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.
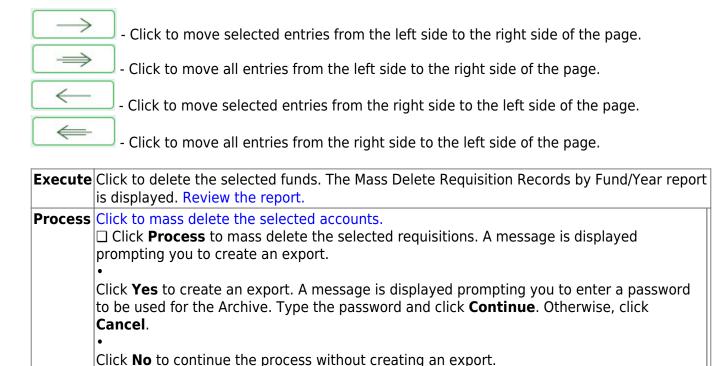   - A Finance Inventory transaction reversal is created.

/*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.

[→ button] - Click to move selected entries from the left side to the right side of the page.

[⇒ button] - Click to move all entries from the left side to the right side of the page.

[← button] - Click to move selected entries from the right side to the left side of the page.

[⇐ button] - 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.
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.