



Mass delete requisition records by fund

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Mass delete warehouse and restock requisition records based on the fund and fiscal year selected.

Select and move over all funds (except for the funds that you are continuing).

Click **Execute**. Print and save the report.

Click **Process** to mass delete the selected requisitions. A message is displayed prompting you to create an export.

- Click **Yes** to create an export. A message is displayed prompting you to enter a password to be used for the Archive. Type the password and click **Continue**. Otherwise, click **Cancel**.
- Click **No** to continue the process without creating an export.

A message is displayed indicating that the process was successful. Click **OK**.



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