



## **(If applicable) Reverse purchase orders**



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### Log on to file ID C.

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.

Click **Process** to continue. You are prompted to create a [backup](#).

Click **Yes** to continue. A message is displayed indicating that the process was successfully completed.

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

Use the [Finance > 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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