

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)	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.

Button	Description
Execute	Click to execute the process. The Cancel EOY Outstanding Back Orders 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 the process. ❑ Click **Proceed** to continue the process. A message is displayed prompting you to create an export. • Click **Yes** to create an export. A message is displayed prompting you to enter a password to be used for the Archive. Type the password and click **Continue**. Otherwise, click **Cancel**. • Click **No** to continue the process without creating an export. A message is displayed indicating that the process was completed successfully.


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