



Delete unused funds

Table of Contents

Delete unused account codes

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 department to ensure that the appropriate grant codes are reassigned as needed.



Back Cover