



# Reverse Purchase Order - REQ3600



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# Reverse Purchase Order - REQ3600

## Purchasing > Maintenance > Reverse Purchase Order

Only users with the authority to reverse purchase orders can access this page. The following rules apply to purchase order reversals:

- Purchase orders created in Finance can no longer be retrieved or reversed on this page.
- Purchase orders created in Purchasing can be reversed in Purchasing or Finance.
- Purchase orders created in the next accounting period can only be reversed in the next accounting period.
- Purchase orders created in the current accounting period can be reversed in either the current or next accounting period.

**Note:** When a purchase order is reversed, the encumbrance transaction reason column is automatically populated with REVERSAL.

### Reverse a purchase order:

|   |                                      |   |
|---|--------------------------------------|---|
| <b>Retrieve an existing record.</b>   | <a href="#">Search for a record.</a> |   |
|   | Under <b>Retrieval Options</b> :     |   |
|   | <b>PO Nbr</b>                        | Type the purchase order number.   |
|   | <b>Vendor</b>                        | Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. |
|   | <b>From Date</b>                     | Type the starting purchase order retrieval date in the MMDDYYYY format, or select a date from the calendar.                         |
|   | <b>To Date</b>                       | Type the ending purchase order retrieval date in the MMDDYYYY format, or select a date from the calendar.                           |
|   | <b>Requestor Name</b>                | Type the requestor name for whom you want to retrieve requisitions.   |
| <input type="checkbox"/> Click <b>Retrieve</b> . A list of purchase orders is displayed based on the selected criteria. |                                      |   |

Click  for the requisition to be reversed. The Reverse Purchase Order window is displayed.

Under **Purchase Order Information**, the details of the purchase order are displayed and cannot be edited.

|                   |   |
|-------------------|---|
| <b>Reverse PO</b> | <input type="checkbox"/> Click <b>Reverse PO</b> to reverse the selected purchase order. The <b>Total Outstanding Amount</b> (i.e., amount yet to be liquidated) is reversed. The <b>Status</b> field under <b>Purchase Order Information</b> is updated to <b>Voided/Reversed/Canceled</b> , and the individual line item(s) status is updated to <b>V - Order voided</b> . A message indicating that the purchase order was successfully reversed is displayed. Click <b>OK</b> . |
|                   | <input type="checkbox"/> Click <b>Close</b> to close the Reverse Purchase Order window. The reversed purchase order is removed from the list of open purchase orders.   |

|                |   |
|----------------|---|
| <b>Reverse</b> | <input type="checkbox"/> Next to the applicable line item in the grid to be reversed, click <b>Reverse</b> . <ul style="list-style-type: none"><li>• The line item status is updated to <b>V - Order Voided</b>.</li><li>• The total outstanding amount for the line item is deducted from the <b>Total Outstanding Amount</b> of the purchase order.</li></ul> A message indicating that the line item was successfully reversed is displayed. Click <b>OK</b> . |
|----------------|---|

Click **Close** to close the Reverse Purchase Order window.

**Note:** Requisition line items cannot be reversed if the purchase order was created in Purchasing and changed in Finance. However, the entire purchase can be reversed by clicking **Reverse**.



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