



# **Mass Delete Zero Balance Accounts - BUD7400**



# Table of Contents

<b>Mass Delete Zero Balance Accounts - BUD7400</b> .....	i
<b>Mass Delete Zero Balance Accounts - BUD7400</b> .....	1



# Mass Delete Zero Balance Accounts - BUD7400

**Budget > Utilities > Mass Delete Zero Balance Accounts**

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

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.



- 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 execute the process.

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

[Review the report.](#)

Click **Process** to delete the selected accounts.

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

Click **Cancel** to return to the Mass Delete Zero Balance Accounts page without updating the selected accounts.