



Reverse PO by Fund - BWH6600

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This tab 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	Click to mass reverse the selected funds. The Mass Purchase Order Reversal Report Fund/Year report is displayed. The report displays the restock purchase orders with the amounts and accounts codes that will be reversed. Review the report.
Process	☐ Click Process to mass reverse the purchase orders in the selected funds/years. 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 asking you if you would like to delete the related requisitions records. - Click Yes to delete the related requisitions. - Click No to continue the process without deleting the related requisitions. A message is displayed indicating that the process was successful. Click OK.
Cancel	Click to return to the Reverse PO by Fund tab without reversing the selected funds/years.