

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.
Execute	Click to execute the process. The Cancel EOY Outstanding Back Orders Preview report is displayed. Review the report.
Proceed	❑ 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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