

Mass Delete Zero Balance Accounts - BUD7400

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Budget > Utilities > Mass Delete Zero Balance Accounts

This page used to select a fund/year with zero balance accounts that have a zero amount in all of the following columns:

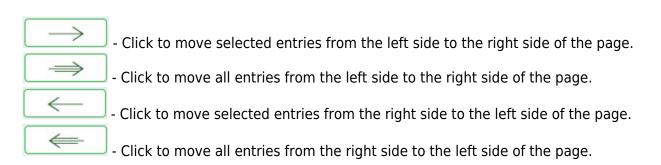
- Last Year Expend
- Next Year Requested
- Next Year Recommended
- Next Year Approved

A report with a list of zero balance accounts is displayed for review. When you click **Process**, all of the zero balance accounts listed on the report are deleted from the budget table.

Mass delete zero balance accounts:

Field	Description
CY Original, CY Amended and CY Actual	Select to delete the fund/year(s) with zero balance
amounts must also be zero for an account	accounts that have a zero amount in the following
to be deleted	columns:
	Current Year Original
	Current Year Amendment
	Current Year Actual

All available fund/year accounts are displayed on the left side of the page under **Funds/Yrs Available**. Select the desired fund/year accounts to mass delete for the next fiscal year. Use the following buttons to move the selected fund/years to the right side of the page.



Execute Click to execute the process.

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

The Mass Lock/Unlock Funds Change Report is displayed.

Review the report.

Review the report using the following buttons:

Click first page of the report.

Click

to go back one page.

Click > to go forward one page.

Click to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

/*Inline folded include*/

Process Click to update the selected accounts in the budget tables.	
	A message is displayed indicating that the process was successfully completed. Click OK .
Cancel	Click to return to the Mass Lock/Unlock Funds page without updating the selected accounts.