



Fund/Fiscal Year - REQ7000

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This tab is used to mass reverse pending requisition records based on the selected fund and fiscal year. The requisitions are returned to the originator and set to a saved status. The account codes are deleted, and both the workflow and workflow history are deleted. This process also reverses encumbrance general journal transactions created during the approval path process and updates the general ledger.

- All back orders are deleted, and the amount in Finance is reversed.
- The requisition reversal process is similar to the purchase order reversal process.
- If the requisition accounting period is set to the current accounting period, only those requisitions created in the current and previous accounting periods are reversed.
- If the requisition accounting period is set for the next accounting period, only those requisitions created in the next accounting periods are reversed.
- 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.

Mass reverse pending requisition records by fund/fiscal year:

All available fund/year accounts are displayed on the left side of the page under **From FundYr**.

☐ Select the fund/year accounts to be mass reversed. Use the following buttons to move the selected fund/years to the right side of the page.



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



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



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

☐ Click **Execute** 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 **Cancel** to return to the tab.
 - 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**.



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