



## Reverse PO by Range- BWH6600



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

This tab 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
<b>From</b>	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 <b>Execute</b> (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).
<b>To</b>	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 <b>Execute</b> . If alphanumeric values are used, the system does not zero-fill the purchase order number to six characters.
<b>Execute</b>	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. <a href="#">Review the report.</a>
<b>Process</b>	<input type="checkbox"/> Click <b>Process</b> 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. <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. 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 Range tab without reversing the selected range of purchase order numbers.



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