(If applicable) Reverse purchase orders

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Log on to file ID C.

If your LEA uses the purchase orders functionality in the Purchasing application, use one of the following methods to reverse purchase orders:

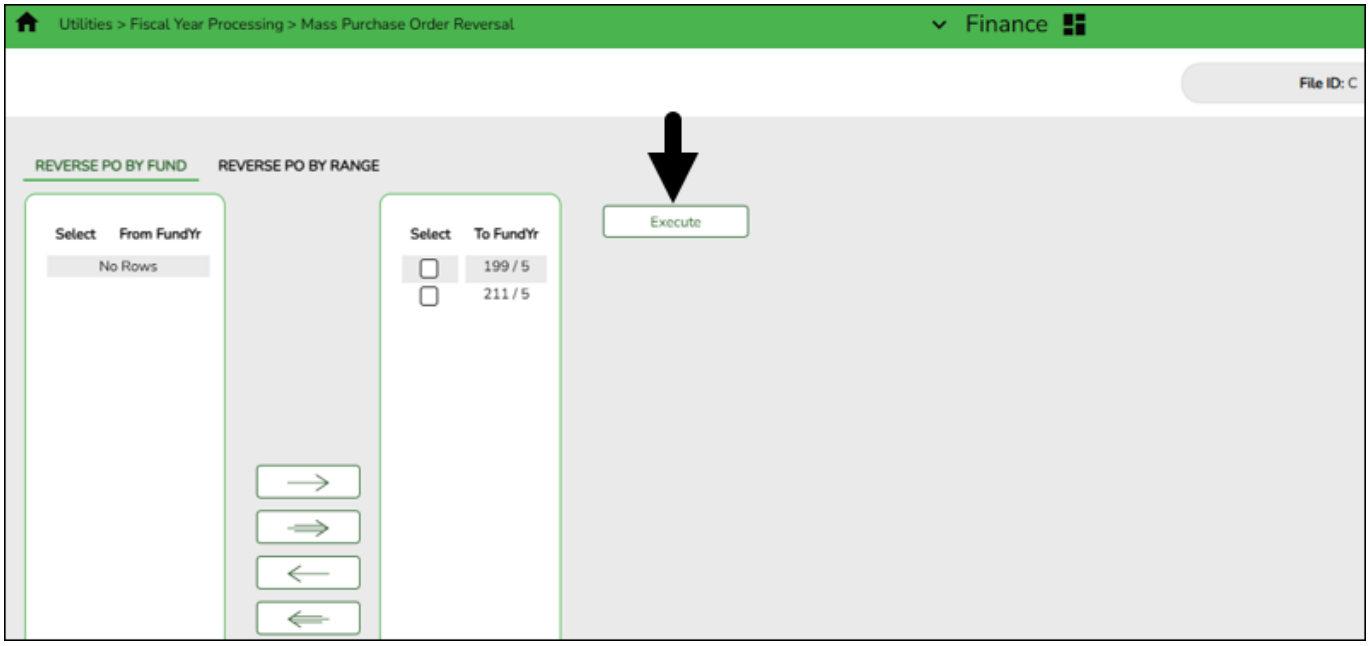
Finance > Utilities > Fiscal Year Processing > Mass Purchase Order Reversal > Reverse PO by Fund **OR** Reverse PO by Range

Reverse the applicable purchase orders by fund or range.

> **Note**: Keep in mind that the Fiscal Year Close process automatically re-encumbers purchase orders for continuing funds in the new file ID. If a purchase order should not be re-encumbered because it was not fully liquidated but should have been or it was not fully liquidated and will be canceled, use the Reverse PO by Range tab to delete the purchase orders by number.

Prior to reversing outstanding purchase orders, determine if purchase orders are going to be paid against your historical file ID.

It is recommended to proceed with the reversals and pay the purchase orders with a payment authorization in the historical file ID if needed. Be sure to reference the purchase order number.

