



Reverse pending requisitions

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Mass reverse pending warehouse and restock requisition records based on the fund and fiscal year selected.

Utilities > Mass Reverse Pending Requisitions Warehouse

Execute

FUND / FISCAL YEAR REQUISITION NUMBER

Select From FundYr No Rows

Select To FundYr 199 / 2

- Select and move over all funds (except for the funds that you are continuing).
- Click **Execute**. Print and save the report.
- Click **Process** to mass reverse the selected records. You are prompted to create a backup (export). A message is displayed indicating that the process was successfully completed.