



## **Mass Delete Credit Memos - FIN6200**



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# 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.

|                |   |
|----------------|---|
| <b>Execute</b> | <a href="#">Execute the process.</a><br><input type="checkbox"/> Click <b>Execute</b> to execute the process. <ul style="list-style-type: none"> <li>• If any errors are encountered, an error report is displayed.</li> <li>• If no errors are encountered, the Create New Accounts by Fund report is displayed. <a href="#">Review the report.</a></li> </ul> |
| <b>Process</b> | <a href="#">Process the changes.</a>  |
| <b>Cancel</b>  | Click to return to the Create New Accounts by Fund page without making changes.   |



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