

Fund/Fiscal Year - BWH6400

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Warehouse > Utilities > Mass Delete Requisition Records > Fund/Fiscal Year

This tab is used to mass delete warehouse and restock requisition records based on the fund and fiscal year selected. Old requisition records are periodically deleted.

- This process only deletes requisitions if the following conditions apply:
  - The requisition has become a purchase order.
  - The purchase order balance equals zero.
  - All check transactions have been printed.
  - The purchase order is fully liquidated.
- A requisition that has not become a purchase order is reversed and deleted. A report is displayed for a requisition that has multiple account codes with different funds/years and the following conditions apply:
  - Multiple funds/years are selected.
  - Not all the funds/years exist for the requisition.
  - The requisition has not become a purchase order (or if the requisition has become a purchase order, the purchase order balance is zero, the check transactions have been printed, and the purchase order has been fully liquidated).

Additional notes:

- Pending restock or warehouse requisition:
  - The workflow and workflow history is deleted.
  - This process reverses encumbrance general journal transactions created during the approval path process and updates the general ledger.
- In addition, if a warehouse requisition is pending:
  - If the requisition accounting period is set to the current accounting period, only those requisitions created in the current and previous accounting periods are deleted.
  - If the requisition accounting period is set to the next accounting period, only those requisitions created in the next accounting periods are deleted.
  - If the requisition accounting period is set to the current accounting period and transactions exist in the next accounting period, those requisitions can only be deleted in the next accounting period.
- If a restock or warehouse requisition is saved, all requisition information is deleted.
- If a restock or warehouse requisition is returned, all requisition information is deleted, along with the workflow and workflow history.
- If a restock or warehouse requisition is approved:
  - All requisition information is deleted, along with the workflow and workflow history.
  - This process reverses encumbrance general journal transactions for unprinted shipping orders, unfilled back orders, and due to/due from transactions.
- In addition, if a warehouse requisition is approved:
  - This process reverses encumbrance general journal transactions for unprinted shipping orders, unfilled back orders, and due to/due from transactions.
  - An Inventory Audit transaction reversal is created.
  - A Finance Inventory transaction reversal is created.

Mass delete requisition records by fund/fiscal year:

All available fund/year accounts are displayed on the left side of the page.

❑ Select the fund/year accounts to delete. Use the following buttons to move the selected fund/years to the right side of the page.

 - 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.

❑ Click **Execute** to delete the selected funds. The Mass Delete Requisition Records by Fund/Year report is displayed. Review 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**.

❑ Click **Cancel** to return to the Mass Delete Requisition Records by Fund/Year tab without deleting the selected funds.


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