

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:

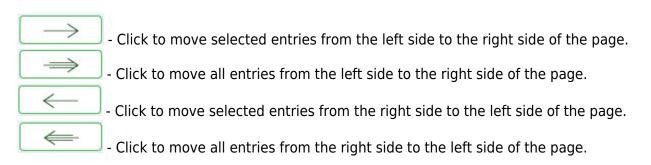
- Last Year Expend
- Next Year Requested
- Next Year Recommended
- Next Year Approved

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
CY Original, CY Amended and CY Actual	Select to delete the fund/year(s) with zero balance
amounts must also be zero for an account	accounts that have a zero amount in the following
to be deleted	columns:
	Current Year Original
	Current Year Amendment
	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.



Execute	Click to execute the process.
	A message is displayed indicating that the process was successfully completed. Click OK .

Review the report.

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.



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