



Delete Funds - FIN6900

Table of Contents

Delete Funds - FIN6900 1

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 |
|-------------------------------------|--|
| 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.

| Execute | Execute the process. | |
|--|--|-------------|
| | <input type="checkbox"/> Click Execute to execute the process. The Delete Funds Change Report is displayed. | |
| | Review the report. | |
| | Below are some errors that may be displayed: | |
| | Error | Description |
| General Ledger Amounts do not equal to zero. | GL amounts do not equal zero. | |
| Has unpaid checks. | Indicates that there are check transactions that have not been printed. | |
| Outstanding purchase orders exist. | Indicates that the purchase orders have not been fully liquidated or have not been fully reversed. | |
| Exists in Bank Account Group Funds of the Bank Account Fund Groups table. | Indicates that the fund/year exists in the Bank Account Group Funds of the Bank Account Fund Groups table. | |

| | |
|----------------|---|
| Process | Process the changes. <input type="checkbox"/> Click Process to continue the process and complete the delete process for items with a Y in the Deleted column. A message is displayed indicating that the process was successfully completed. Click OK . Note: Items with an N in the Deleted column cannot be deleted; the process is automatically canceled if the Process button is clicked. |
| Cancel | Click to return to the Fund Close 5XXX-8XXX page without making changes. |



Back Cover