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. You can cancel one or more of those items from a single requisition identified by the requisition number.

Cancel back orders:

Retrieve an existing 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	The original date of the requisition request is displayed.
Requestor Name	The name of the person recording the return of the warehouse inventory items is displayed.
Reference Number	The requisition identification number is displayed.
Campus	The three-digit identification number of the campus from which these items are being returned is displayed.

❑ Select **Cancel** for each back-ordered item to be canceled.

Note: When a back-ordered item is canceled, the status of that item is changed from B (*Partial Shipment/Back order*) to F (*Fully Shipped*) on the Order table as the order of additional items is no longer pending.

❑ Click **Save**.

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