Fund/Fiscal Year - REQ6900

Table of Contents

Fund/Fiscal Year - REQ6900 i
Fund/Fiscal Year - REQ6900 1

Fund/Fiscal Year - REQ6900

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 records by fund/fiscal year:

All available fund/year accounts are displayed on the left side of the page under **From FundYr**.

❑ Select the desired fund/year accounts to be mass deleted. 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.	❑ Click **Execute** to execute the process. The Mass Delete Requisition Records by Fund / Year report is displayed. Review the report. • Click **Continue**. The Mass Delete Requisition Records by Fund / Year is displayed. • Click **Process**. You are prompted to create an export. • Click **Cancel** to return to the page.