



## Delete Funds - FIN6900



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# Delete Funds - FIN6900

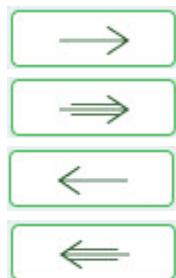
**Finance > Utilities > Fiscal Year Processing > Delete Funds**

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
<b>Allow Delete without Closing</b>	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.

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



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