



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

- Pending restock or warehouse requisition:
 - 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	Click to delete the selected funds. The Mass Delete Requisition Records by Fund/Year report is displayed. Review the report. Review the report using the following buttons: 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. 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.
Process	Click to mass delete the selected accounts. ☐ Click Process to mass delete the selected requisitions. A message is displayed prompting you to create an export. - Click Yes to create an export. A message is displayed prompting you to enter a password to be used for the Archive. Type the password and click Continue. Otherwise, click Cancel. - Click No to continue the process without creating an export. A message is displayed indicating that the process was successful. Click OK.
Cancel	Click to return to the Mass Delete Requisition Records by Fund/Year tab without deleting the selected funds.