# Cancel EOY Outstanding Back Orders - BWH6100

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# Cancel EOY Outstanding Back Orders - BWH6100

***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 Cancel EOY Outstanding Back Orders Preview report is displayed. Review the report. |
| **Proceed** | Click to continue the process.<br>☐ Click **Proceed** to continue the process. A message is displayed prompting you to create an export.<br>•<br>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**.<br>•<br>Click **No** to continue the process without creating an export.<br>A message is displayed indicating that the process was completed successfully. |

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