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# 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.

<b>Execute</b>	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. <a href="#">Review the report.</a>
<b>Process</b>	<p>A message is displayed prompting you to delete any related requisition records that were used to create the restock purchase order.</p> <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to delete the requisitions and complete the process. A message is displayed indicating that the mass purchase order reversal process was completed successfully.</li> <li>• Click <b>No</b> to continue the process without deleting the requisitions.</li> </ul>
<b>Cancel</b>	Click to return to the Reverse PO by Fund tab without reversing the selected funds/years.



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