MFG-37 Checking Back-to-Back and Non-Back-to-Back Process

Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step guide of how to Check back-to-back and Non-Back-to-Back Processes in the North Carolina Financial System **(NCFS)**.

Introduction and Overview

This QRG covers the process of Checking back-to-back and Non-Back-to-Back Processes. This process provides information on how to check for both Back-to-Back and Non-Back-to-Back orders in NCFS, monitor fulfillment status, errors and exceptions using system tools.

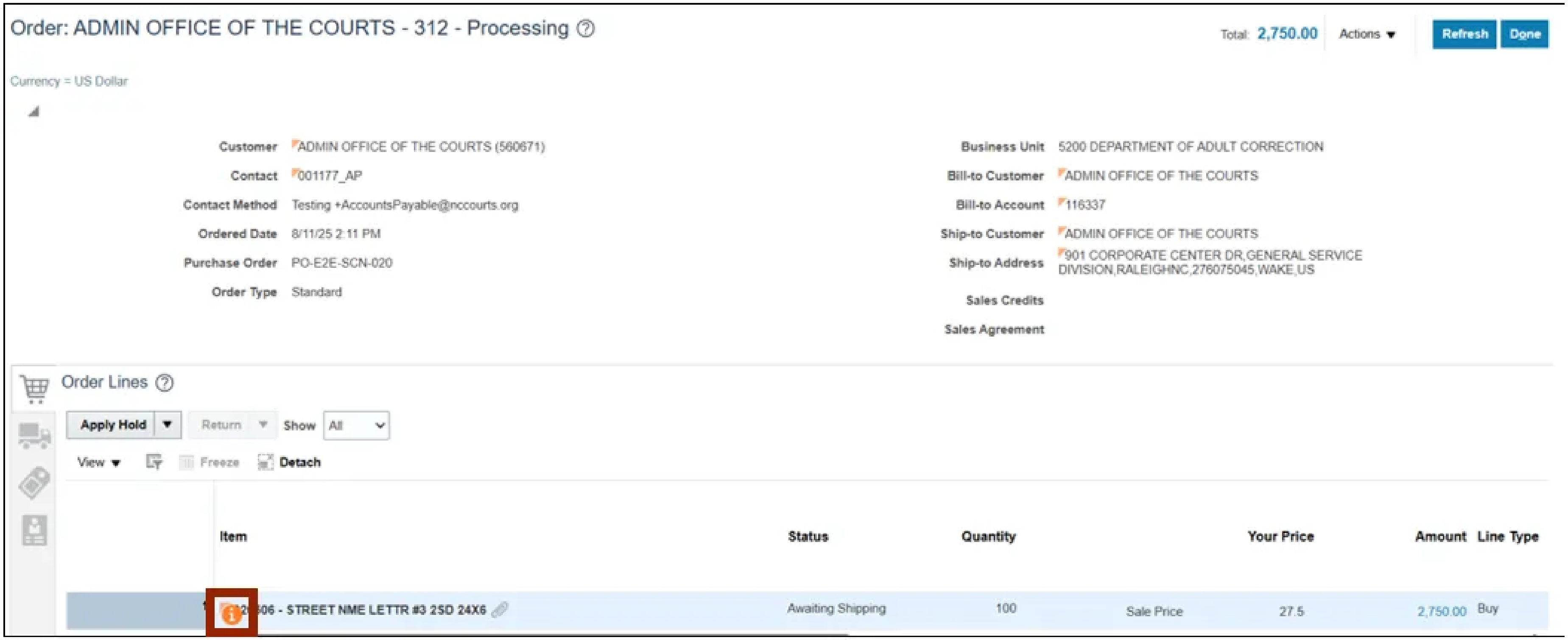
Checking Back-to-Back Navigation

Checking if an item is back-to-back enabled determines whether NCFS will automatically create a supply type— a manufacturing work order if the item is out of stock, or an On Hand supply if the item is available in stock.

To check if an item is back-to-back enabled, from the **Order** screen, follow these steps. There are 12 steps to complete this process.

Step 1. In the **Order Lines** section of the **Lines** tab, click the **orange information icon on the specific line item** to open the **Item Information** window.

