


# Delete Funds - BUD7300

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***Budget > Utilities > Delete Funds***

This page is used to delete all accounts for specific funds in the Budget master table. This function saves you from having to delete each account individually. A report of the deleted and not deleted funds is automatically generated.

All budget accounts are deleted for each of the funds selected, except:

- If there are any requisitions that have not become a purchase order and the attached account codes for the line items match the selected funds, the selected funds are not deleted, and an error message is displayed on the report.
- If there is an account code that is attached to a purchase order encumbrance transaction that matches the selected funds and the encumbrance transaction has not been reversed, the selected funds are not deleted, and an error message is displayed on the report.

## Delete funds:

All available fund/year accounts are displayed on the left side of the page. Select the desired fund/year accounts to delete. 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.

| | |
|---|---|
| **Execute** | Click to delete the selected funds. The Budget System Delete Funds Change Report is displayed. Review the report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |
| **Process** | Click to process the selected accounts.<br>A message is displayed indicating that the process was successfully completed. Click **OK**. |
| **Cancel** | Click to return to the Delete Funds page without deleting the selected funds. |

**NOTES**:

- When moving next year requisitions to current year, the general journal **JV Number Description** automatically populates with REQ plus the requisition number.
- When moving next year requisitions to current year, the **Reason** automatically populates with the purchase order reason for those purchase orders that have already become purchase orders.
- Requisitions will not be processed if the **Current (Open) Accounting Period** and the **Requisition Accounting Period** fields are the same, and **Current Accounting Period Close** is selected on the District Finance Options page.
- Requisitions are not processed if end-of-month closing is being processed.


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