



## **Cancel EOY outstanding back orders**



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## 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.

For June Year-End LEAs:

- In the **From Date** field, enter 07012022.
- In the **To Date** field, enter 06302022.

For August Year-End LEAs:

- In the **From Date** field, enter 09012022.
- In the **To Date** field, enter 08312022.

Click **Execute**. Print and save the report and click Process. Perform the requested backup.