Image

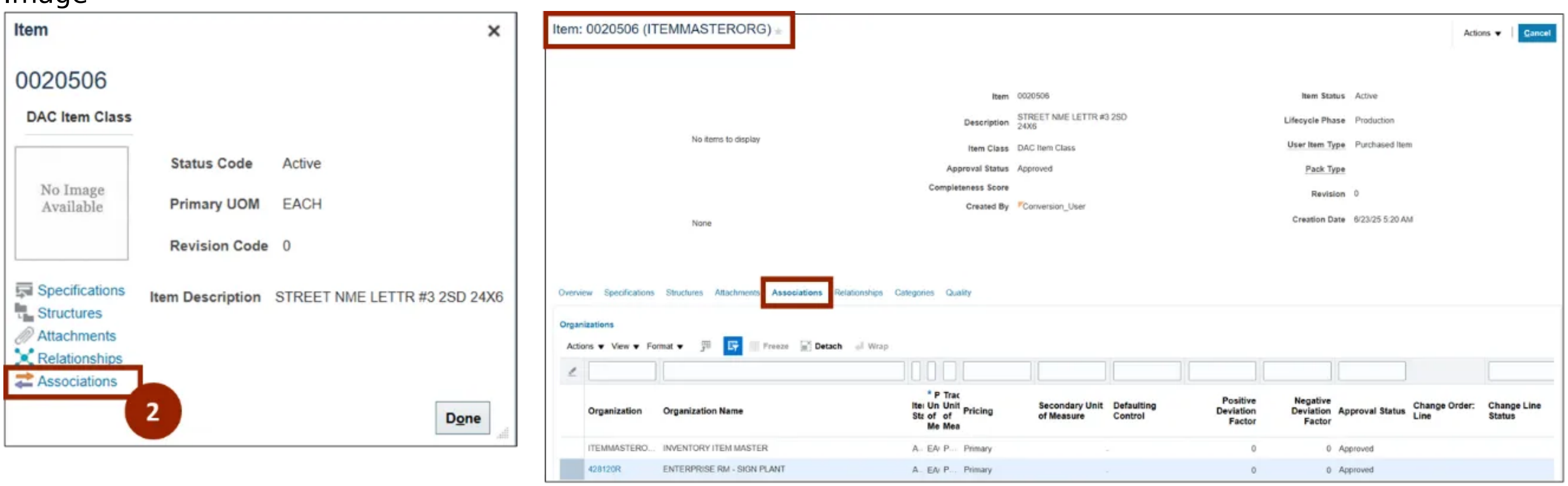

Order: ADMIN OFFICE OF THE COURTS - 312 - Processing
Total: 2,750.00
Actions
Refresh
Done
Currency = US Dollar
Customer ADMIN OFFICE OF THE COURTS (560671)
Contact 001177_AP
Contact Method Testing +AccountsPayable@nccourts.org
Ordered Date 8/11/25 2:11 PM
Purchase Order PO-E2E-SCN-020
Order Type Standard
Business Unit 5200 DEPARTMENT OF ADULT CORRECTION
Bill-to Customer ADMIN OFFICE OF THE COURTS
Bill-to Account 116337
Ship-to Customer ADMIN OFFICE OF THE COURTS
Ship-to Address 901 CORPORATE CENTER DR,GENERAL SERVICE DIVISION,RALEIGHNC,276075045,WAKE,US
Sales Credits
Sales Agreement
Order Lines
Apply Hold
Return
Show All
View
Freeze
Detach
Item
Status
Quantity
Your Price
Amount
Line Type
STREET NME LETTR #3 2SD 24X6
Awaiting Shipping
100
Sale Price
27.5
2,750.00
Buy

Image

Step 2. In the **Item Information** window, click the **Associations** link.

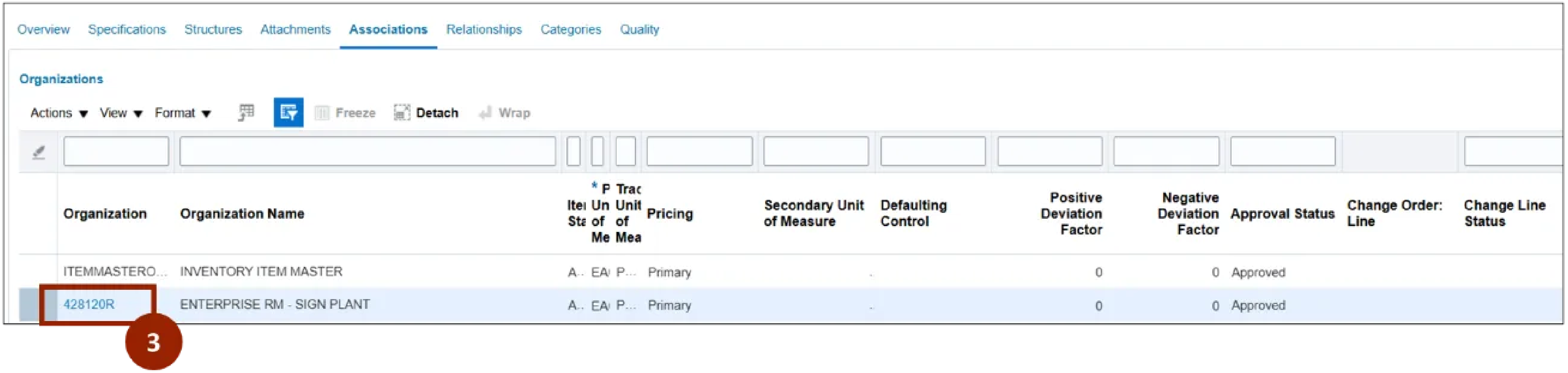
Note: The **Item** screen displays for the selected item with the display defaulted to the **Associations** tab.

Image



Step 3. In the **Organization** column of the **Associations** tab, click the **desired organization (or plant)** link to open the **Item** screen for the plant.

Image



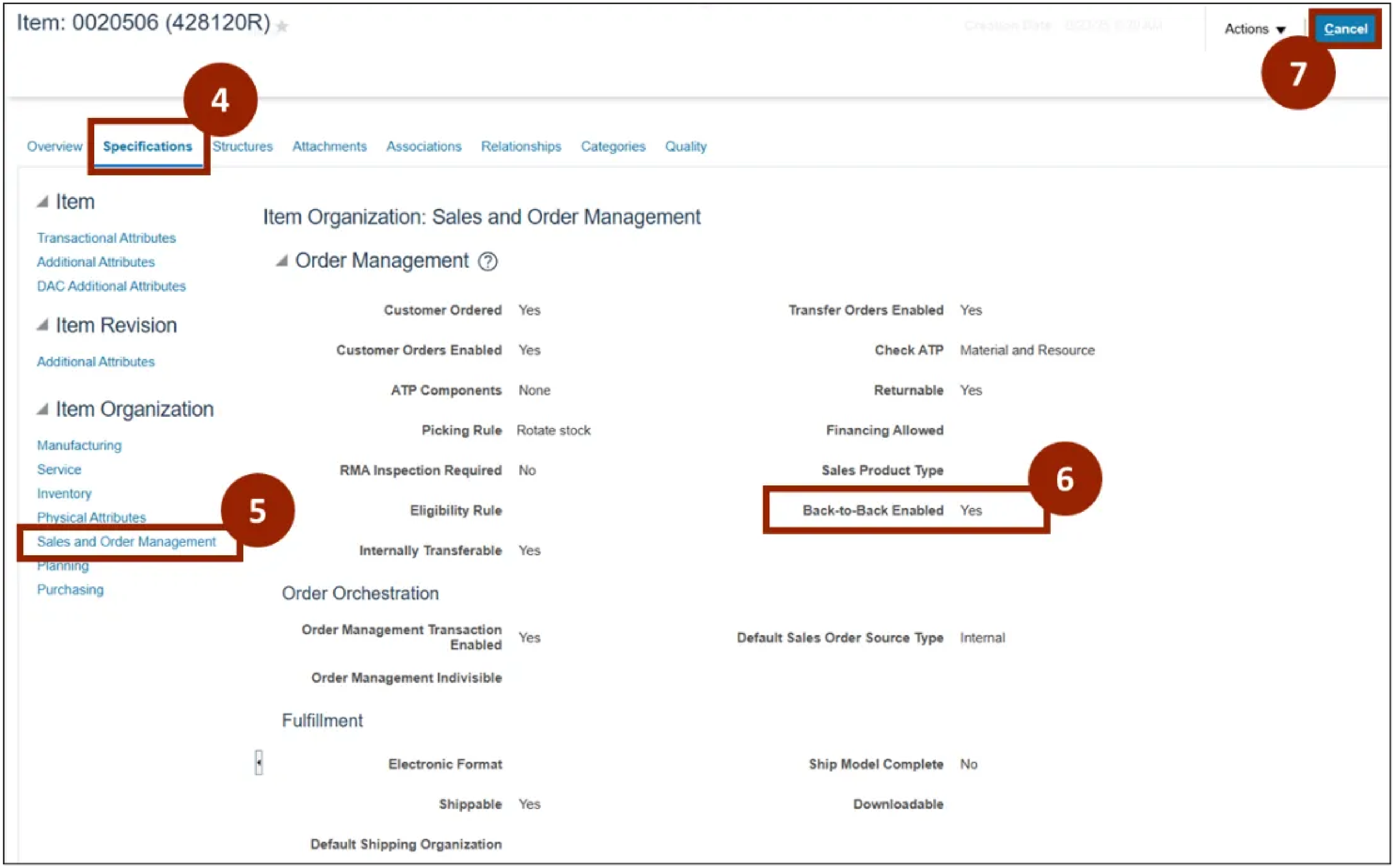
Step 4. Click the **Specifications** tab.

