Mass delete asset items deleted, sold, or entered in error

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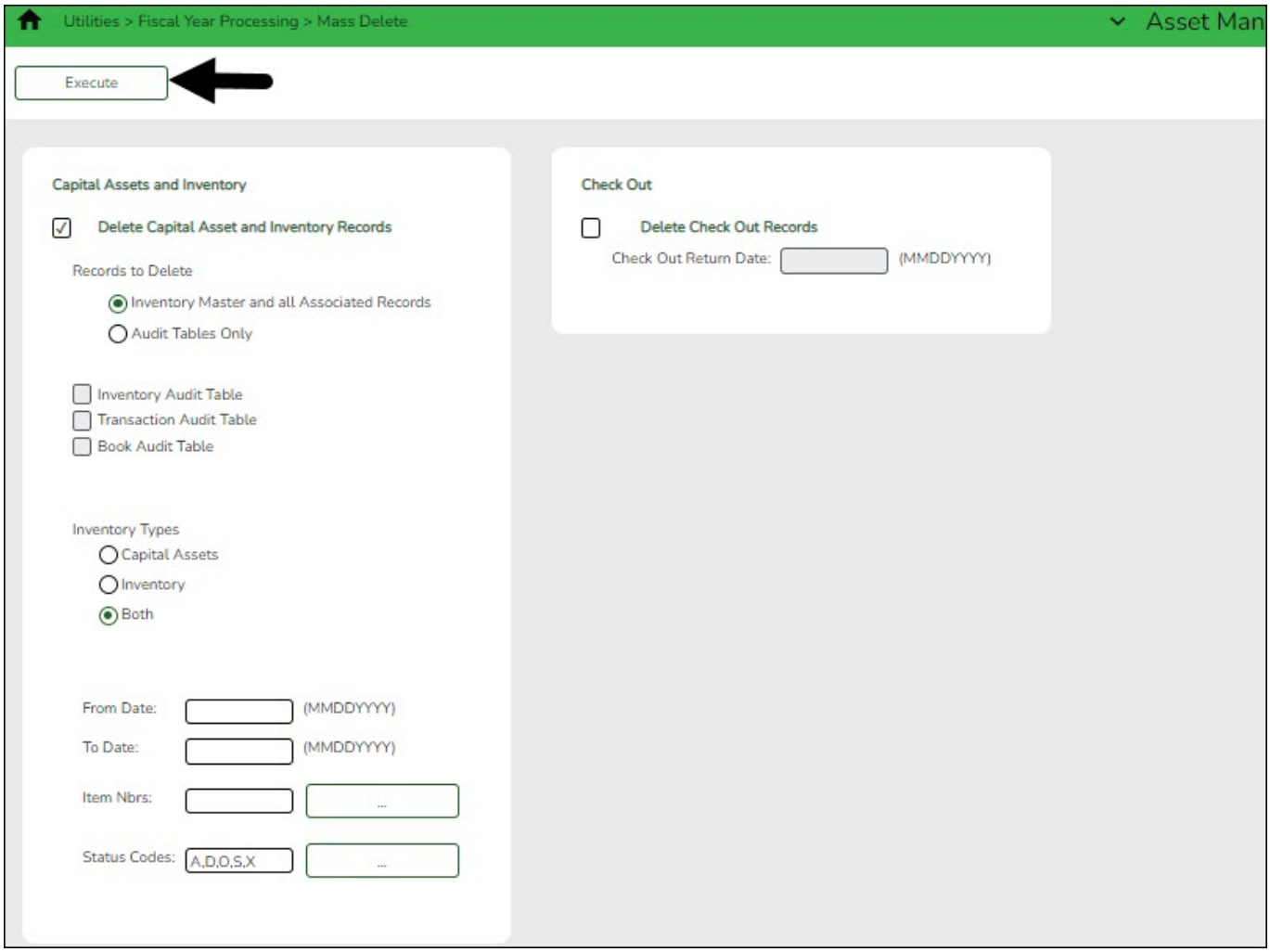
Asset Management > Utilities > Fiscal Year Processing > Mass Delete

Mass delete all records that have status codes associated with the item being deleted, sold, or entered in error. This process will delete those records from the current year file ID; however, the items will still be available in your prior year file ID(s).



