

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**:

Field	Description
Delete Capital Asset and Inventory Records	
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.
Item Nbrs	**Select Item Numbers** The Inventory lookup is used to select item numbers. **Select an item number:** The item numbers are listed in ascending order. To search for a specific item number, begin typing data in the available search fields and click **Search**. The list displays the results based on the search parameters. When you locate the item number(s) to be included, select the corresponding checkbox and click **OK**. The lookup closes, and the field/parameter is populated with the selected item number(s). Click **Cancel** to close the lookup without selecting an item number(s).
Status Codes	