Step 5. In the **Item Organization** section, click the **Sales and Order Management** link.

Step 6. In the **Back-to-Back Enabled** field, verify that **“Yes”** displays.

Step 7. Click **Cancel** button to return to the **Order** screen.

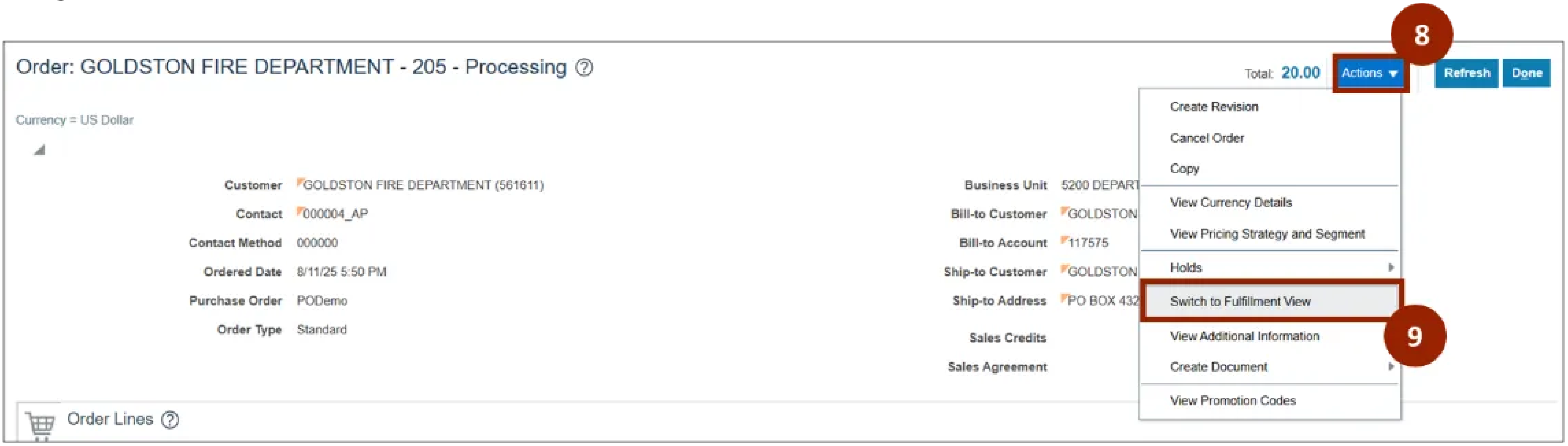
Image



Step 8. From the **Order** screen, click the **Actions** drop-down.

Step 9. Select **Switch to Fulfillment View**.

Image

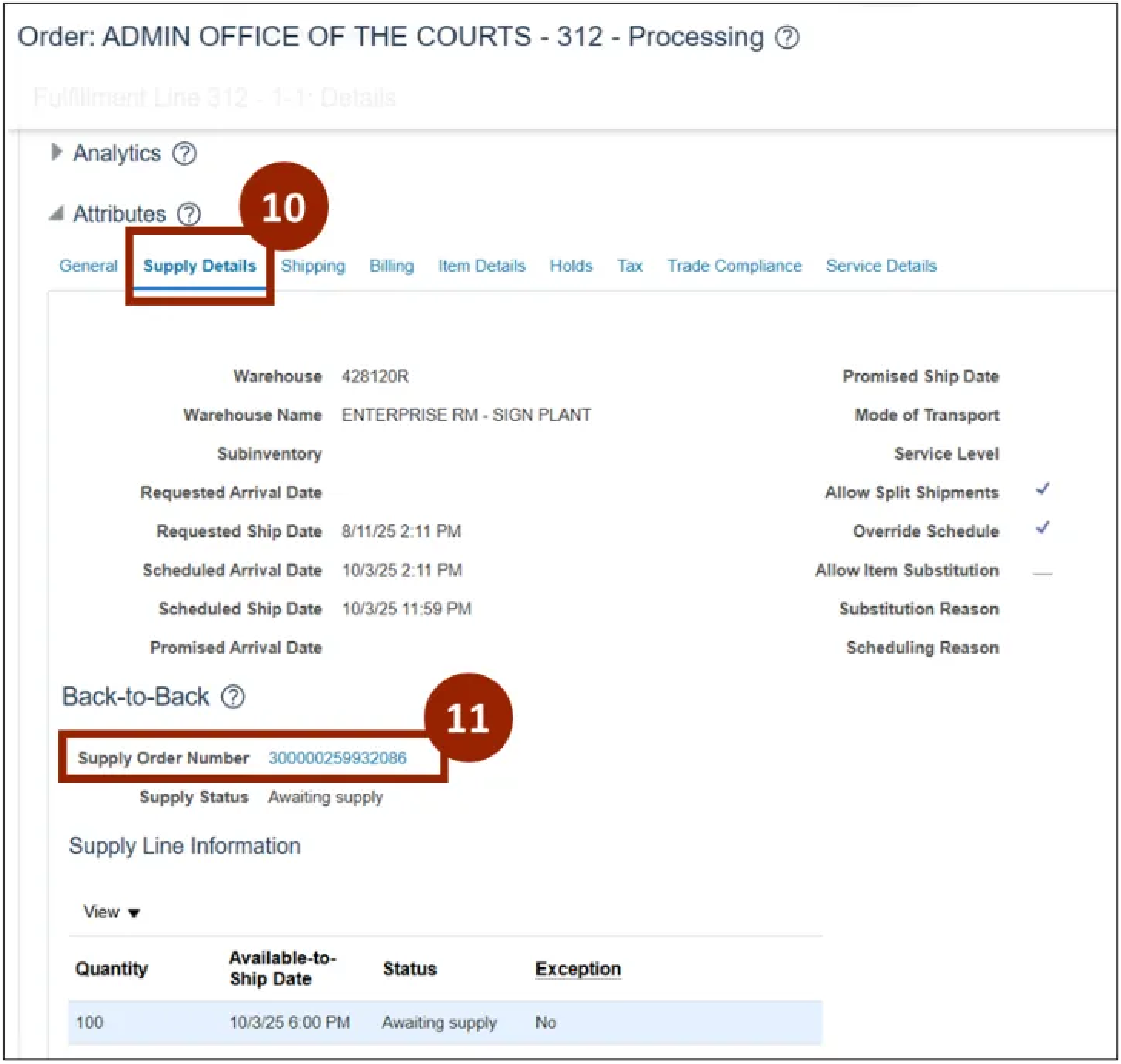


Step 10. Navigate to the **Attributes** section and click the **Supply Details** tab.

