

Mass Delete - BAM6100

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This utility is used to selectively drop records for capital assets, inventory items, and associated files. The records that are selected for deletion are based on the acquired date range and the status codes that are entered on the page. The user may also delete closed checkout inventory records that are no longer needed.

Note: The Mass Delete process modifies files, so it is recommended that you create a backup of your files before running this process.

Mass delete capital asset and inventory records

❑ Under **Capital Assets and Inventory**, select **Delete Capital Asset and Inventory Records** to enable the Delete options:

❑ Under **Records to Delete**:

Field	Description
Inventory Master and All Associated Records	Select to delete inventory master records and all associated records. If selected, the following options are enabled under **Inventory Types**: **Capital Assets** - If selected, the **Status Codes** field is required. **Inventory** **Both** - If selected, the program requires the **Status Codes** field to be completed.
Audit Tables Only	Select to select one or more types of audit table records to be deleted. **Inventory Audit Table** - Records selected are based on the date acquired. **Transaction Audit Table** - Records selected are based on the effective date. **Book Audit Table** - Records selected are based on the date in service.
From Date	Type the beginning date to use when evaluating records for deletion. If no date is entered, 00000000 is assumed. This date is compared to the inventory audit acquired date to delete inventory audit records, the transaction audit effective date to delete transaction audit records, and the book audit date in service to delete book audit records. This date is also used when removing inventory and associated records based on the status codes entered.
To Date	Type the ending date to use when evaluating records for deletion. If no date is entered, 12319999 is assumed. This date is compared to the inventory audit acquired date to delete inventory audit records, the transaction audit effective date to delete transaction audit records, and the book audit date in service to delete book audit records. This date is also used when removing inventory and associated records based on the status codes entered.

Field	Description
Item Nbrs	Click ⋮ to search for item numbers.
Status Codes	Click ⋮ to search for status codes.

❑ Under **Check Out**:

Delete Check Out Records	Select to delete checkout records.	
	Check Out Return Date	Type the date for which completed records (return date not blank) should be deleted. All records with a return date less than or equal to the date entered are deleted.

❑ Click **Execute** to execute the process. When the processing is completed, the Mass Delete Preview report is displayed. Review the report.

❑ Click **Process** to update the selected records in the asset management tables. A message is displayed prompting you to create a system backup.

A message is displayed indicating that the process was completed successfully. Click **OK**.