


# Mass Delete Zero Balance Accounts - BUD7400

# Table of Contents

**Mass Delete Zero Balance Accounts - BUD7400** ..... 1

# Mass Delete Zero Balance Accounts - BUD7400

***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 amounts must also be zero for an account to be deleted** | Select to delete the fund/year(s) with zero balance accounts that have a zero amount in the following columns:<br>**Current Year Original**<br>**Current Year Amendment**<br>**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.

 - 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 execute the process.<br>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 to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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.

| | |
|---|---|
| **Process** | Click to delete the selected accounts. A message is displayed indicating that the process was successfully completed. Click **OK**. |
| **Cancel** | Click to return to the Mass Delete Zero Balance Accounts page without updating the selected accounts. |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover