

Should-order & ordering session

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Should-order formula

For each item:

Should order = Target – On hand – Back order

- The grid displays the need as **zero or more** (negative values are shown as 0).
- **Back order** is calculated from open purchase-order lines: sum of (ordered – received) on lines that are not void and not fully received. It is not a separately typed field on the item.

Do not treat “target – on hand” alone as the order quantity. Ignoring back order overstates what you still need to buy.

Ordering session

With write access, enter quantities in the **Order qty** column. Values are saved to your personal session cart.

- **Fill from should-order** copies only *positive* should-order amounts into Order qty.
- The toolbar shows a session total when lines have quantity.
- When ready, choose **Create order** to review and confirm (see Orders).

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