Reverse PO by Range- BWH6600

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This utility is used to mass reverse restock purchase orders with available encumbrances by purchase order number range.

Mass reverse restock purchase orders by range:

Under **Purchase Order Number Range**:

he From field, type the lowest, six-character alphanumeric purchase order number in the range to be reversed. If numeric values only are used, the system zero-fills the number to six digits when the user enters a partial purchase order number, enters the To value, and clicks Execute (e.g., the user entered 123; the system zero-fills the field to 000123). If alphanumeric values are used, the system does not zero-fill the purchase order number to six characters (e.g., the user entered ABC2; the purchase order number remains ABC2).

2. In the To field, type the highest, six-character alphanumeric purchase order number in the range to be reversed. If numeric values only are used, the system zero-fills the number to six digits when the user enters a partial purchase order number and clicks Execute. If alphanumeric values are used, the system does not zero-fill the purchase order number to six characters.

Execute	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. Review the report. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Process	Click to mass reverse the selected funds/years. A message is displayed prompting you to delete any related requisition records that were used to create the restock purchase order. • Click **Yes** to delete the requisitions and complete the process. A message is displayed indicating that the mass purchase order reversal process was completed successfully. • Click **No** to continue the process without deleting the requisitions.
Cancel	Click to return to the Reverse PO by Fund tab without reversing the selected funds/years.


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