Step 11. In the **Back-to-Back** section, click the **Supply Order Number** link.

Note: The **Supply Order Number** is a unique identifier used to access the **Supply Order Details** screen for the corresponding supply order.

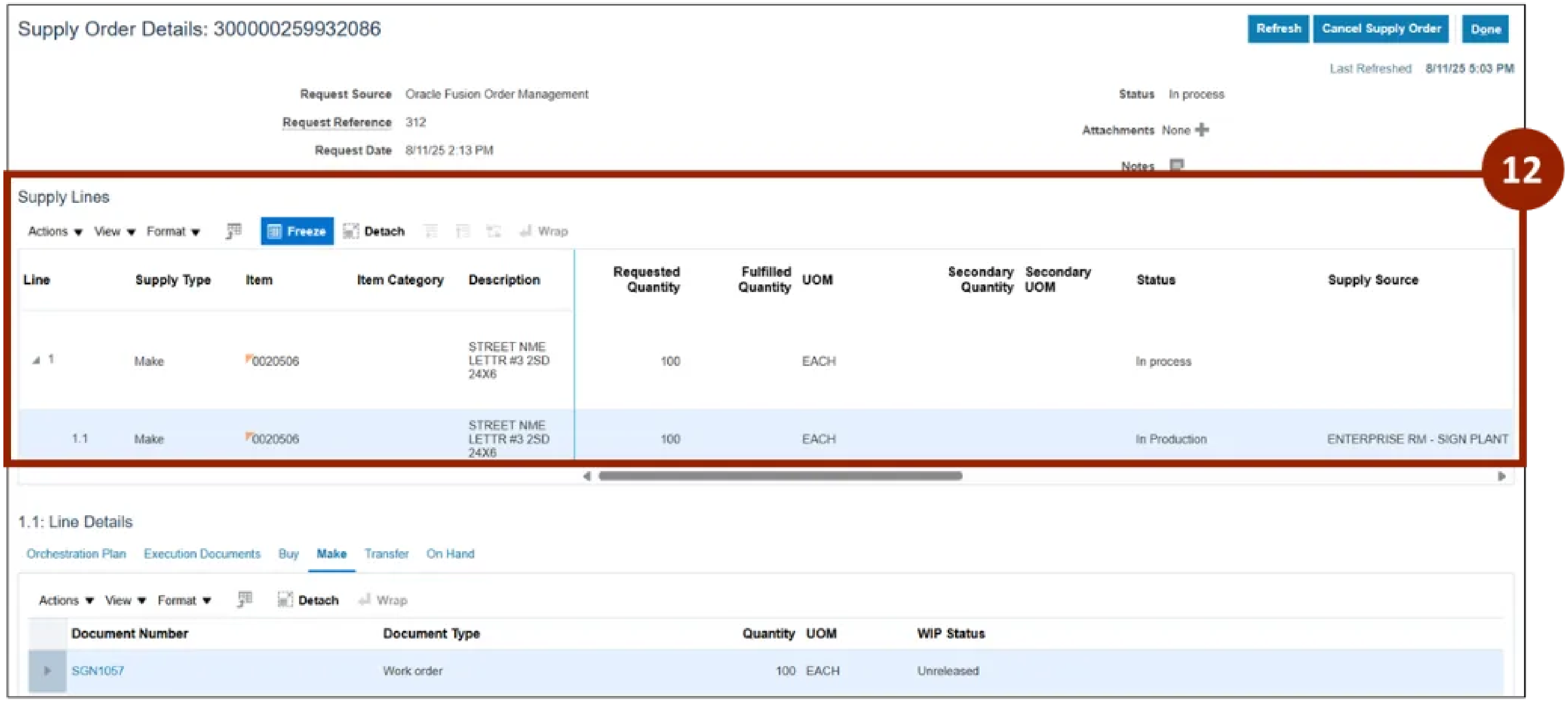
Image


Order: ADMIN OFFICE OF THE COURTS - 312 - Processing
Fulfillment Line 312 - 1-1: Details
Analytics
Attributes
10
General
Supply Details
Shipping
Billing
Item Details
Holds
Tax
Trade Compliance
Service Details
Warehouse 428120R
Warehouse Name ENTERPRISE RM - SIGN PLANT
Subinventory
Requested Arrival Date
Requested Ship Date 8/11/25 2:11 PM
Scheduled Arrival Date 10/3/25 2:11 PM
Scheduled Ship Date 10/3/25 11:59 PM
Promised Arrival Date
Promised Ship Date
Mode of Transport
Service Level
Allow Split Shipments
Override Schedule
Allow Item Substitution
Substitution Reason
Scheduling Reason
Back-to-Back
11
Supply Order Number 300000259932086
Supply Status Awaiting supply
Supply Line Information
View
Quantity
Available-to-Ship Date
Status
Exception
100
10/3/25 6:00 PM
Awaiting supply
No

Step 12. In the **Supply Lines** section of the **Supply Order Details** screen, verify information displayed.

Note: To view additional details, click the **Supply Line** row for the item. In this example, the item was out of stock, so the **Supply Type** is shown as **"Make."** If the item is in stock, the **Supply Type** will display as **"On Hand."**

Image

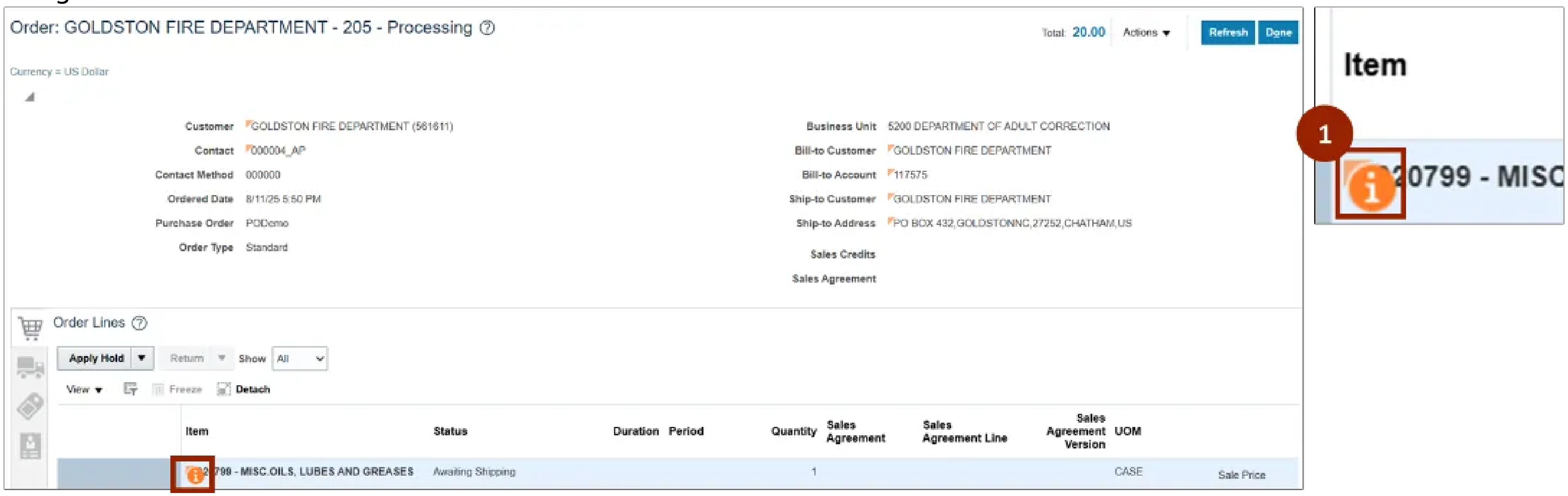


Checking Non-Back-to-Back Navigation

To check if an item is back-to-back enabled, from the **Order** screen, follow these steps. There are 11 steps to complete this process.

Step 1. In the **Order Lines** section of the **Lines** tab, click the **orange information icon on the specific line item** to open the **Item Information** window.

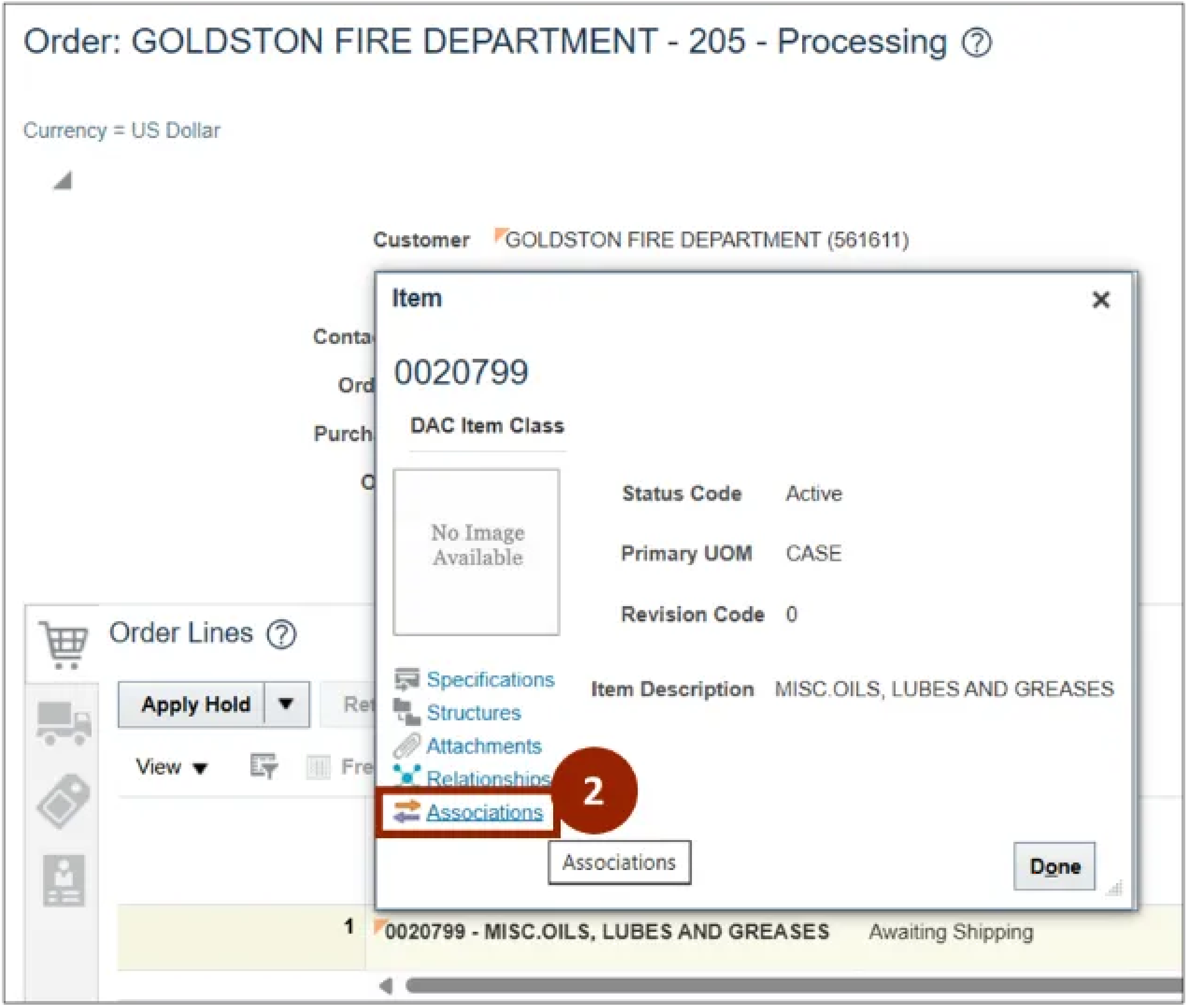
Image



Step 2. In the **Item Information** window, click the **Associations** link.

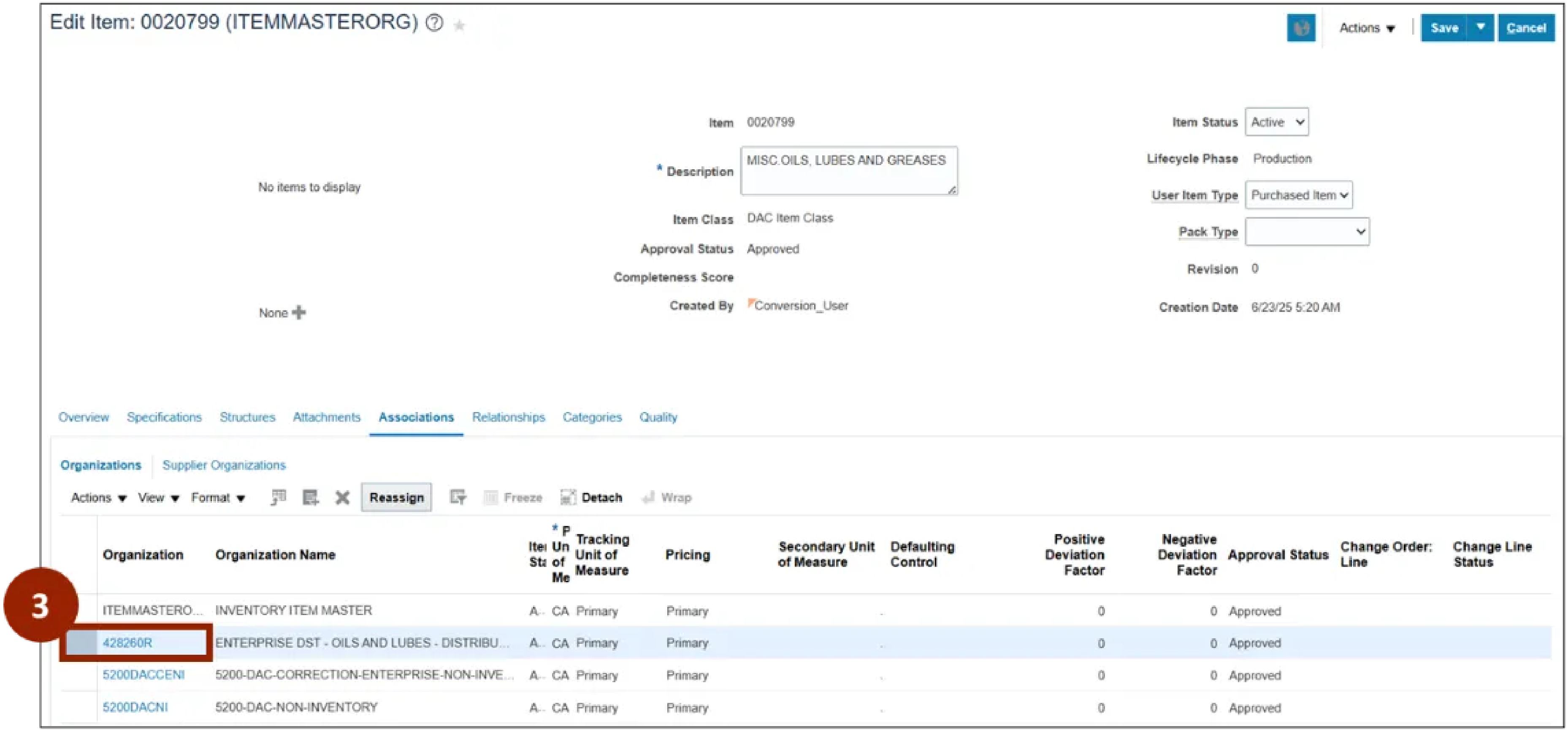
Note: The **Associations** link opens the **Item** screen displays for the selected item with the display defaulted to the **Associations** tab.

Image



Step 3. In the **Organization** column of the **Associations** tab, click the **desired organization (or plant)** link to open the **Item** screen for the plant.

Image

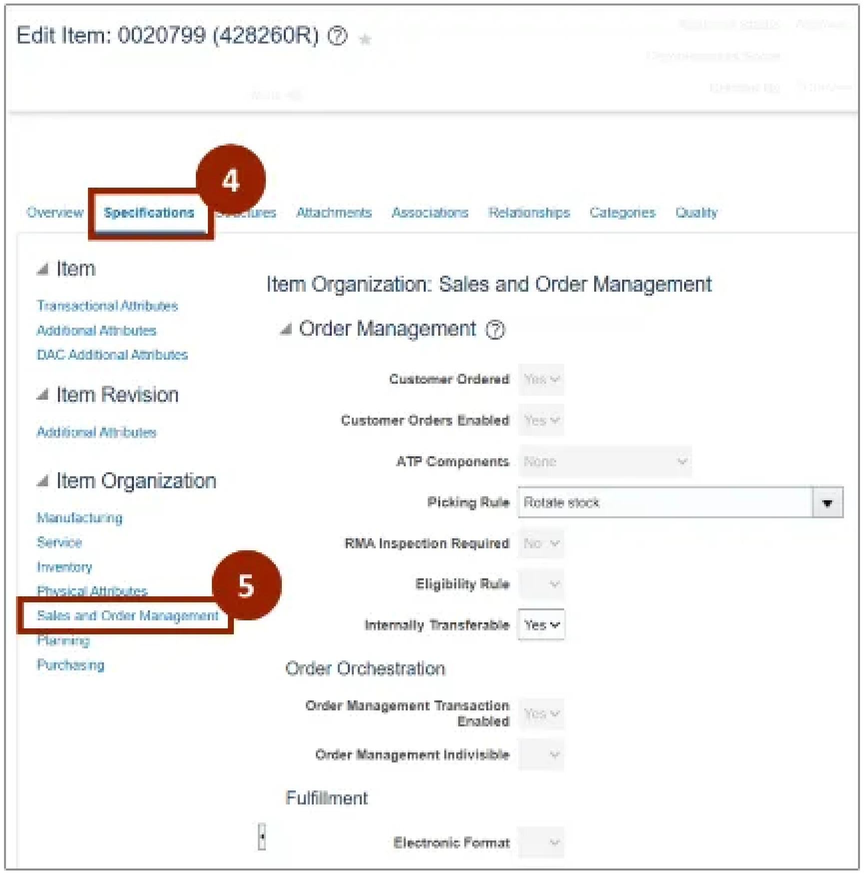


Step 4. Click the **Specifications** tab.

Step 5. In the **Item Organization** section, click the **Sales and Order Management** link.

Note: This screen is for information validation only—no changes are required. Even if the field appears editable based on access permissions, do not make any edits. If the screen displays as an **Edit Item** screen due to your permissions, only review and validate the information shown.

