



## **(If applicable) Reverse purchase orders**



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**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 in your historical file ID. Skip this step, if you plan to pay against purchase orders in your historical file ID.

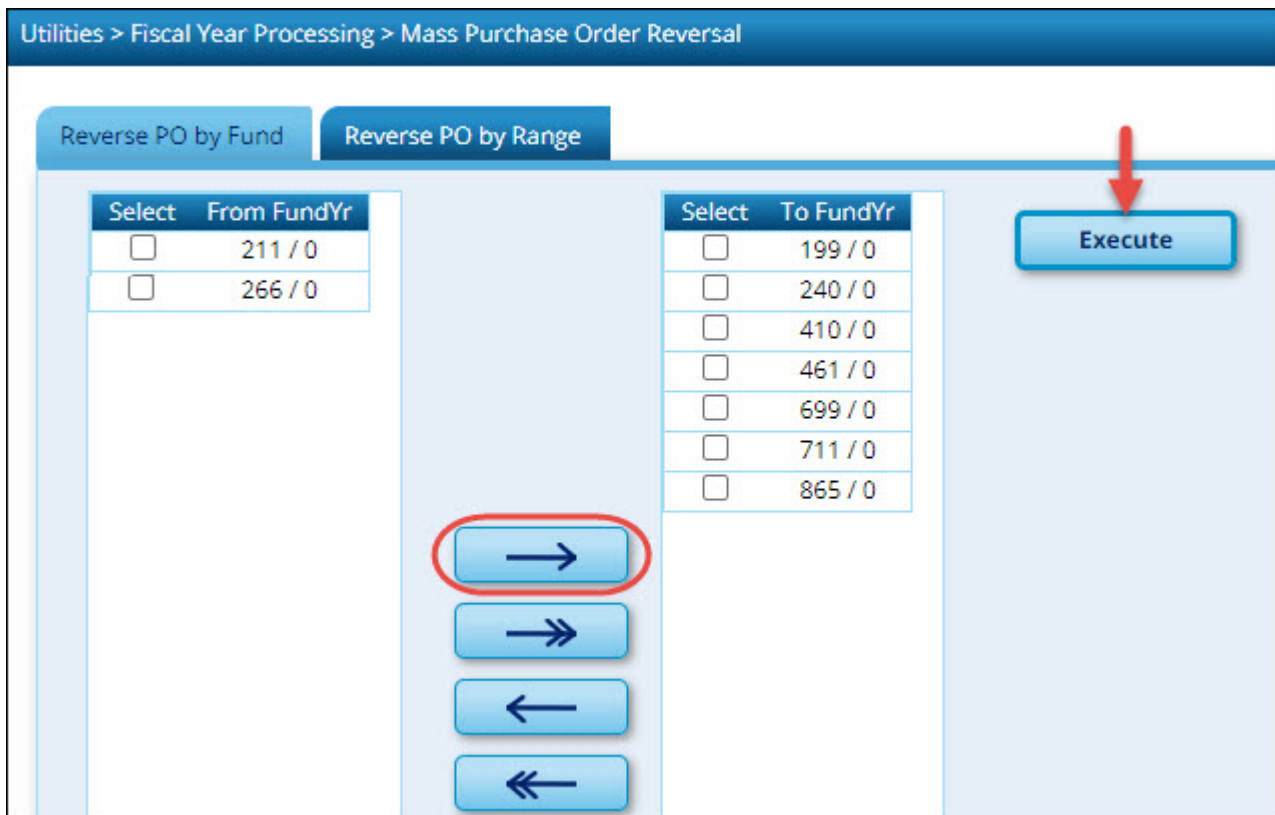
**It is recommended** to proceed with the reversals and pay the purchase orders with a payment authorization in the historical file ID, if needed. Be sure to reference the purchase order number.

