Reverse PO by Fund - FIN6300

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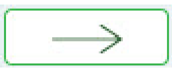
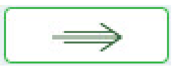
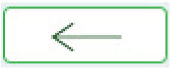
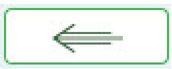
This tab is used to mass reverse purchase orders by fund from either Finance or Purchasing. The following rules apply to purchase order reversals:

- 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 execute the process. ❏ Click **Execute** 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. A message is displayed indicating that the process was completed. Click **OK** to close the message. • Click **Cancel** to return to the tab. ❏ Click **Execute** again. A message is displayed asking if you would like to delete the selected requisition records. • Click **Yes** to delete selected requisition records. • Click **No** to keep selected requisition records, which are marked with a V for void.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