



Mass delete requisition records by fund

Table of Contents

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[Warehouse > Utilities > Cancel EOY Outstanding Back Orders](#)

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

Utilities > Mass Delete Requisition Records Warehouse

Execute

FUND / FISCAL YEAR REQUISITION NUMBER

Select	From FundYr	Select	To FundYr
	No Rows	<input type="checkbox"/>	199 / 0
		<input type="checkbox"/>	199 / 1
		<input type="checkbox"/>	199 / 2
		<input type="checkbox"/>	199 / 9
		<input type="checkbox"/>	240 / 0
		<input type="checkbox"/>	240 / 1
		<input type="checkbox"/>	240 / 2
		<input type="checkbox"/>	266 / 0
		<input type="checkbox"/>	266 / 1
		<input type="checkbox"/>	282 / 0
		<input type="checkbox"/>	282 / 1
		<input type="checkbox"/>	282 / 2

- 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 records. You are prompted to create a backup (export). A message is displayed indicating that the process was successfully completed.



Back Cover