



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)	Type a date from which to retrieve outstanding back orders to be canceled.
To Date (MMDDYYYY)	Type an end date to retrieve back orders to be canceled.
Execute	<p>Click to execute the process. The Cancel EOY Outstanding Back Orders Preview report is displayed. Review the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. 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. Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
Proceed	Click to continue the process.

Other functions and features:

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