

Reverse PO by Fund - FIN6300

Table of Contents

Reverse PO by Fund -	FIN6300	
Reverse PO by Fund -	. FIN6300	7

Reverse PO by Fund - FIN6300

Breadcrumbs > Breadcrumbs

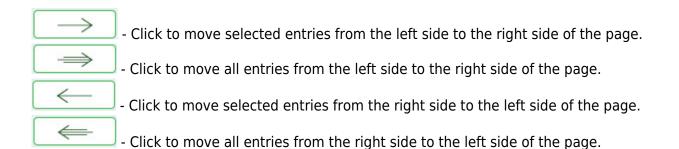
This tab is used to mass reverse purchase orders by fund from either Finance or Purchasing. The following rules apply to purchase order reversals:

- Purchase orders created in Finance can be mass reversed in Finance or Requisition.
- Purchase orders created in Purchasing can be mass reversed in Finance or Requisition.
- Purchase orders created in the next accounting period can only be mass reversed in the next accounting period.
- Purchase orders created in the current accounting period can be mass reversed in either the current or next accounting period.

If a purchase order has transactions for multiple funds, only those transactions associated with the selected fund are reversed. The export file must have been run before the reversal can be performed. The export process allows you to export a copy of the current finance and requisition tables to an archive prior to performing the reversal. Users are allowed to update accounts by their user IDs.

Modify a record:

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.



Execute Click to mass reverse the selected funds. The Mass Purchase Order Reversal Report Fund/Year report is displayed. The report displays the purchase orders with the amounts and accounts codes to be reversed. Review the report.

Review the report using the following buttons:

Click is to go to the first page of the report.

Click 1 to go back one page.

Click to go forward one page.

Click list 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

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.