



Mass Delete Credit Memos - FIN6200

Table of Contents

Mass Delete Credit Memos - FIN6200 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:

Under **Fund/Yrs Available**, select the file IDs to move to the **Fund/Yrs for Delete** column using the following buttons:



- 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	Execute the process.
----------------	--------------------------------------

Execute	Execute the process. <input type="checkbox"/> Click Execute to execute the process. A message is displayed indicating that you are about to delete the selected file IDs.
----------------	---

Execute	<ul style="list-style-type: none">• Click Yes to continue deleting all selected file IDs.
----------------	--

Execute	<ul style="list-style-type: none">• Click No to return to the Delete by File ID page without deleting any file IDs. A message is displayed indicating that the process was successfully completed. Click OK.
----------------	--



Back Cover