


# Mass Delete - BAM6100

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***Asset Management > Utilities > Fiscal Year Processing > Mass Delete***

This utility is used to selectively drop records for capital assets, inventory items, and associated files. The records that are selected for deletion are based on the acquired date range and the status codes that are entered on the page. The user may also delete closed checkout inventory records that are no longer needed.

**Note**: The Mass Delete process modifies files, so it is recommended that you create a backup of your files before running this process.

## Mass delete capital asset and inventory records

Under **Capital Assets and Inventory**:

| Field | Description |
|---|---|
| **Delete Capital Asset and Inventory Records** | |
| **From Date** | Type the beginning date to use when evaluating records for deletion. If no date is entered, 00000000 is assumed.<br>This date is compared to the inventory audit acquired date to delete inventory audit records, the transaction audit effective date to delete transaction audit records, and the book audit date in service to delete book audit records.<br>This date is also used when removing inventory and associated records based on the status codes entered. |
| **To Date** | Type the ending date to use when evaluating records for deletion. If no date is entered, 12319999 is assumed.<br>This date is compared to the inventory audit acquired date to delete inventory audit records, the transaction audit effective date to delete transaction audit records, and the book audit date in service to delete book audit records.<br>This date is also used when removing inventory and associated records based on the status codes entered. |
| **Item Nbrs** | Click ⋮ to search for item numbers. |
| **Status Codes** | Click ⋮ to search for status codes. |

Under **Check Out**:

| | | |
|---|---|---|
| **Delete Check Out Records** | Select to delete checkout records. | |
| | **Check Out Return Date** | Type the date for which completed records (return date not blank) should be deleted. All records with a return date less than or equal to the date entered are deleted. |

| | |
|---|---|
| **Execute** | Click to execute the process. When the processing is completed, the Mass Delete Preview report is displayed. Review the report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.<br>Click **Error Report** to view the Inventory Upload Error Report, which displays any errors encountered during the merge process. The Report button allows users to switch between the two reports.<br>If the Inventory Upload Error Report is displayed, click **Upload Report**, and the Inventory Upload Report displays a listing of all assets that were uploaded.<br>If the Inventory Upload Report is displayed, click **Error Report**, and the Inventory Upload Error Report displays a listing of all errors from the merge process or the selected parameters if there were no errors. |
| **Process** | Continue the process.<br>❑ Click **Process** to update the selected records in the asset management tables. A message is displayed prompting you to create a system backup.<br>A message is displayed indicating that the process was completed successfully. Click **OK**. |


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