

Reverse Purchase Order - REQ3600

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Only users with the authority to reverse next year 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:

Retrieve an existing record.	Search for a record. Under **Retrieval Options**:

PO Nbr	Type the purchase order number.
Vendor	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor.
From Date	Type the starting purchase order retrieval date in the MMDDYYYY format, or select a date from the calendar.
To Date	Type the ending purchase order retrieval date in the MMDDYYYY format, or select a date from the calendar.
Requestor Name	Type the requestor name for whom you want to retrieve requisitions.

❑ Click **Retrieve**. 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.

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

Reverse	❑ Next to the applicable line item in the grid to be reversed, click **Reverse**. • The line item status is updated to **V - Order Voided**. • The total outstanding amount for the line item is deducted from the **Total Outstanding Amount** of the purchase order. A message indicating that the line item was successfully reversed is displayed. Click **OK**.

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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