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

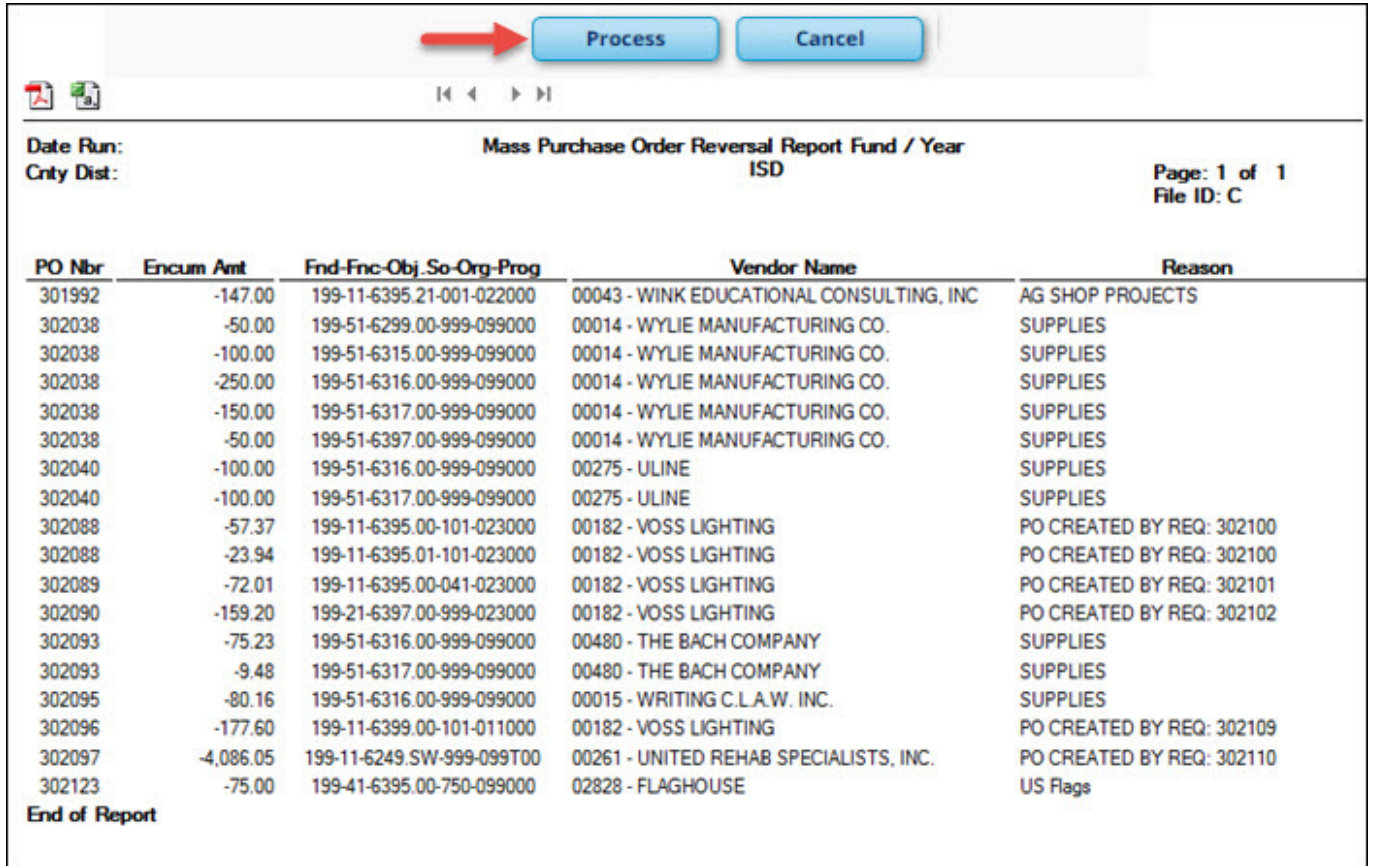


Select the fund/years for which you want to reverse purchase orders. Use the arrow buttons to move fund/years from the left side to the right side of the page.

Only select the fund/years that are not staying in the current year. For example, if you have a multi-year fund that will continue into the new year, do not move it over.

Click **Execute**. A preview report is displayed with a list of purchase orders to be reversed.

