



## 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> <input type="checkbox"/> Click <b>Execute</b> to execute the process. • If any errors are encountered, an error report is displayed. • If no errors are encountered, the Mass Delete Credit Memo report is displayed. <a href="#">Review the report.</a>
<b>Process</b>	<a href="#">Process the changes.</a>
<b>Cancel</b>	Click to return to the Mass Delete Credit Memos page without making changes.



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