



Fund/Fiscal Year - BWH6400

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Warehouse > Utilities > Mass Delete Requisition Records > Fund/Fiscal Year

This tab is used to mass delete warehouse and restock requisition records based on the fund and fiscal year selected. Old requisition records are periodically deleted.

- This process only deletes requisitions if the following conditions apply:
 - The requisition has become a purchase order.
 - The purchase order balance equals zero.
 - All check transactions have been printed.
 - The purchase order is fully liquidated.
- A requisition that has not become a purchase order is reversed and deleted. A report is displayed for a requisition that has multiple account codes with different funds/years and the following conditions apply:
 - Multiple funds/years are selected.
 - Not all the funds/years exist for the requisition.
 - The requisition has not become a purchase order (or if the requisition has become a purchase order, the purchase order balance is zero, the check transactions have been printed, and the purchase order has been fully liquidated).

Additional process notes

- If a restock or warehouse requisition is pending:
 - The workflow and workflow history is deleted.
 - This process reverses encumbrance general journal transactions created during the approval path process and updates the general ledger.
- In addition, if a warehouse requisition is pending:
 - If the requisition accounting period is set to the current accounting period, only those requisitions created in the current and previous accounting periods are deleted.
 - If the requisition accounting period is set to the next accounting period, only those requisitions created in the next accounting periods are deleted.
 - If the requisition accounting period is set to the current accounting period and transactions exist in the next accounting period, those requisitions can only be deleted in the next accounting period.
- If a restock or warehouse requisition is saved, all requisition information is deleted.
- If a restock or warehouse requisition is returned, all requisition information is deleted, along with the workflow and workflow history.
- If a restock or warehouse requisition is approved:
 - All requisition information is deleted, along with the workflow and workflow history.
 - This process reverses encumbrance general journal transactions for unprinted shipping orders, unfilled back orders, and due to/due from transactions.
- In addition, if a warehouse requisition is approved:
 - This process reverses encumbrance general journal transactions for unprinted shipping orders, unfilled back orders, and due to/due from transactions.
 - An Inventory Audit transaction reversal is created.
 - A Finance Inventory transaction reversal is created.

/*Inline folded include*/

Mass delete requisition records by fund/fiscal year:

Select one or more of the following **Options** to initialize:

Field	Description
Zero Reorder Level	Select to reset all reorder levels to zero.
Clear Last Restock	Select to reset all last restock dates.
Clear Last Requested	Select to reset all last requested dates.
Execute	Click to execute the process. After the process is completed, the Used to Date field for each included inventory item record is reset to zero on the Inventory Maintenance - BWH3000 page.

A message indicating that the initialization process completed successfully is displayed. Click **OK**