Reverse PO by Range- BWH6600

Table of Contents

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Warehouse > Utilities > Mass Purchase Order Reversal > Reverse PO by Range

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**:

Field	Description
From	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).
To	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 purchase orders by range.The Mass Purchase Order Reversal by Range report is displayed in a new window. 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 First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last 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 range of purchase order numbers. ☐ Click **Process** to mass reverse the selected range of purchase order numbers. 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. A message is displayed indicating that the process was successful. Click **OK**.
Cancel	Click to return to the Reverse PO by Range tab without reversing the selected range of purchase order numbers.

Back Cover