

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 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 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: **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.

 - 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.

❑ Click **Execute** to execute the process.

A message is displayed indicating that the process was successfully completed. Click **OK**.

Review the report.

❑ Click **Process** to delete the selected accounts.

A message is displayed indicating that the process was successfully completed. Click **OK**.

❑ Click **Cancel** 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