

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.

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

❑

❑ 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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Back Cover