



## **Amendment Number - FIN8300**



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# Amendment Number - FIN8300

## Finance > Budget Amendment > Delete Amendments > Amendment Number

Amended budget transactions are posted in an amended transaction table maintained by the system. This tab allows you to delete a specific range of budget amendment transactions. General ledger transactions are not deleted. This function allows you to delete posted and/or unposted amended budget transactions and any related comments you may have attached to them. This process is usually performed at the beginning of the new school year in order to delete the prior year funds.

### Delete a fund by amendment number:

☐ Under **Amendment Number Range:**

Field	Description
<b>From</b>	Type the beginning budget amendment transaction number that is to be deleted. The field can be a maximum of six digits. By default, this field is set to 000000.
<b>To</b>	Type the ending budget amendment transaction number that is to be deleted. The field can be a maximum of six digits. By default, this field is set to 000000.

☐ Under **Delete Options:**

<b>Posted Amendments</b>	Select to delete posted amended budget transactions (if any exist) for this file ID only.
<b>Unposted Amendments</b>	Select to delete unposted amended budget transactions (if any exist) for this file ID, in addition to the transactions in the amended transaction table from any funds selected in the left panel of the page.

☐ Click **Execute** to execute the process. The Delete Amended Budget report is displayed. [Review the report.](#)

☐ Click **Process** proceed. Otherwise, click **Cancel** to return to the Delete Amendments page.



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