



Fund/Fiscal Year - REQ7000

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Purchasing > Utilities > Mass Reverse Pending Requisition Records > Fund/Fiscal Yr

This tab is used to mass reverse pending requisition records based on the selected fund and fiscal year. The requisitions are returned to the originator and set to a saved status. The account codes are deleted, and both the workflow and workflow history are deleted. This process also reverses encumbrance general journal transactions created during the approval path process and updates the general ledger.

- All back orders are deleted, and the amount in Finance is reversed.
- The requisition reversal process is similar to the purchase order reversal process.
- If the requisition accounting period is set to the current accounting period, only those requisitions created in the current and previous accounting periods are reversed.
- If the requisition accounting period is set for the next accounting period, only those requisitions created in the next accounting periods are reversed.
- If the requisition accounting period is set for the current accounting period and transactions exist in the next accounting period, those requisitions can only be reversed in the next accounting period.

Mass reverse pending requisition records by fund/fiscal year:

All available fund/year accounts are displayed on the left side of the page under **Funds/Yrs Available**. Select the desired fund/year accounts to mass delete for the next fiscal year. 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 **Execute** to execute the process. The Mass Delete Requisition Records by Fund / Year report is displayed. [Review the report.](#)

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Click **Continue**. The Mass Delete Requisition Records by Fund / Year is displayed.

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Click **Process**. You are prompted to create an [export](#).

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Click **Cancel** to return to the page.