



Requisition Number - BWH6500

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Warehouse > Utilities > Mass Reverse Pending Requisitions > Requisition Number

This tab is used to mass reverse pending warehouse and restock requisition records based on the selected requisition number. The requisitions are returned to the originator and set to a saved status. The account codes are deleted, and 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:

Under **Requisition Number Range**:

Field	Description
From	Type the beginning number of the range of requisitions to be deleted. The field can be a maximum of six digits.
To	Type the ending number of the range of requisitions to be deleted. The field can be a maximum of six digits.
Button	Description
Execute	Click to execute the process. One of the following reports is displayed: 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. This report displays all requisitions that are excluded from the process. • Mass Reverse Pending Requisitions - This report displays a list of requisitions to be reversed. Review the report.

Button	Description
Process	Click to mass reverse the requisitions. ☐ 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 .
Cancel	Click to return to the Mass Reverse Pending Requisitions by Requisition Number tab without reversing the selected requisitions.



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