Reverse PO by Fund - REQ6300

Table of Contents

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Purchasing > Utilities > Mass Purchase Order Reversal > Reverse PO by Fund

This tab is used to mass reverse purchase orders by fund from either the Finance or Purchasing application. The following rules apply to purchase order reversals:

- Purchase orders created in Finance can be mass reversed in either Finance or Purchasing.
- Purchase orders created in Purchasing can be mass reversed in Finance or Purchasing.
- Purchase orders created in the next accounting period can only be mass reversed in the next accounting period.
- Purchase orders created in the current accounting period can be mass reversed in either the current or next accounting period.
- If a purchase order has transactions for multiple funds, only the transactions associated with the selected fund are reversed.

The export file must be run before the reversal can be performed. The export process allows you to export a copy of the current finance and requisition tables to an archive prior to performing the reversal. Users are allowed to update accounts by their user IDs.

Mass reverse purchase orders by fund:

All available fund/year accounts are displayed on the left side of the page under **From FundYr**. Select the desired fund/year accounts to be mass reversed. Use the following buttons to move the selected fund/years to the right side of the page.

$\longrightarrow$ - Click to move selected entries from the left side to the right side of the page.

$\Longrightarrow$ - Click to move all entries from the left side to the right side of the page.

$\longleftarrow$ - Click to move selected entries from the right side to the left side of the page.

$\Longleftarrow$ - Click to move all entries from the right side to the left side of the page.

Execute	Click to execute the process. One of the following reports is displayed: Exclude Report - If the requisition accounting period is set for the current accounting period and transactions exist in the next accounting period, those requisitions can only be reversed in the next accounting period. The report will display all requisitions that will be excluded from processing. Multi Fund Year Report - The report will display all requisitions that contain multiple fund/years other than the fund/year selected for processing. These requisitions will be included in processing. Mass Reverse Pending Requisitions Reports - This report displays a list of requisitions that will be processed for reversal. Review the report. Click **Process** to continue. You are prompted to create an export. • Click **Yes** to create an export. • Click **No** to continue the process without creating an export. A message is displayed indicating that the process was completed. Click **OK** to close the message box. Otherwise, click **Cancel** to return to the tab.

Back Cover