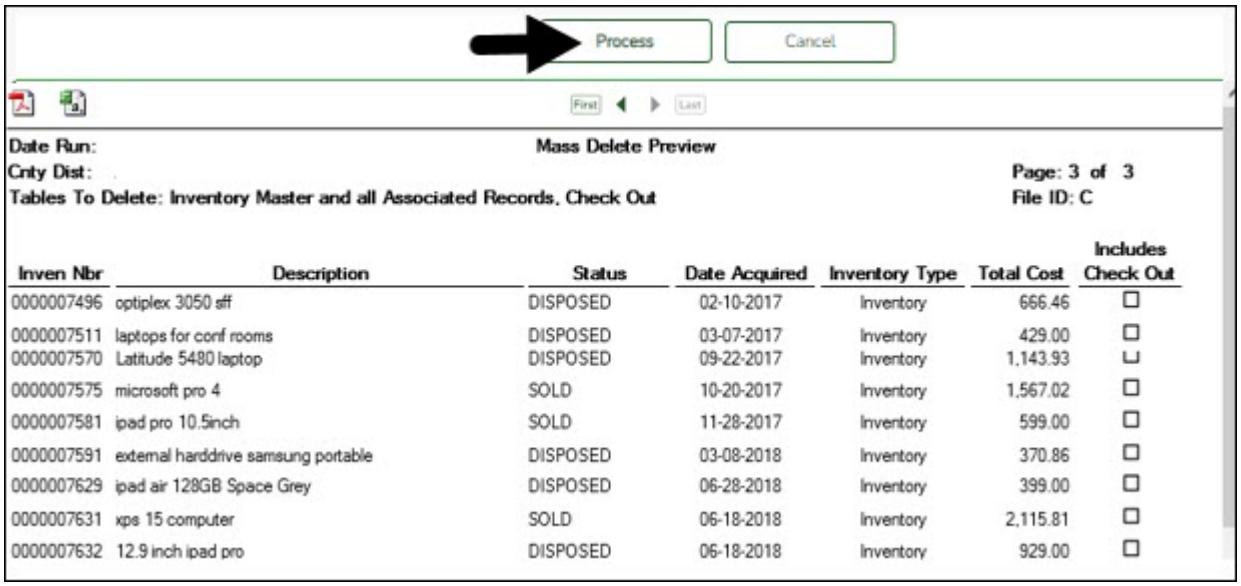
❑ Select **Delete Capital Asset and Inventory Records**.

❑ Under **Records to Delete**, select **Inventory Master and all Associated Records**.

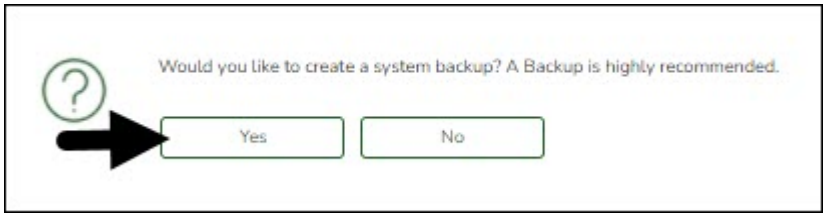
❑ Under **Inventory Types**, select **Both**.

❑ In the **Status Codes** field, click ⋮ to include the status codes from your LEA's Status Codes table that would warrant removing an item from your current year inventory.

❑ Click **Execute**. The Mass Delete Preview report is displayed.



❑ Review the report and click **Process**. A message is displayed prompting you to create a backup.



❑ Click **Yes**. A pop-up window is displayed with the export file name.

❑ Click **Execute**. A message is displayed indicating that the process was completed successfully. Click **OK**.