

# **Mass Delete Credit Memos - FIN6200**

# **Table of Contents**

Mass Delete Credit Memos - FIN6200	-
Mass Delete Credit Memos – FIN6200	

### Mass Delete Credit Memos - FIN6200

### Finance > Utilities > Fiscal Year Processing > Mass Delete Credit Memos

This page is used to identify (by fund/year codes) the credit memos to be deleted prior to the next year.

### Mass delete prior year credit memos:

#### Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click Save.

\*\*NOTE:

### Other functions and features:

Delete a row.

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.



# **Back Cover**

2