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

❑ 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	❑ 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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