



Delete Funds - FIN6900

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Finance > Utilities > Fiscal Year Processing > Delete Funds

This page is used to identify by fund/year codes the funds that are to be deleted from the general ledger prior to the start of the next fiscal year. A report of the deleted and not deleted funds is generated automatically. In addition, records associated with the deleted fund are deleted from all tables. Fund/fiscal years can be deleted even if they exist as an offset for credit card and warehouse transactions. It is important to set up the Tables > Credit Card > Due To Fund tab to crosswalk the deleted fund/fiscal year in order to prevent errors from occurring after funds change fiscal years during the end-of-year process.

Delete funds:

Field	Description
Allow Delete without Closing	All fund balances must be zero (closed) before the funds can be deleted. An error message is displayed to warn you if a fund has current or next period balances, and the fund is not deleted. If selected, funds can be deleted where fund balances are not zero.

Under **Fund/Yrs Available**, select the file IDs to move to the **Fund/Yrs to Delete** column using the following buttons:



- 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.

<p>Execute</p>	<p>Execute the process. Click to execute the process. A message is displayed prompting you create a backup.</p> <ul style="list-style-type: none"> • <p>Click Yes to perform a system backup. Otherwise, click No to not perform a system backup and continue the process.</p> <ul style="list-style-type: none"> • <p>The Export File Name field is display only.</p> <ul style="list-style-type: none"> • <p>Click Execute to continue the export. Otherwise, click Cancel to close the page without completing the task.</p> <ul style="list-style-type: none"> • <p>A message is displayed indicating that you are about to export tables and confirming that you want to continue. Click Yes to continue the export. Otherwise, click No to cancel the export.</p> <ul style="list-style-type: none"> ◦ <p>Type a password for the exported file, and then click OK. The File Download page is displayed.</p> <ul style="list-style-type: none"> ◦ <p>Click Save to save the file. A Save As dialog box is displayed.</p> <ul style="list-style-type: none"> ◦ <p>In the Save in field, click  to navigate to the appropriate folder.</p> <ul style="list-style-type: none"> ◦ <p>In the File name field, the file name is set to dbccddd_mmddyyyy_fin.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.</p> <ul style="list-style-type: none"> ◦ <p>Click Save. Otherwise, click Cancel to close the Save As dialog box without saving the file.</p>
<p>Process</p>	<p>Process the changes. Click to continue the process and accept the changes. A message is displayed indicating that the process was completed successfully. Click OK.</p>
<p>Cancel</p>	<p>Click to return to the Fund Close 5XXX-8XXX page without making changes.</p>



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