



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 | <p>Click to continue the process.</p> <p><input type="checkbox"/> Click Proceed to continue the process. A message is displayed prompting you to create an export.</p> <ul style="list-style-type: none"> Click Yes to create an export. A message is displayed prompting you to enter a password to be used for the Archive. Type the password and click Continue. Otherwise, click Cancel. Click No to continue the process without creating an export. A message is displayed indicating that the process was completed successfully. |