrect quantity, or forgotten to invoice some of the line items.
- A quantity was ordered, but the received and invoiced quantities were lower (as is the case if the vendor did not send the full amount ordered). The vendor may send more at a later time, or the vendor may not plan to send more (which results in a "short" order).

For more information or assistance with resolving backordered purchase orders in Sage 100 ERP (MAS 90/200), contact us now at [info@llbgroup.com](mailto:info@llbgroup.com) or [267.457.4700](tel:267.457.4700).

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- ◆ Cloud Services – From Software as a Service (SaaS) to Infrastructure as a Service (IaaS)
- ◆ Telecommunication Solutions – Carrier Services (voice and internet) & Hosted VoIP
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