



Reverse PO by Fund - BWH6600

Table of Contents

Reverse PO by Fund - BWH6600	i
Reverse PO by Fund - BWH6600	1

Reverse PO by Fund - BWH6600

Warehouse > Utilities > Mass Purchase Order Reversal > Reverse PO by Fund

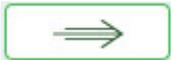
This utility is used to mass reverse restock purchase orders with available encumbrances by fund/year.

Mass reverse restock purchase orders by fund:

All available fund/year accounts are displayed on the left side of the page. Select the desired fund/year accounts to mass reverse. Use the following buttons to move the selected fund/years to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Execute	<p>Click to mass reverse the selected funds. The Mass Purchase Order Reversal Report Fund/Year report is displayed. Review the report. The report displays the restock purchase orders with the amounts and accounts codes that will be reversed.</p> <p>Review the report using the following buttons:</p> <p>Click <input type="button" value="First"/> to go to the first page of the report. Click <input type="button" value="◀"/> to go back one page. Click <input type="button" value="▶"/> to go forward one page. Click <input type="button" value="Last"/> to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>
----------------	--

Process	Click to mass delete the selected accounts. <input type="checkbox"/> Click Process to mass delete the selected requisitions. A message is displayed prompting you to create an export. <ul style="list-style-type: none">• 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 successful. Click OK.
Cancel	Click to return to the Mass Delete Requisition Records by Fund/Year tab without deleting the selected funds.