



Reverse PO by Fund - BWH6600

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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.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

 Delete a row.
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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