



Mass Delete Credit Memos - FIN6200

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This utility 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 check box next to the file ID(s) you want to move to the **Fund/Yrs for Delete** column, and then use the following buttons to move the file IDs over:



- 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.

☐ 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.](#)

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