



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



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**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.



<b>Execute</b>	Click to execute the process. A message is displayed indicating that the process was successfully completed. Click <b>OK</b> .
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[Review the report.](#)

**Review the report using the following buttons:**

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  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.

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



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