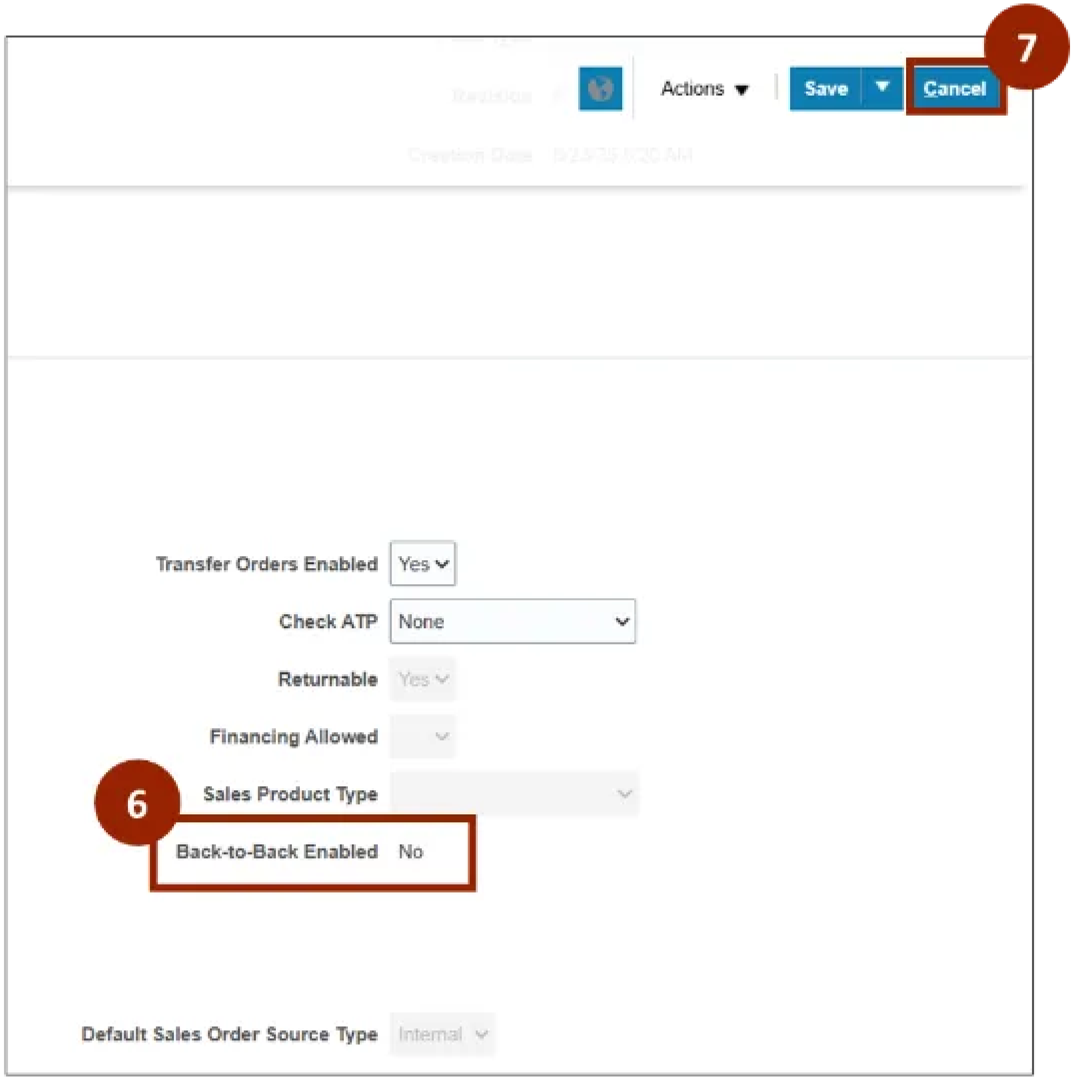
Image



Step 6. In the **Back-to-Back Enabled** field, verify that **No** displays.

Step 7. Click **Cancel** button to return to the **Order** screen.

Image

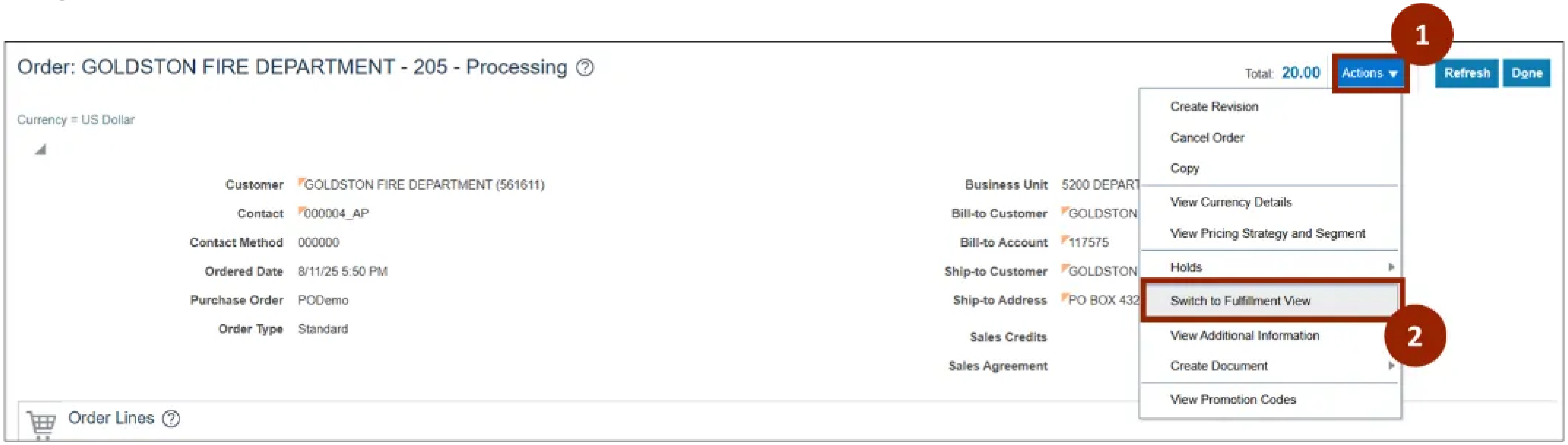


Note: Reviewing supply details for non-back-to-back items can be done from the **Fulfillment View**. To check the supply details for non-back-to-back items, from the **Order** screen, follow these steps:

Step 8. Click the **Actions** drop-down.

Step 9. Select **Switch to Fulfillment View**.

