

Cancel EOY Outstanding Back Orders - BWH6100

Table of Contents

Cancel EOY Outstanding Back Orders - BWH6100 1

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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)	Type a date from which to retrieve outstanding back orders to be canceled.
To Date (MMDDYYYY)	Type an end date to retrieve back orders to be canceled.
Execute	Click to execute the process. The Mass Change Inventory Item Number Preview report is displayed. Review the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last 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.
Proceed	Click to continue to execute the process.

Other functions and features:

+Add	Add a row. Click to add a new row.
	Delete a row. 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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Back Cover