



## Reverse a Pre-approved Expenditure Batch

Use these instructions to reverse a pre-approved expenditure batch.

### Prerequisites

- You must know the batch name.
- The batch must be released. A batch that is not released can be deleted. A batch that has a **Submitted** status must be changed back to **Working** by clicking the **Rework** button. Once it is back in a **Working** status, the batch can be deleted by selecting **Edit > Delete Record**.
- The close date on awards and installments must be past the date you are performing the transaction.
- The award must be active or at-risk.
- The project must be approved.
- The project and task must not have transaction controls that prohibit the item from processing.
- The task must be chargeable.

### To reverse a pre-approved expenditure batch:

To reverse a pre-approved batch entered for **expenditures**:

1. Navigate to **Expenditures > Pre-Approved > Enter Actuals** to open the **Expenditure Batches** form.

To reverse a pre-approved batch entered for **Encumbrances**:

1. Navigate to **Expenditures > Pre-Approved > Enter Encumbrances** to open the **Encumbrance Batches** form.
2. Select **View > Query by Example > Enter** from the menu bar to search for the batch to be reversed.
3. Enter any of the following fields to search for the batch to be reversed: Batch Name, Status, Class, Created By.
4. Click **Reverse** to open the **Reverse An Encumbrance Batch** form.
5. Enter a batch name for the reversal batch. The name must be unique. For example, use the original batch name with **Rev** at the end of the name.
6. Click **OK**. A note screen will be displayed indicating the number of items in the batch that were copied.
7. Review and click **OK** to open the **Encumbrance** form.
8. Review the transactions that have been reversed.
9. Click **File > Save** to save the expenditure data.
10. Click **File > Close Form** to return to the **Encumbrance Batches** form.
11. Review values in the **Amounts** region.
12. Click **Submit** to submit the expenditure batch.

13. If you have access to the **Release** button, click **Release** to release the batch. The status will now show as **Released**.

If you do not have access to the Release button, send a request to the Central Office requesting the batch be released. The e-mail must contain the batch name.

14. Click **File > Close Form**.

The screenshot shows the 'Encumbrance Batches' window. The 'Batch' field is 'LIMIT581 REV' and the 'Status' is 'Released'. A red arrow points to the 'Released' status field. The 'Class' is 'Usages' and the 'Description' is 'Miscellaneous Transaction'. The 'Created By' is 'Flores, Ms. Sandra' and the 'Date' is '21-MAY-2019'. There is a checkbox for 'All Negative Transactions Entered As Unmatched' which is unchecked. Below this is an 'Amounts' table:

	Control	Running	Difference
Totals		- 92130	=
Count		1	=

At the bottom, there are buttons for 'Rework', 'Release', 'Reverse...', 'Copy From...', and 'Encumbrances'.