



# Cancel EOY Outstanding Back Orders - BWH6100



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# Cancel EOY Outstanding Back Orders - BWH6100

**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
<b>From Date (MMDDYYYY)</b>	Type a date from which to retrieve outstanding back orders to be canceled.
<b>To Date (MMDDYYYY)</b>	Type an end date to retrieve back orders to be canceled.
<b>Execute</b>	Click to execute the process. The Cancel EOY Outstanding Back Orders Preview report is displayed. <a href="#">Review the report.</a>
<b>Proceed</b>	<input type="checkbox"/> Click <b>Proceed</b> to continue the process. A message is displayed prompting you to create an export. <ul style="list-style-type: none"> <li>• Click <b>Yes</b> 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 <b>Continue</b>. Otherwise, click <b>Cancel</b>.</li> <li>• Click <b>No</b> to continue the process without creating an export. A message is displayed indicating that the process was completed successfully.</li> </ul>