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:**

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.

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

Other functions and features:

	Click to veiw 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.

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