

# **Delete Funds - FIN6900**

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### Business

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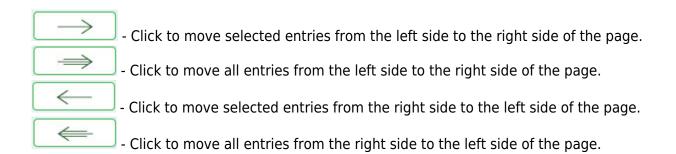
### Finance > Utilities > Fiscal Year Processing > Delete Funds

This page is used to identify by fund/year codes the funds that are to be deleted from the general ledger prior to the start of the next fiscal year. A report of the deleted and not deleted funds is generated automatically. In addition, records associated with the deleted fund are deleted from all tables. Fund/fiscal years can be deleted even if they exist as an offset for credit card and warehouse transactions. It is important to set up the Tables > Credit Card > Due To Fund tab to crosswalk the deleted fund/fiscal year in order to prevent errors from occurring after funds change fiscal years during the end-of-year process.

## **Delete funds:**

| Field           | Description  |
|-----------------|--|
| without Closing | All fund balances must be zero (closed) before the funds can be deleted. An error message is displayed to warn you if a fund has current or next period balances, and the fund is not deleted. If selected, funds can be deleted where fund balances are not zero. |

Under **Fund/Yrs Available**, select the file IDs to move to the **Fund/Yrs to Delete** column using the following buttons:



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### **Execute** Execute the process.

Click to execute the process. A message is displayed prompting you create a backup.

Click **Yes** to perform a system backup. Otherwise, click **No** to not perform a system backup and continue the process.

The **Export File Name** field is display only.

Click Execute to continue the export. Otherwise, click Cancel to close the page without completing the task.

A message is displayed indicating that you are about to export tables and confirming that you want to continue. Click **Yes** to continue the export. Otherwise, click **No** to cancel the export.

Type a password for the exported file, and then click **OK**. The File Download page is displayed.

Click **Save** to save the file. A Save As dialog box is displayed.

In the **Save in** field, click  $\checkmark$  to navigate to the appropriate folder.

In the **File name** field, the file name is set to dbcccddd mmddyyyy fin.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.

Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.

### **Process** Process the changes.

Click to continue the process and accept the changes. A message is displayed indicating that the process was completed successfully. Click **OK**.

#### Cancel

Click to return to the Fund Close 5XXX-8XXX page without making changes.