



Reverse PO by Fund - BWH6600

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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.

☐ Click **Execute** 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.](#)

☐ 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**.

☐ Click **Cancel** to return to the Reverse PO by Fund tab without reversing the selected funds/years.



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