



## Fund/Fiscal Year - BWH6400



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# 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.

<b>Execute</b>	<p>Click to delete the selected funds. The Mass Delete Requisition Records by Fund/Year report is displayed. <a href="#">Review the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click <input type="button" value="First"/> to go to the first page of the report.                  Click <input type="button" value="◀"/> to go back one page.                  Click <input type="button" value="▶"/> to go forward one page.                  Click <input type="button" value="Last"/> to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></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 <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>
<b>Process</b>	<p><a href="#">Click to mass delete the selected accounts.</a>                  A message is displayed indicating that the process was successfully completed. Click <b>OK</b>.</p>
<b>Cancel</b>	<p>Click to return to the Mass Delete Requisition Records by Fund/Year tab without deleting the selected funds.</p>

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

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

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