Fund/Fiscal Year - REQ6900

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Purchasing > Utilities > Mass Delete Requisition Records > Fund/Fiscal Yr

This tab is used to mass delete requisition records based on the selected fund and fiscal year.

Note: Requisitions that are already purchase orders can only be deleted if the purchase order balance is zero (fully liquidated) and the check was printed. If requisitions that are not purchase orders are being deleted, the pending requisitions are reversed in Finance, deleted, and any existing requisitions with the following requisition status are deleted:

- Voided/Reversed/Canceled
- Received all/Closed

Requisitions to be deleted are based on the **Purchasing Accounting Period** field on the Finance > Tables > District Finance Options > Accounting Periods tab.

- If the purchasing accounting period is set for the next accounting period, only the requisitions created in the next accounting period are deleted.
- If the purchasing accounting period is set for the current accounting period, only the requisitions created in the current and previous accounting periods are deleted.

Mass delete zero balance accounts:

Field	Description
CY Original, CY Amended and CY Actual amounts must also be zero for an account to be deleted	Select to delete the fund/year(s) with zero balance accounts that have a zero amount in the following columns: **Current Year Original** **Current Year Amendment** **Current Year Actual**

All available fund/year accounts are displayed on the left side of the page under **Funds/Yrs Available**. Select the desired fund/year accounts to mass delete for the next fiscal year. Use the following buttons to move the selected fund/years to the right side of the page.

- 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 to execute the process. A message is displayed indicating that the process was successfully completed. Click **OK**.

The Mass Lock/Unlock Funds Change Report is displayed.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

/*Inline folded include*/

Process	Click to delete the selected accounts. A message is displayed indicating that the process was successfully completed. Click **OK**.
Cancel	Click to return to the Mass Delete Zero Balance Accounts page without updating the selected accounts.