



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

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



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