



Fund/Fiscal Year - BWH6400

Table of Contents

| | |
|---|---|
| Fund/Fiscal Year - BWH6400 | i |
| Fund/Fiscal Year - BWH6400 | 1 |

Fund/Fiscal Year - BWH6400

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:

All available fund/year accounts are displayed on the left side of the page. Select the desired fund/year accounts to delete. 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 | <p>Click to delete the selected funds. The Mass Delete Requisition Records by Fund/Year report is displayed. Review the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p> |
| Process | <p>Click to reinitialize the selected accounts. A message is displayed indicating that the process was successfully completed. Click OK.</p> |
| Cancel | <p>Click to return to the Delete Funds page without deleting the selected funds.</p> |

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**