



Cancel Back Orders - BWH3250

Table of Contents

Cancel Back Orders - BWH3250 1

Cancel Back Orders - BWH3250

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.	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Requisition Nbr</td> <td>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.</td> </tr> </table> <p>Click Retrieve. If the requisition number is not known, click Directory.</p>	Requisition Nbr
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.	

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	warehouse_requisition_campus_cancel_back_order

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

Other functions and features:

?	<p>Click to veiw each item by campus.</p> <p>The Back Orders window is displayed. A row for each campus is displayed. The following fields are display only:</p> <ul style="list-style-type: none"> • Item Number • Item Description • Campus • Date • On Hand • Original Order • Units Filled • Back Ordered <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Units to Ship</td> <td>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.</td> </tr> </table>	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.
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