



## **Reverse PO by Fund - BWH6600**



Table of Contents

Reverse PO by Fund - BWH6600 ..... 1



# Reverse PO by Fund - BWH6600

## **Warehouse > Utilities > Mass Purchase Order Reversal > Reverse PO Fund**

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

### **Mass reverse restock purchase orders by fund::**

#### [Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.


- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**\*\*NOTE:**

### **Other functions and features:**

	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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## Back Cover