

# Fund/Fiscal Year - BWH6500

2025/12/06 00:21 i Fund/Fiscal Year - BWH6500

2025/12/06 00:21 ii Fund/Fiscal Year - BWH6500

## **Table of Contents**

2025/12/06 00:21 iv Fund/Fiscal Year - BWH6500

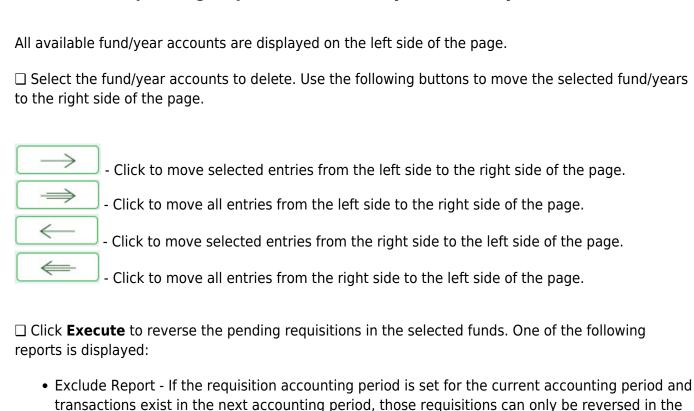
### Fund/Fiscal Year - BWH6500

#### Warehouse > Utilities > Mass Reverse Pending Requisitions > Fund/Fiscal Year

This tab is used to mass reverse pending warehouse and restock requisition records based on the fund and fiscal year selected. The requisitions are returned to the originator and set to a saved status. The account codes, 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 restock requisition reversal process is similar to the purchase order reversal process.
- Warehouse requisitions cannot be reversed when a shipping order is created but yet not printed yet.
- If the requisition accounting period is set for 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:



• Mass Reverse Pending Requisitions Reports - This report displays a list of requisitions to be

1

2025/12/06 00:21

next accounting period. The report displays all requisitions to be excluded from the process.

• Multi Fund Year Report - This report displays all requisitions that contain multiple fund/years

other than the fund/year selected for processing. These requisitions are included in the process.

Fund/Fiscal Year - BWH6500

processed for reversal.

R	ΔV	iow.	the	rer	ort.
I١	CV		LITE	10	יטו ני

□ Click **Process** to mass delete the selected requisitions. A message is displayed prompting you to create an export.
 • Click **Yes** to create an export. A message is displayed prompting you to enter a password to be used for the Archive. Type the password and click **Continue**. Otherwise, click **Cancel**.
 • Click **No** to continue the process without creating an export.
 A message is displayed indicating that the process was successful. Click **OK**.

 $\square$  Click **Cancel** to return to the Mass Reverse Pending Requisitions Records by Fund/Year tab without reversing the selected funds.

2025/12/06 00:21 2 Fund/Fiscal Year - BWH6500



## **Back Cover**