(If necessary) Delete funds

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(If necessary) Delete funds

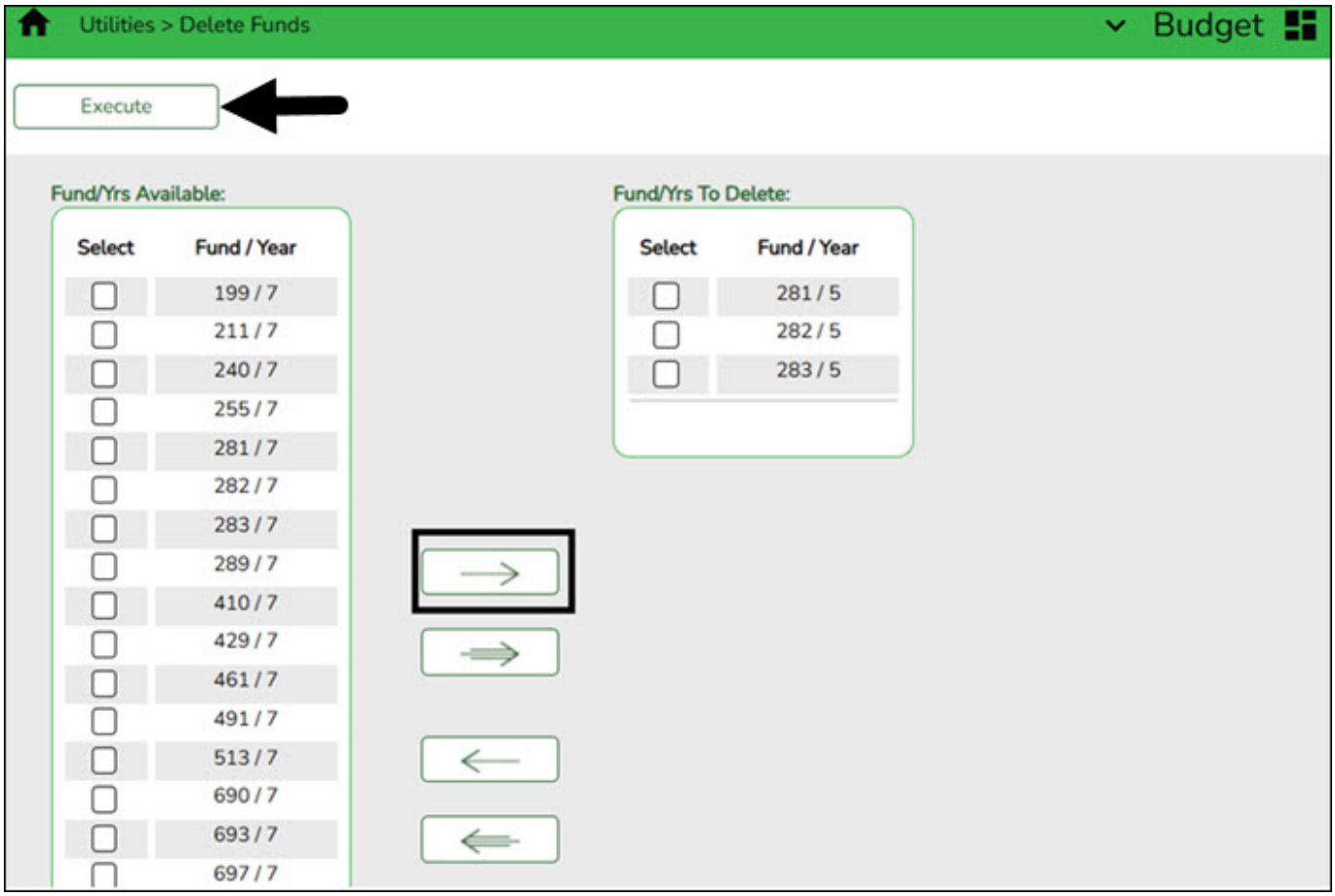
Budget > Utilities > Delete Funds

Delete the funds that are no longer needed in Budget.

This page is used to delete all accounts for specific funds in the Budget master table. This function saves you from having to delete each account individually. A report of the deleted and not deleted funds is automatically generated.

All budget accounts are deleted for each of the funds selected, except:

- If there are any next year requisitions that have not become a purchase order and the attached account codes for the line items match the selected funds, the selected funds are not deleted, and an error message is displayed on the report.
- If there is an account code that is attached to a purchase order encumbrance transaction that matches the selected funds and the encumbrance transaction has not been reversed, the selected funds are not deleted, and an error message is displayed on the report.

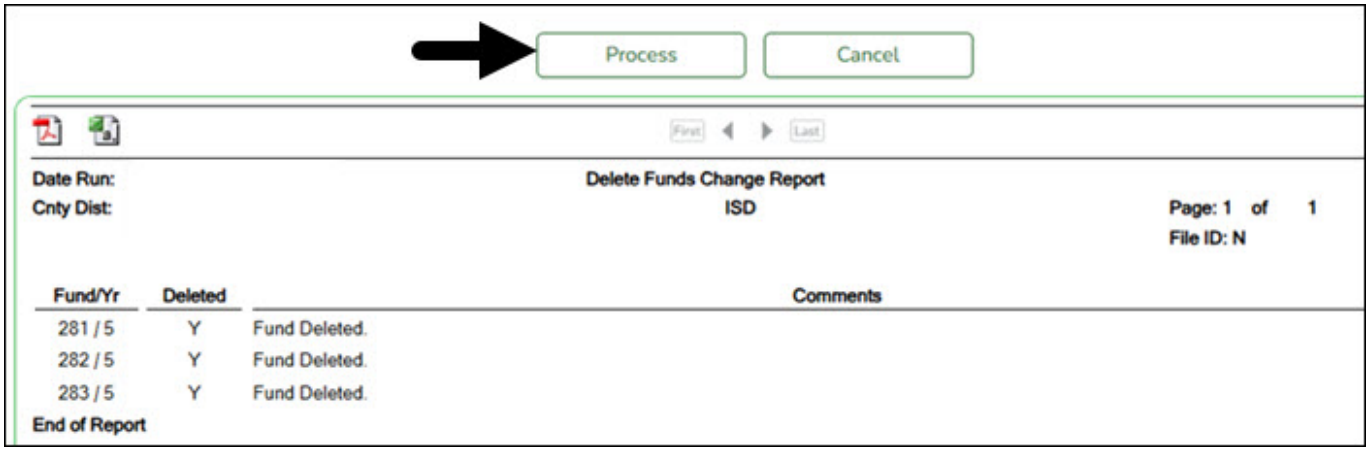


Delete funds:

❑ Use the arrow buttons to move the appropriate funds from the left side to the right side of the page.

❑ Click **Execute** to delete the selected funds. The Budget System Delete Funds Change Report is displayed. Review the report.

❑ Click **Process** to process the selected accounts. Otherwise, click **Cancel** to return to the Delete Funds page without deleting the selected funds.



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