



Delete Funds - FIN6900

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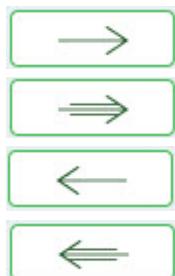
Finance > Utilities > Fiscal Year Processing > Delete Funds

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.

| Execute | <input type="checkbox"/> Click Execute to execute the process. The Delete Funds Change Report is displayed. Review the report. <p>Below are some errors that may be displayed:</p> <table border="1"> <thead> <tr> <th>Error</th><th>Description</th></tr> </thead> <tbody> <tr> <td>General Ledger Amounts do not equal to zero.</td><td>GL amounts do not equal zero.</td></tr> <tr> <td>Has unpaid checks.</td><td>Indicates that there are check transactions that have not been printed.</td></tr> <tr> <td>Outstanding purchase orders exist.</td><td>Indicates that the purchase orders have not been fully liquidated or have not been fully reversed.</td></tr> <tr> <td>Exists in Bank Account Group Funds of the Bank Account Fund Groups table.</td><td>Indicates that the fund/year exists in the Bank Account Group Funds of the Bank Account Fund Groups table.</td></tr> </tbody> </table> | 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. |
|--|--|-------|-------------|---|-------------------------------|---------------------------|---|---|--|--|--|
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| Has unpaid checks. | Indicates that there are check transactions that have not been printed. | | | | | | | | | | |
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| Process | <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 Delete Funds page without making changes. |



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