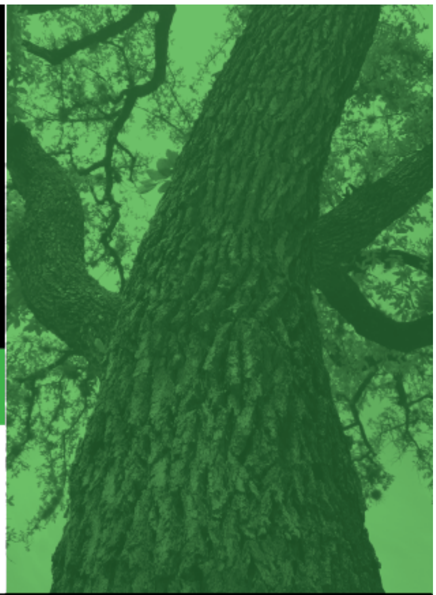
ASCENDER GUIDES



Reverse PO by Fund - REQ6300

Table of Contents

Reverse PO by Fund - REQ6300

Purchasing > Utilities > Mass Purchase Order Reversal > Reverse PO by Fund

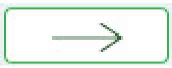
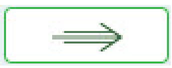
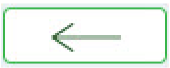
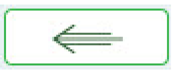
This tab is used to mass reverse purchase orders by fund in Finance or Purchasing. The following rules apply to purchase order reversals:

- Purchase orders created in Finance can be mass reversed in Finance or Purchasing.
- Purchase orders created in Purchasing can be mass reversed in Finance or Purchasing.
- 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 the transactions associated with the selected fund are reversed.

The export file must be 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.

Mass reverse purchase orders by fund:

All available fund/year accounts are displayed on the left side of the page under **From FundYr**. Select the desired fund/year accounts to be mass reversed. Use the following buttons to move the selected fund/years to the right side of the page.

 - Click to move selected entries from the left side to the right side of the page.
 - Click to move all entries from the left side to the right side of the page.
 - Click to move selected entries from the right side to the left side of the page.
 - Click to move all entries from the right side to the left side of the page.

Execute	Click to execute the process. Click to execute the process. If any errors are encountered, the Mass Purchase Order Reversal by Fund/Year Error Report is displayed. Review the report. • Click **Continue** to continue the process. Otherwise, click **Cancel** to return to the Reverse PO by Fund tab. The Mass Purchase Order Reversal Report Fund/Year is displayed. • Click **Process** to continue. You are prompted to create an export. • Click **Yes** to create an export. • Click **No** to continue the process without creating an export. A message is displayed indicating that the process was completed. Click **OK** to close the message box. • Click **Cancel** to return to the tab.

Notes:

- At the completion of the reversal process, the encumbrance transaction reason column is automatically populated with MASS REVERSAL.
- Requisitions are only deleted if the following conditions apply:
- The purchase order balance equals zero.
    - All check transactions have been printed.
    - The purchase order is fully liquidated.