



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. The page allows you to cancel one or more of those items from a single requisition identified by the requisition number.

Cancel back orders:

Retrieve an existing record	Search for a 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, the following information is displayed:

- Date Requested indicates the original date of the requisition request.
- Requestor Name indicates the name of the person recording the return of the warehouse inventory items.
- Reference Number indicates the 15-character identification number for this requisition.
- Campus indicates the three-digit identification number of the campus from which these items are being returned.


The Fill Back Order Preview report is displayed. [Review the report.](#)

Review the report using the following buttons:


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.

The report can be viewed and saved in various file formats.

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.

Click **Cancel** to return to the Fill Back Orders page without filling the orders.

Other functions and features:



[Click to view each item by campus.](#)

The Back Orders window is displayed. A row for each campus is displayed.

The following fields are display only:

- **Item Number**
- **Item Description**
- **Campus**
- **Date**
- **On Hand**
- **Original Order**
- **Units Filled**
- **Back Ordered**

Units to Ship

Type the number of items to ship to a particular campus. If you type a number in this field, the **Date**, **Equal**, and **Percent** buttons are disabled.



Back Cover