



Mass Delete Credit Memos - FIN6200

Table of Contents

Mass Delete Credit Memos - FIN6200 i

Mass Delete Credit Memos - FIN6200 1

Mass Delete Credit Memos - FIN6200

Finance > Utilities > Fiscal Year Processing > Mass Delete Credit Memos

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. • If any errors are encountered, an error report is displayed. • If no errors are encountered, the Mass Delete Credit Memo report is displayed. Review the report.
Process	Process the changes.
Cancel	Click to return to the Mass Delete Credit Memos page without making changes.