Image



Date Run: **Mass Purchase Order Reversal Report Fund / Year**  
Cnty Dist: **ISD** Page: 1 of 1  
File ID: C

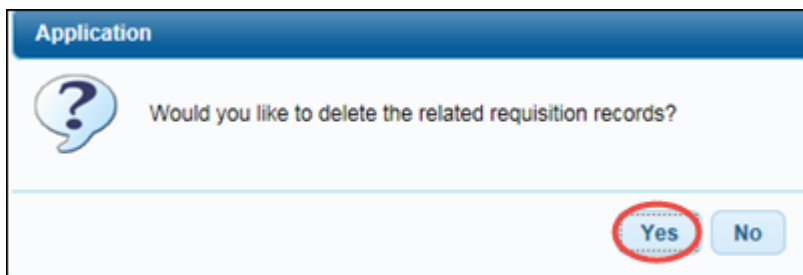
PO Nbr	Encum Amt	Fnd-Fnc-Obj	So-Org-Prog	Vendor Name	Reason
301992	-147.00	199-11-6395.21-001-022000		00043 - WINK EDUCATIONAL CONSULTING, INC	AG SHOP PROJECTS
302038	-50.00	199-51-6299.00-999-099000		00014 - WYLIE MANUFACTURING CO.	SUPPLIES
302038	-100.00	199-51-6315.00-999-099000		00014 - WYLIE MANUFACTURING CO.	SUPPLIES
302038	-250.00	199-51-6316.00-999-099000		00014 - WYLIE MANUFACTURING CO.	SUPPLIES
302038	-150.00	199-51-6317.00-999-099000		00014 - WYLIE MANUFACTURING CO.	SUPPLIES
302038	-50.00	199-51-6397.00-999-099000		00014 - WYLIE MANUFACTURING CO.	SUPPLIES
302040	-100.00	199-51-6316.00-999-099000		00275 - ULINE	SUPPLIES
302040	-100.00	199-51-6317.00-999-099000		00275 - ULINE	SUPPLIES
302088	-57.37	199-11-6395.00-101-023000		00182 - VOSS LIGHTING	PO CREATED BY REQ: 302100
302088	-23.94	199-11-6395.01-101-023000		00182 - VOSS LIGHTING	PO CREATED BY REQ: 302100
302089	-72.01	199-11-6395.00-041-023000		00182 - VOSS LIGHTING	PO CREATED BY REQ: 302101
302090	-159.20	199-21-6397.00-999-023000		00182 - VOSS LIGHTING	PO CREATED BY REQ: 302102
302093	-75.23	199-51-6316.00-999-099000		00480 - THE BACH COMPANY	SUPPLIES
302093	-9.48	199-51-6317.00-999-099000		00480 - THE BACH COMPANY	SUPPLIES
302095	-80.16	199-51-6316.00-999-099000		00015 - WRITING C.L.A.W. INC.	SUPPLIES
302096	-177.60	199-11-6399.00-101-011000		00182 - VOSS LIGHTING	PO CREATED BY REQ: 302109
302097	-4,086.05	199-11-6249.SW-999-099T00		00261 - UNITED REHAB SPECIALISTS, INC.	PO CREATED BY REQ: 302110
302123	-75.00	199-41-6395.00-750-099000		02828 - FLAGHOUSE	US Flags

End of Report

Click **Process** to continue. You are prompted to create a [backup](#).

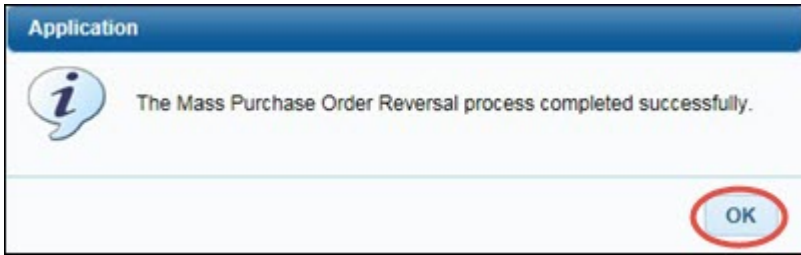
A message is displayed prompting you to delete the related requisition records. If your LEA uses the [Document Attachments](#) feature, all document attachments associated with the requisitions being deleted are also deleted. If you want to retain the associated document attachments, do not continue with the delete process (i.e., Click **No**).

Image



Click **Yes** to continue. A message is displayed indicating that the process was successfully completed.

## Image



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.