INVENTORY BACKORDER REPORT

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

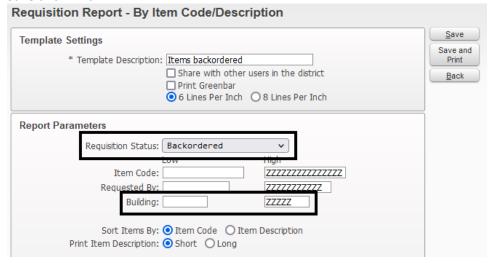
Any of the other requisition reports will give you a backorder option, but I like the By Item Code/Description report because it includes the date of the requisition. Add a new report, or edit one of your previous reports.

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.



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

