



## **Cancel Back Orders - BWH3250**




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# Cancel Back Orders - BWH3250



[Click to view each item by campus.](#)

The Back Orders window is displayed. A row for each campus is displayed.

**Warehouse > Maintenance > Cancel Back Orders**

The following fields are display only:

- Item Number**
- Item Description**
- Campus**
- Date**

**Cancel back orders:**

**On Hand**

**Retrieval Order**

**Original Order**

**Units Filled**

**Back Ordered**

**Units to Ship**

**Back Order Information**

**Date**, **Equal**, and **Percent** buttons are disabled.

[Search for a record.](#)

<b>Requisition Nbr</b>	Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.
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Click **Retrieve**. If the requisition number is not known, click [Directory](#).

Type the number of items to ship to a particular campus. If you type a number in this field the **Date**, **Equal**, and **Percent** buttons are disabled.