



Cancel EOY Outstanding Back Orders - BWH6100

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Warehouse > Utilities > Cancel EOY Outstanding Back Orders

This page is used to cancel back orders for a specific date range. Typically, this utility is used at the end of the year to delete outstanding back orders.

Cancel end-of-year back orders:

Field	Description
From Date (MMDDYYYY)	
To Date (MMDDYYYY)	
Execute	Click to execute the process. The Mass Change Inventory Item Number Preview report is displayed. Review the report .
Review the report using the following buttons: <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p>	
The report can be viewed and saved in various file formats. <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>	
Proceed	Click to continue to execute the process.

Other functions and features:

 +Add	Add a row. Click to add a new row.
 Delete a row.	The row is highlighted red to indicate that it will be deleted when the Clear Deleted button is clicked.
Reset All	Click to clear all fields.