



## **Reverse Purchase Order - REQ3600**



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# Reverse Purchase Order - REQ3600

## Purchasing > Maintenance > Reverse Purchase Order

Only users with the permission 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>	<b>Under 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>	<p><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>.</p> <p><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.</p>
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<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>•</li><li>The line item status is updated to <b>V - Order Voided</b>.</li><li>•</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> .
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Click **Close** or **X** 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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