



Requisition Number - BWH6400

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Warehouse > Utilities > Mass Delete Requisition Records > Requisition Number

This tab is used to mass delete warehouse and restock requisition records based on the requisition number selected. The requisitions are returned to the originator and set to a saved status. The account codes are deleted, and as well as the workflow and workflow history. This process also reverses encumbrance general journal transactions created during the approval path process and updates the general ledger.

- Requisitions are only deleted 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 will be reversed and deleted.

Additional notes:

- If a restock or warehouse requisition is pending:
 - 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:

Under **Requisition Number Range:**

Field	Description
From	Type the beginning number of the range of requisitions to be deleted. The field can be a maximum of six digits.
To	Type the ending number of the range of requisitions to be deleted. The field can be a maximum of six digits.
Execute	<p>Click to execute the process. One of the following reports is displayed:</p> <ul style="list-style-type: none"> • Exclude Report - If the requisition accounting period is set for the current accounting period and transactions exist in the next accounting period, those requisitions can only be reversed in the next accounting period. This report displays all requisitions that are excluded from the process. • Mass Delete Requisition Records by Range - This report displays a list of requisitions to be deleted. Review the report.
Process	<p><input type="checkbox"/> Click Process to mass delete the selected requisitions. A message is displayed prompting you to create an export.</p> <ul style="list-style-type: none"> • 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. <p>A message is displayed indicating that the process was successful. Click OK.</p>
Cancel	Click to return to the Mass Delete Requisition Records by Requisition Number tab without deleting the selected funds.



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