

Fund/Fiscal Year - BWH6500

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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 will be returned to the originator and set to a saved status. The account codes will be deleted, and both the workflow and workflow history will be deleted. This process will also reverse encumbrance General Journal transactions created during the approval path process and update 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:

All available fund/year accounts are displayed on the left side of the page. Select the desired fund/year accounts to delete. 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.

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

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

Execute	Click to delete the selected funds. The Mass Delete Requisition Records by Fund/Year report is displayed. Review the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Process	Click to mass delete the selected accounts. A message is displayed indicating that the process was successfully completed. Click **OK**.
Cancel	Click to return to the Mass Delete Requisition Records by Fund/Year tab without deleting the selected funds.


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