Mass Delete Credit Memos - FIN6200

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This page is used to identify (by fund/year codes) the credit memos to be deleted prior to the next year.

Mass delete prior year credit memos:

Under **Fund/Yrs Available**, select the file IDs to move to the **Fund/Yrs for Delete** column using the following buttons:

- Click to move selected entries from the left side to the right side of the page.

- Click to move all entries from the left side to the right side of the page.

- Click to move selected entries from the right side to the left side of the page.

- Click to move all entries from the right side to the left side of the page.

Execute	Execute the process. ❑ Click **Execute** to execute the process. A message is displayed indicating that you are about to delete the selected file IDs. • Click **Yes** to continue deleting all selected file IDs. • Click **No** to return to the Delete by File ID page without deleting any file IDs. A message is displayed indicating that the process was successfully completed. Click **OK**.