



Cancel EOY outstanding back orders

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Cancel back orders for a specific date range depending on your fiscal year start and end dates.

From Date, enter 09/01/2021 or 07/01/2021, depending on your fiscal year start date. • To Date, enter 08/31/2022 or 06/30/2022, depending on your fiscal year end date. • Click Execute. • Print report and Process. Perform the requested back up.