

Reverse PO by Fund - FIN6300

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

- Purchase orders created in Finance can be mass reversed in Finance or Requisition.
- Purchase orders created in Purchasing can be mass reversed in Finance or Requisition.
- 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 those transactions associated with the selected fund are reversed. The export file must have been 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.

Modify a record:

All available fund/year accounts are displayed on the left side of the page. Select the desired fund/year accounts to mass reverse. 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 mass reverse the selected funds. The Mass Purchase Order Reversal Report Fund/Year report is displayed. The report displays the purchase orders with the amounts and accounts codes to be reversed. Review the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Process	Click to mass reverse the selected funds/years. A message is displayed prompting you to delete any related requisition records that were used to create the restock purchase order. • Click **Yes** to delete the requisitions and complete the process. A message is displayed indicating that the mass purchase order reversal process was completed successfully. • Click **No** to continue the process without deleting the requisitions.
Cancel	Click to return to the Reverse PO by Fund tab without reversing the selected funds/years.


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