

INVENTORY BACKORDER REPORT

Go to: *Web Skyward Finance System, Financial Management, Inventory, Inventory, Reports, Requisitions, By Item Code/Description*

Any of the other requisition reports will give you a backorder option, but I like the By Item Code/Description report because it includes the date of the requisition. Add a new report, or edit one of your previous reports.

Report parameters

Requisition Status: Backordered

Building: Enter your entity in both low and high range, or leave low blank and high as Z's to report backorders for all entities.

Save and Print.

Requisition Report - By Item Code/Description

Template Settings

* Template Description:

Share with other users in the district

Print Greenbar

6 Lines Per Inch 8 Lines Per Inch

Report Parameters

Requisition Status:

Low: High:

Item Code: Requested By:

Building:

Sort Items By: Item Code Item Description

Print Item Description: Short Long

The report shows the item and the number and date of the requisition.

3ivrpt02.p 18-4		Jordan School District Finance		10/20/20					
05.20.10.00.00 *TrnDB*		INVENTORY REQUISITION REPORT - ITEM CODE/DESCRIPTION SEQUENCE							
ITEM CODE	DESCRIPTION	REQ NUMBER	DATE	STATUS	# REQUESTED	# DELIVERED	# BACKORDRD	UNIT COST	TOTAL COST
4250025	FRUIT GRAPES, GREEN 18#	9981900328	08/22/2018	BACKORD	2	0	2	29.50000	59.00
	SERVINUT000 SERVICES, NUTRITION								
4250026	FRUIT GRAPES, RED 18#	9982002909	01/29/2020	BACKORD	3	0	3	41.30000	123.90
	DUNN JUL000 DUNN, JULIE S	9982100267	08/17/2020	BACKORD	4	0	4	42.50000	170.00
	DUNN JUL000 DUNN, JULIE S	9982001983	11/26/2019	BACKORD	2	0	2	29.90000	59.80
	SERVINUT000 SERVICES, NUTRITION	9982001988	11/26/2019	BACKORD	2	0	2	29.90000	59.80
	SERVINUT000 SERVICES, NUTRITION								