



## There is More in The Open Items List

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The Open Items List is one of the very first reports in SAP Business One and is commonly used. It's main goal is to list the open documents, however there are few tasks you can perform directly from within the report that can make your work more efficient.

You can cancel and close multiple documents at once by displaying the open documents of the required type, for example Sales Orders, highlight the relevant documents, and from the context menu choose "Cancel" or "Close".

Open Items List

Currency: Local Currency

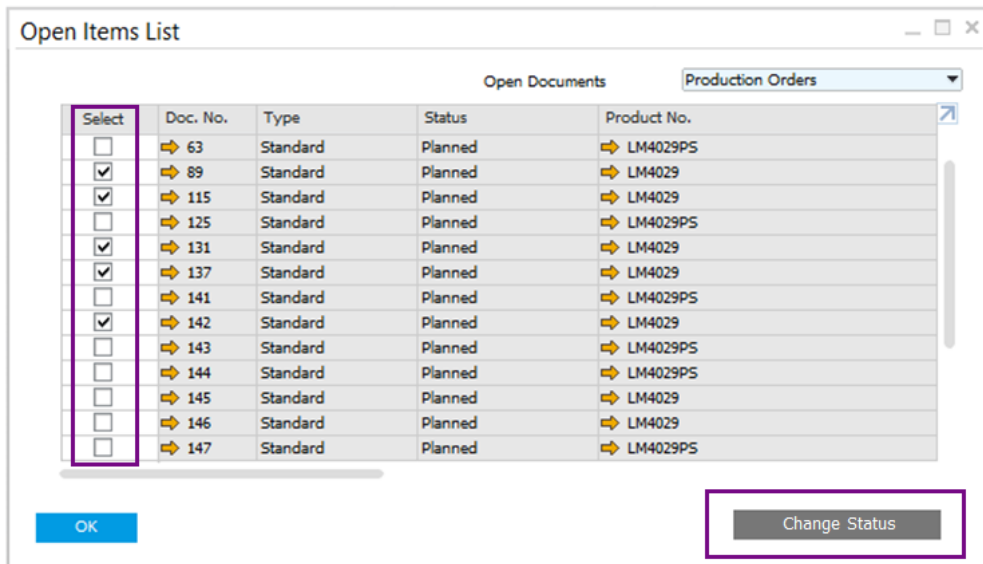
Open Documents: Sales Orders

Doc. No.	Customer Code	Customer Name	Due Date	Cancelatio...	Amount	Net
299	C50000	ADA Technologies	16.02.11	18.03.11	GBP 912.50	
357	C50000	ADA Technologies	20.09.12	20.10.12	GBP 5,603.75	
351	C50000	ADA Technologies	12.12.12	11.01.13	GBP 731.25	
365	C50000	ADA Technologies	04.03.13	03.04.13	GBP 990.00	
368	L10001	Andreas Ackermann	21.02.16	22.03.16	GBP 4,406.25	
302	C70000	Aquent Systems	21.11.11	21.12.11	GBP 2,555.00	
325	C70000	Aquent Systems	20.02.12	21.03.12	GBP 3,832.50	
358	C70000	Aquent Systems	21.11.12	21.12.12	GBP 52.50	
366	C70000	Aquent Systems	06.03.13	05.04.13	GBP 3,631.25	
363	C70000	Aquent Systems	21.03.13	20.04.13	GBP 91.89	
247	C40000	Earthshaker Corporation	01.03.13	31.03.13	GBP 705.00	
248	C40000	Earthshaker Corporation	01.03.13	31.03.13	GBP 2,379.35	
249	C40000	Earthshaker Corporation	01.03.13	31.03.13	GBP 58.74	
371	C40000	Earthshaker Corporation	21.05.15	20.06.15	GBP 5,493.13	
409	C40000	Earthshaker Corporation	27.05.15	26.06.15	GBP 8,008.45	
477	C40000	Earthshaker Corporation	03.02.16	04.03.16	GBP 5,166.40	
426	C40000	Earthshaker Corporation	11.03.16	10.04.16	GBP 881.25	
					GBP 10,330,012.97	16.44

Context menu options: Cancel, Close, Filter Table, Sort Table

OK

In addition, you can update the status of multiple open production orders:



Available in SAP Business One 9.2, version for SAP HANA PL05 and SAP Business One 9.2 PL05.

This tip and all the other tips are available on the [Tip of the week SCN page](#). You can also visit the [Implementation Arena](#) for useful implementation tips.



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Updating the status of multiple documents is a great productivity feature. Also the Missing Items option on the Open Documents list is a quick way to see backordered items.

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