



# Reverse pending requisitions



# Table of Contents

**Reverse pending requisitions** ..... i



## Reverse pending requisitions

[Warehouse](#) > [Utilities](#) > [Mass Reverse Pending Requisitions](#) > [Fund/Fiscal Year](#)

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

- 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.