Mass Delete Credit Memos - FIN6200

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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	☐ 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	
Cancel	Click to return to the Mass Delete Credit Memos page without making changes.