



## Mass Delete Credit Memos - FIN6200



## Table of Contents

<b>Mass Delete Credit Memos - FIN6200</b>	1
---	---



# 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:

<input checked="" type="checkbox"/>	<b>Delete a row.</b> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
-------------------------------------	--



## Back Cover