



Cancel Back Orders - BWH3250

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

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

Warehouse > Maintenance > Cancel Back Orders

The following fields are display only:

Item Number

This page is used to cancel back orders of items purchased. Back orders occur when more items 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.

Campus

Cancel back orders:

Retrieve	Search for a record.
On Hand	
existing record	
Original Order	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.
Units Filled	Click Retrieve . If the requisition number is not known, click Directory .
Back Ordered	
Under Back Order	
Information:	
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