



Mass Delete Credit Memos - FIN6200

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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	<p>Execute the process.</p> <p><input type="checkbox"/> Click Execute to execute the process. A message is displayed indicating that you are about to delete the selected file IDs.</p> <ul style="list-style-type: none"> Click Yes to continue deleting all selected file IDs. Click No to return to the Delete by File ID page without deleting any file IDs. <p>A message is displayed indicating that the process was successfully completed. Click OK.</p>
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