Cancel Back Orders - BWH3250

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Warehouse > Maintenance > Cancel Back Orders

This page is used to cancel back orders of items purchased. Back orders occur when more items are ordered than are in stock at the warehouse. The page allows you to cancel one or more of those items from a single requisition identified by the requisition number.

Cancel back orders:

Retrieve an existing record	Search for a record.	
	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.
	Click **Retrieve**. If the requisition number is not known, click Directory.	

Under **Back Order Information:**

Date Requested	Type the date of the requisition request. By default, the field is set to the current date; however, it can be changed.
Requestor Name	warehouse_requestor_name_cancel_back_order
Reference Number	Type the identification number for this requisition. The field can be a maximum of 15 characters. indicates the 15-character identification number for this requisition.
Campus	Type the name of the campus submitting the requisition. As you type the data, a drop-down list of corresponding data is displayed. Select the campus/department. indicates the three-digit identification number of the campus from which these items are being returned.

Click **Cancel** to return to the Fill Back Orders page without filling the orders.

Other functions and features:

🔍 Click to veiw each item by campus.

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

The following fields are display only:

•

Item Number

•

Item Description

•

Campus

•

Date

•

On Hand

•

Original Order

•

Units Filled

•

Back Ordered

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.