



(If applicable) Reverse purchase orders

Table of Contents

(If applicable) Reverse purchase orders i

Log on to file ID C.

Finance > Utilities > Fiscal Year Processing > Mass Purchase Order Reversal **OR** Purchasing > Utilities > Mass Purchase Order Reversal > Reverse PO by Fund

Prior to reversing outstanding purchase orders, determine if purchase orders are going to be paid against your historical file ID.

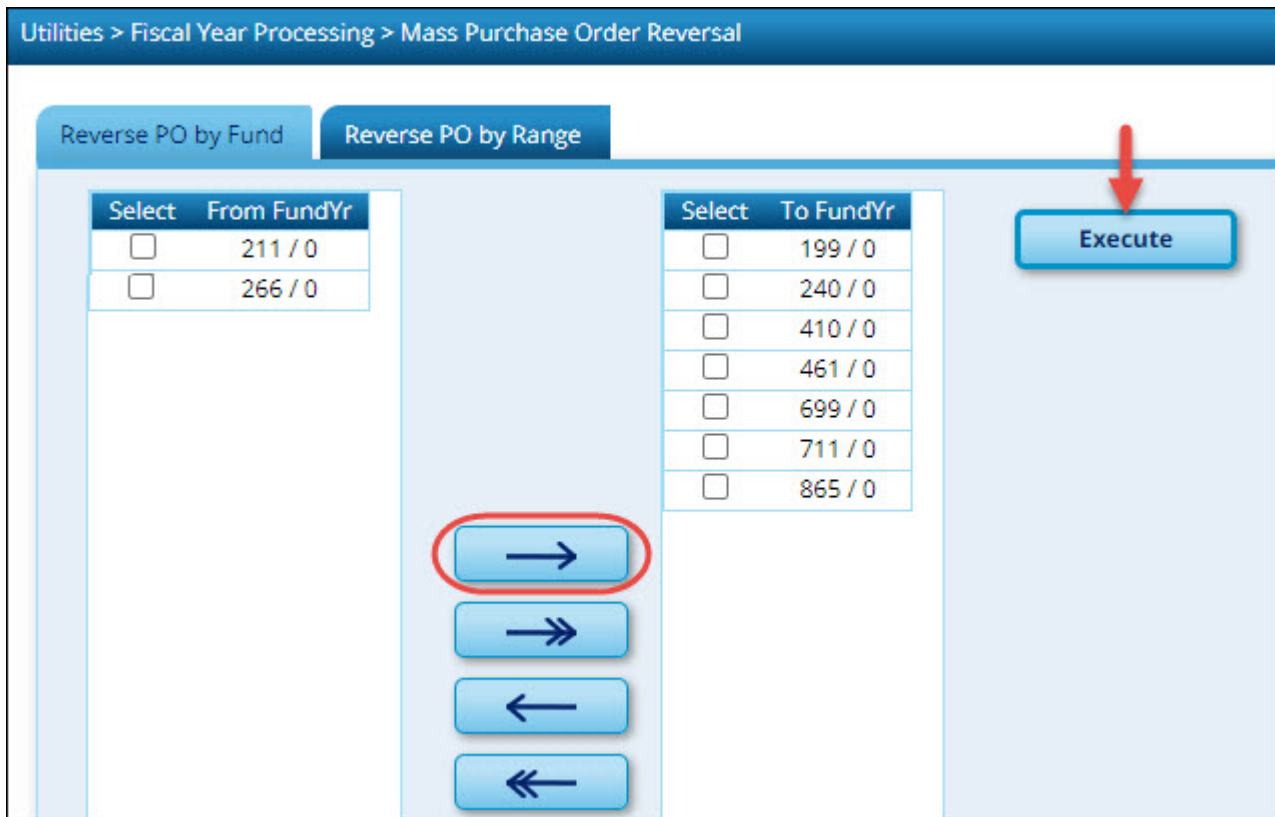
It is recommended to proceed with the reversals and pay the purchase orders with a payment authorization in the historical file ID, if needed. Be sure to reference the purchase order number.

However, if you plan to pay against the purchase order in the historical file ID, complete the following:

- Proceed to steps 9, 10, and 11 to copy encumbrances to the historical file ID and process them in the historical file ID.
- Return to file ID C to process the reversals after you have copied the current year file ID to a historical file ID.

If you have additional questions about this process, contact your regional ESC consultant.

Image



Select the fund/years for which you want to reverse purchase orders. Use the arrow buttons to move fund/years from the left side to the right side of the page.

Only select the fund/years that are not staying in the current year. For example, if you have a multi-



Click **OK** to close the message box.

Use the [Finance > General Ledger Inquiry > General Ledger Account Summary](#) tab to verify the reversals. Enter a 4310 object code and 00 sub-object code (mask (X) the rest of the account code). All balances should be zero.