Delete unused funds

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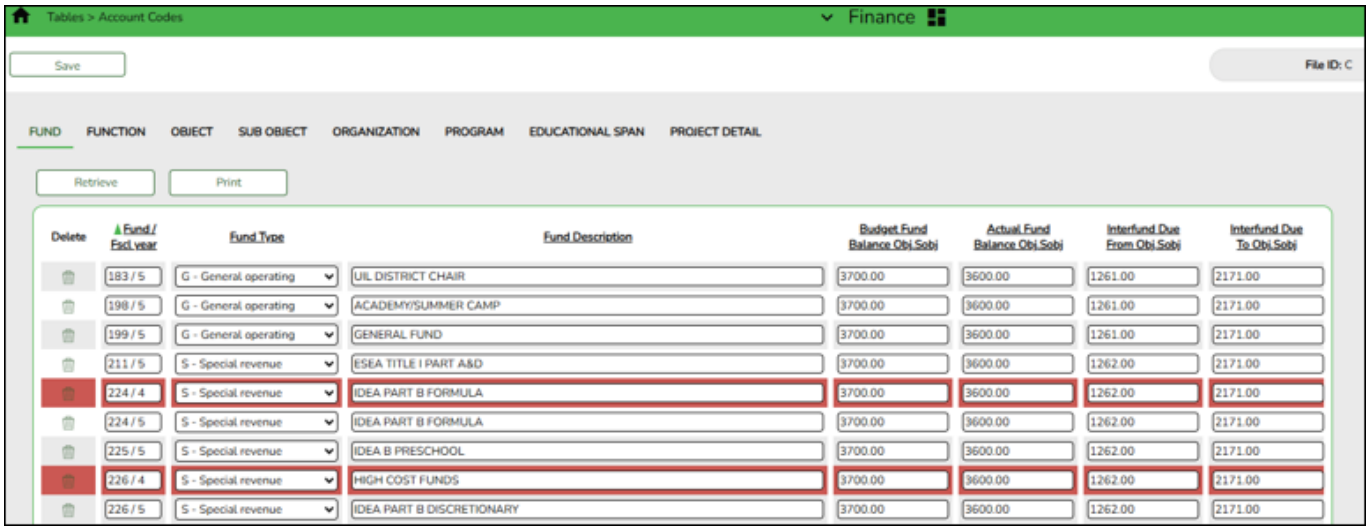
Delete unused funds

Log on to file ID C.

Finance > Tables > Account Codes and Budget > Tables > Account Codes > Fund

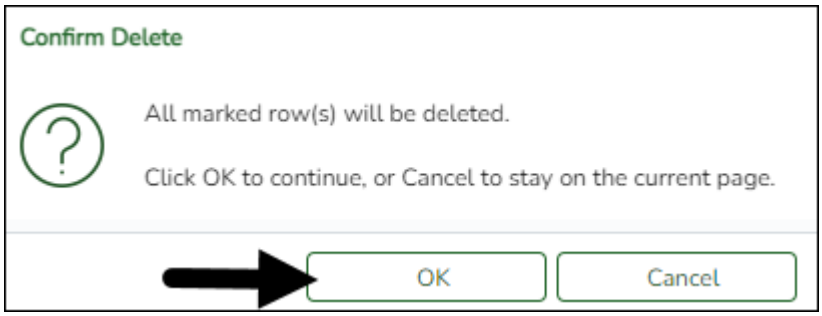
Delete the funds that are no longer needed in both the Budget and Finance tables.



❑ Select the funds to be deleted.

TIP: Reference the pagination information at the bottom of the grid to view the number of pages with data and begin deleting rows from the last page.

❑ Click **Save**. A message is displayed prompting you to continue.



❑ Click **OK** to continue. A message is displayed indicating that the rows were successfully deleted.

Note: If grant codes were removed, be sure to communicate with your Human Resources/Payroll department to ensure that the appropriate grant codes are reassigned as needed.

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