




Cancel Back Orders - BWH3250

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 [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**

Retrieve an existing record	Search for a record.
Units Filled	Requisition Nbr 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.
Back Ordered	Click Retrieve . If the requisition number is not known, click Directory .
Units to Ship	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.