


# Cancel EOY Outstanding Back Orders - BWH6100

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***Warehouse > Utilities > Cancel EOY Outstanding Back Orders***

This page is used to cancel back orders for a specific date range. Typically, this utility is used at the end of the year to delete outstanding back orders.

## Cancel end-of-year back orders:

| Field | Description |
|---|---|
| **From Date (MMDDYYYY)** | |
| **To Date (MMDDYYYY)** | |

| | |
|---|---|
| **Execute** | Click to execute the process. The Mass Change Inventory Item Number Preview report is displayed. Review the report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |
| **Proceed** | Click to continue to execute the process. |

## Other functions and features:

| | |
|---|---|
| **+Add** | Add a row.<br>Click to add a new row. |
| | Delete a row.<br>The row is highlighted red to indicate that it will be deleted when the **Clear Deleted** button is clicked. |
| **Reset All** | Click to clear all fields. |


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