

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:

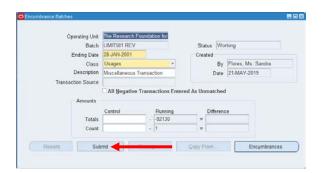
- 1. Navigate to **Expenditures > Pre-Approved > Enter Encumbrances** to open the **Encumbrance Batches** form.
- 2. Select **View > Query by Example > Enter** from the menu bar to search for the batch to be reversed.
- 3. Enter any of the following fields to search for the batch to be reversed: Batch 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.
- 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.

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E	Batch
	Cancel OK
,	
G	Note
	'1' expenditures copied, '0' rejected.
	QK

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Operating Unit	The Research F	oundation (
Batch	0		Status	Working	
Ending Date	1		Created		
Class	Timecards	*		By 130022	
Description			D	ate 21-MAY-20	19
Transaction Source					
	All Negative	Transactions Ente	red As Unmatc	hed	
Amounts					
	Control	Running	Diffe	rence	
Totals		-	=		
Count			=		

Operating Unit	The Research Fo	unda	tion for		-	
Batch	LIMIT581			Statu	as Rela	eased
Ending Date	28-JAN-2001			Create	ed	
Class	Usages		*		By	
Description	Miscellaneous Tr	ansa	ction		Date	28-JAN-2001
Transaction Source	6					
	All Negative T	rans	actions Enter	ed As Unm	atched	1
Amounts						
	Control		Running		Differenc	e
Totals			92130	=		
Count			1	- [
-			124			-
			je	Copy Fro		Encumbra



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.

Operating Unit	The Research Four	dation for			
Batch	LIMIT581 REV		- Ci ss	Releas	ed
Ending Date	28-JAN-2001		Created		
Class	Usages	-		By FI	ores, Ms. Sandra
Description	Miscellaneous Tran	saction	0	ate 21	-MAY-2019
Transaction Source					
	All Negative Tra	nsactions Entere	ed As Unmate	ched	
Amounts					
- Amounts -	Control	Running	Diffe	erence	
Amounts Totals	Control	Running 92130	= Diffe	erence	
	Control			erence	