



Mass delete requisition records by fund

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

Utilities > Mass Delete Requisition Records Warehouse

Execute

FUND / FISCAL YEAR	REQUISITION NUMBER
Select From FundYr	Select To FundYr
No Rows	<input type="checkbox"/> 199 / 0 <input type="checkbox"/> 199 / 1 <input type="checkbox"/> 199 / 2 <input type="checkbox"/> 199 / 9 <input type="checkbox"/> 240 / 0 <input type="checkbox"/> 240 / 1 <input type="checkbox"/> 240 / 2 <input type="checkbox"/> 266 / 0 <input type="checkbox"/> 266 / 1 <input type="checkbox"/> 282 / 0 <input type="checkbox"/> 282 / 1 <input type="checkbox"/> 282 / 2

- 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. You are prompted to create a backup (export). A message is displayed indicating that the process was successfully completed.