



Mass delete requisition records by fund

Table of Contents

Mass delete requisition records by fund i

Mass delete requisition records by fund

[Warehouse](#) > [Utilities](#) > [Cancel EOY Outstanding Back Orders](#)

Mass delete warehouse and restock requisition records based on the fund and fiscal year selected.

Select and move over all funds (except for the funds that you are continuing).

Click **Execute**. Print and save the report.

Click **Process** to mass delete the selected requisitions. A message is displayed prompting you to create an export.

- Click **Yes** to create an export. A message is displayed prompting you to enter a password to be used for the Archive. Type the password and click **Continue**. Otherwise, click **Cancel**.
- Click **No** to continue the process without creating an export.

A message is displayed indicating that the process was successful. Click **OK**.