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## Reverse PO by Fund - BWH6600



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# Reverse PO by Fund - BWH6600

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

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.

<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>	<input type="checkbox"/> Click <b>Process</b> to mass reverse the purchase orders in the selected funds/years. A message is displayed prompting you to create an export. <ul style="list-style-type: none"> <li>• Click <b>Yes</b> 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 <b>Continue</b>. Otherwise, click <b>Cancel</b>.</li> <li>• Click <b>No</b> to continue the process without creating an export. A message is displayed asking you if you would like to delete the related requisitions records.</li> <li>• Click <b>Yes</b> to delete the related requisitions.</li> <li>• Click <b>No</b> to continue the process without deleting the related requisitions. A message is displayed indicating that the process was successful. Click <b>OK</b>.</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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