

Mass Delete Credit Memos - FIN6200

Table of Contents

Mass Delete Credit Memos - FIN6200 1

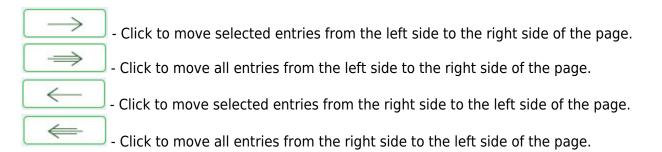
Mass Delete Credit Memos - FIN6200

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:



Execute Execute the process.

☐ Click **Execute** to execute the process. A message is displayed indicating that you are about to delete the selected file IDs.

Click **Yes** to continue deleting all selected file IDs.

1

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