



## Delete unused funds



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# Delete unused funds

**Log on to file ID C.**

Finance > Tables > Account Codes and Budget > Tables > Account Codes > Fund

Delete the funds that are no longer needed in both the Budget and Finance tables.

Delete	Fund/ Excl year	Fund Type	Fund Description	Budget Fund Balance Obj Sobj	Actual Fund Balance Obj Sobj	Interfund Due From Obj Sobj	Interfund Due To Obj Sobj
<input type="checkbox"/>	183 / 5	G - General operating	UIL DISTRICT CHAIR	3700.00	3600.00	1261.00	2171.00
<input type="checkbox"/>	198 / 5	G - General operating	ACADEMY/SUMMER CAMP	3700.00	3600.00	1261.00	2171.00
<input type="checkbox"/>	199 / 5	G - General operating	GENERAL FUND	3700.00	3600.00	1261.00	2171.00
<input type="checkbox"/>	211 / 5	S - Special revenue	ESEA TITLE I PART A&D	3700.00	3600.00	1262.00	2171.00
<input checked="" type="checkbox"/>	224 / 4	S - Special revenue	IDEA PART B FORMULA	3700.00	3600.00	1262.00	2171.00
<input type="checkbox"/>	224 / 5	S - Special revenue	IDEA PART B FORMULA	3700.00	3600.00	1262.00	2171.00
<input type="checkbox"/>	225 / 5	S - Special revenue	IDEA B PRESCHOOL	3700.00	3600.00	1262.00	2171.00
<input checked="" type="checkbox"/>	226 / 4	S - Special revenue	HIGH COST FUNDS	3700.00	3600.00	1262.00	2171.00
<input type="checkbox"/>	226 / 5	S - Special revenue	IDEA PART B DISCRETIONARY	3700.00	3600.00	1262.00	2171.00

Select the funds to be deleted.



**TIP:** Reference the pagination information at the bottom of the grid to view the number of pages with data and begin deleting rows from the last page.

Click **Save**. A message is displayed prompting you to continue.

**Confirm Delete**

All marked row(s) will be deleted.  
Click OK to continue, or Cancel to stay on the current page.

Click **OK** to continue. A message is displayed indicating that the rows were successfully deleted.

**Note:** If grant codes were removed, be sure to communicate with your Human Resources department to ensure that the appropriate grant codes are reassigned as needed.