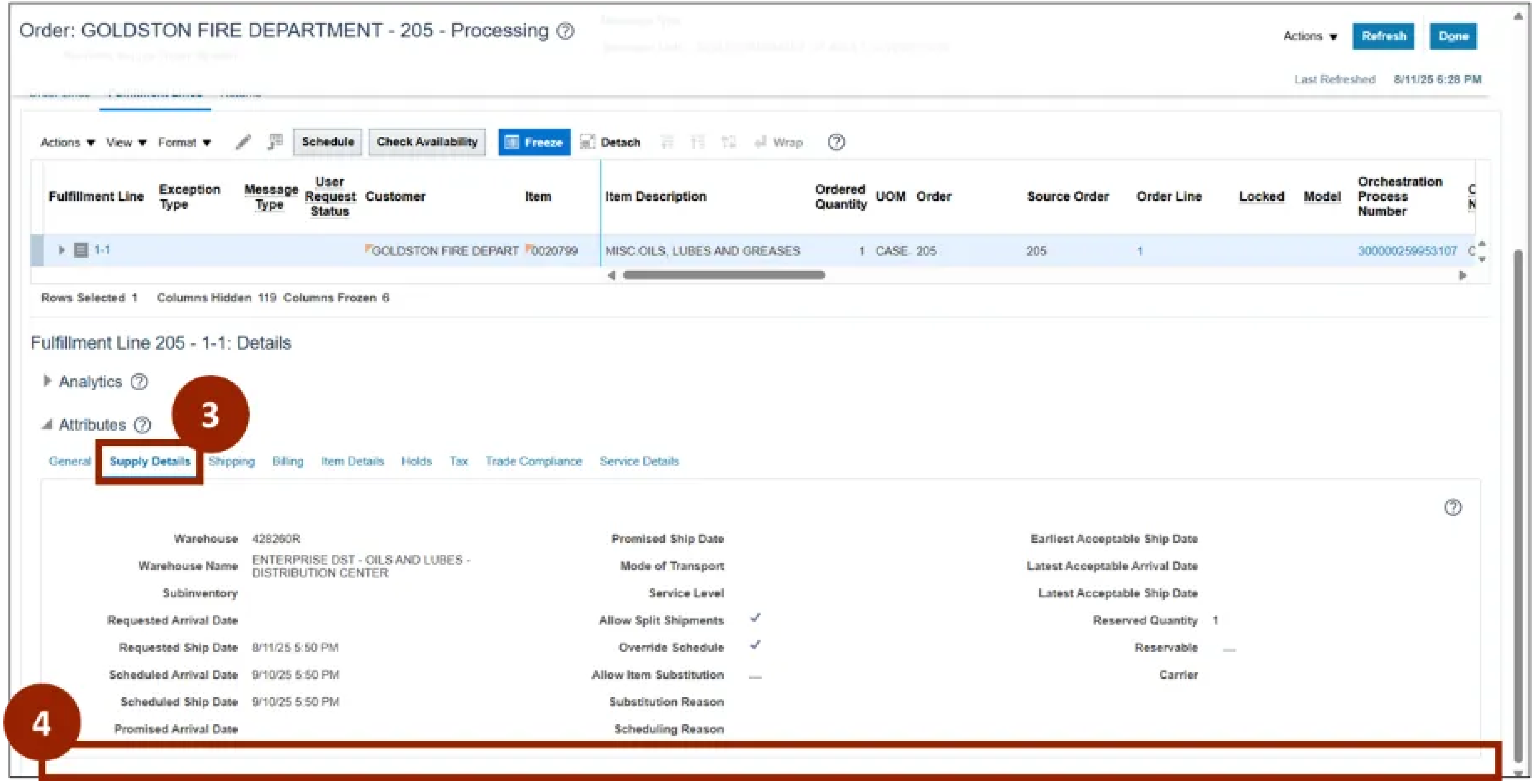
Image



Step 10. Navigate to the **Attributes** section and select the **Supply Details** tab.

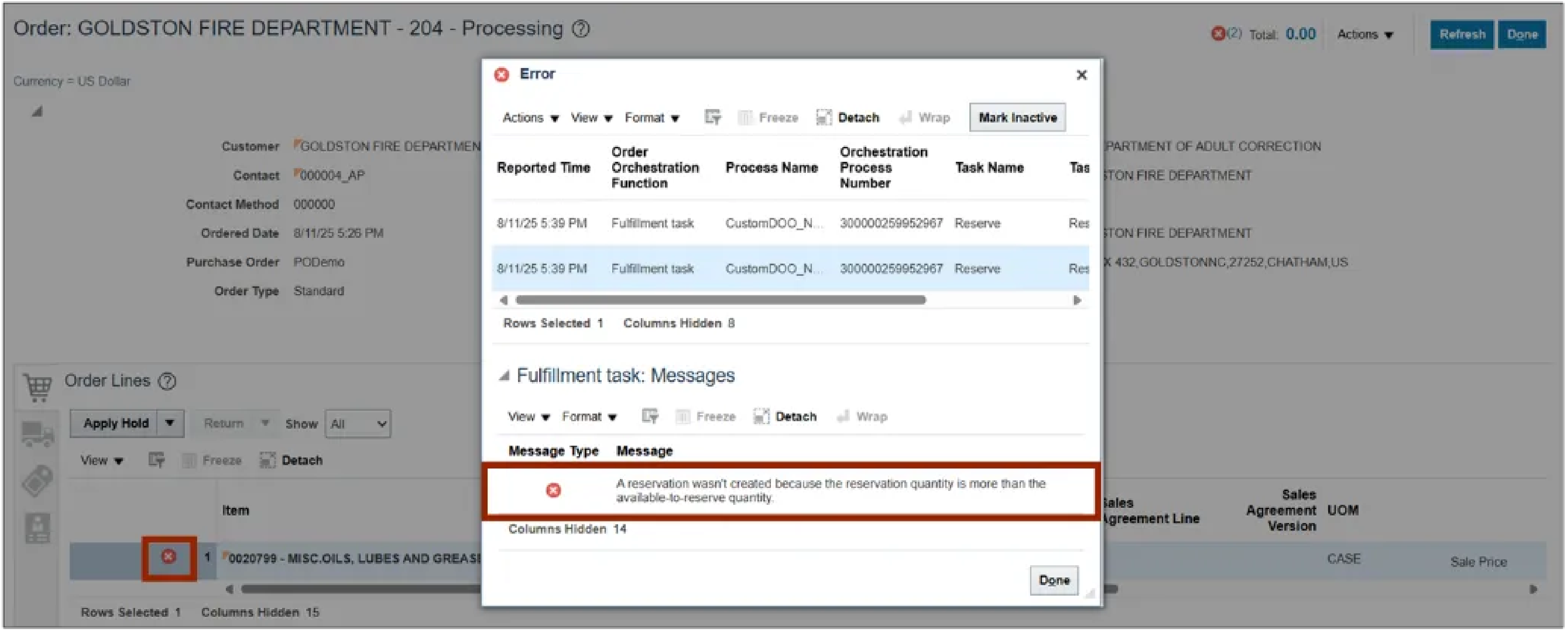
Step 11. For non-back-to-back items, the **Back-to-Back** section will **not** display.

Image



Note: In **Order** screen, if stock is not available, a reservation error will be displayed after the order is submitted. The error message will state: **“A reservation wasn't created because the reservation quantity is more than the available-to-reserve quantity.”** This exception occurs when an item is out of stock and an order is submitted for non-back-to-back items.

Image



Wrap-Up

NCFS users can reference the Check back-to-back and Non-Back-to-Back Processes using the steps above.

Additional Resources

- Virtual Instructor Led Training (vILT)
  - [MFG115: Manage Sales Orders 3]()

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