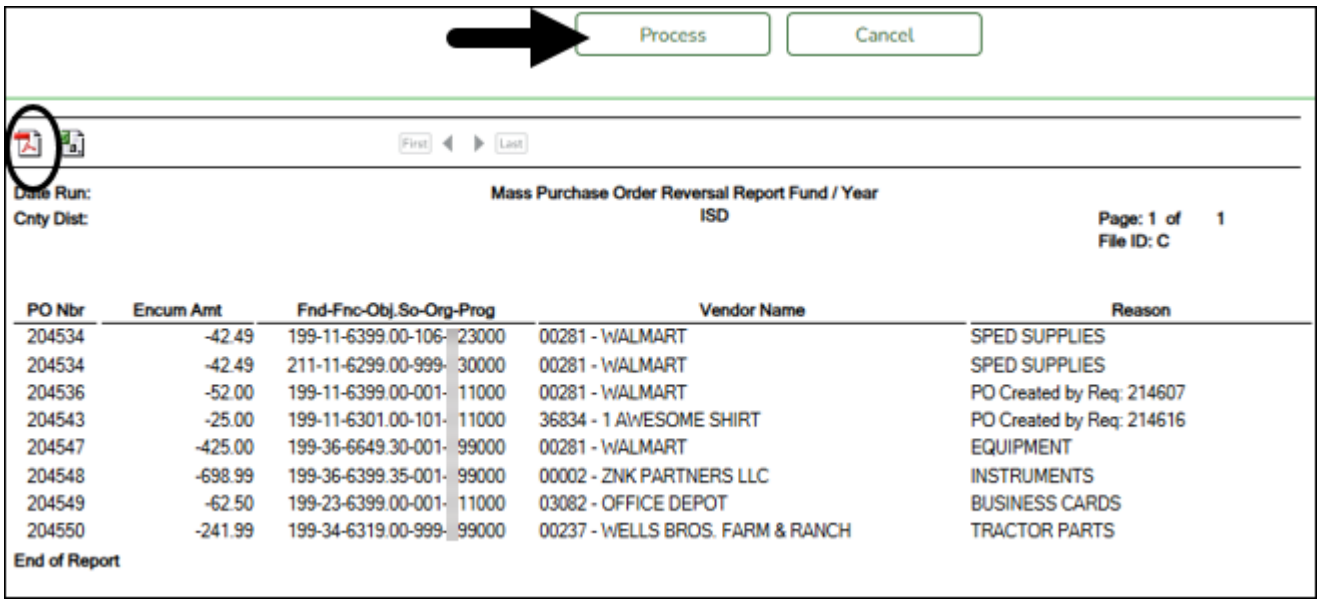


> If you have additional questions about this process, contact your regional ESC consultant.

❑ Select the fund/years for which you want to reverse purchase orders. Use the arrow buttons to move fund/years from the left side to the right side of the page. Only select the fund/years that are

not staying in the current year. For example, if you have a multi-year fund that will continue into the new year, do not move it over.

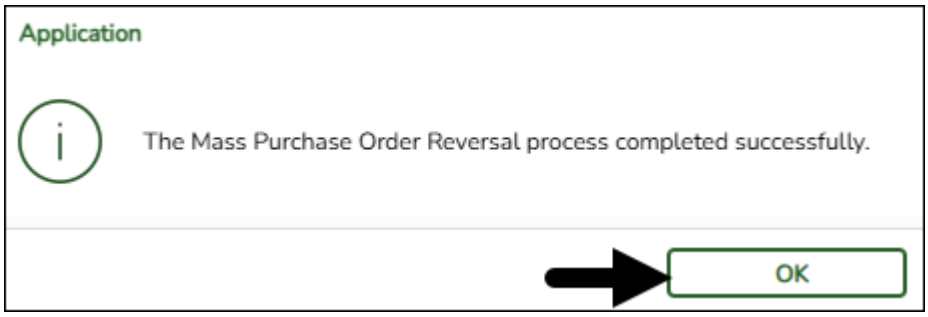
❑ Click **Execute**. A preview report is displayed with a list of purchase orders to be reversed.



PO Nbr	Encum Amt	Fnd-Fnc-Obj.So-Org-Prog	Vendor Name	Reason
204534	-42.49	199-11-6399.00-106-23000	00281 - WALMART	SPED SUPPLIES
204534	-42.49	211-11-6299.00-999-30000	00281 - WALMART	SPED SUPPLIES
204536	-52.00	199-11-6399.00-001-11000	00281 - WALMART	PO Created by Req: 214607
204543	-25.00	199-11-6301.00-101-11000	36834 - 1 AWESOME SHIRT	PO Created by Req: 214616
204547	-425.00	199-36-6649.30-001-99000	00281 - WALMART	EQUIPMENT
204548	-698.99	199-36-6399.35-001-99000	00002 - ZNK PARTNERS LLC	INSTRUMENTS
204549	-62.50	199-23-6399.00-001-11000	03082 - OFFICE DEPOT	BUSINESS CARDS
204550	-241.99	199-34-6319.00-999-99000	00237 - WELLS BROS. FARM & RANCH	TRACTOR PARTS

❑ Click **Process** to continue.

❑ If you receive a message about deleting related requisition records, click **Yes**. A message is displayed indicating that the process was completed successfully.



❑ Click **OK** to close the message box.

Use the Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary tab to verify the reversals. Enter a 4310 object code and mask (X) the rest of the account code to verify the reversals.

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