



Requisition Number - REQ7000

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Purchasing > Utilities > Mass Reverse Pending Requisition Records > Requisition Number

This tab is used to mass reverse pending requisition records based on the selected range of requisition numbers. 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 requisition number:

Under **Requisition Number Range**:

Field	Description
From	Type the beginning of the range of requisition numbers to be deleted.
To	Type the ending number of the range of requisition numbers to be deleted.

☐ 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.
- **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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