



## **otherhelpfulbudgetresources**



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# Mass Delete Zero Balance Accounts - BUD7400

***Budget > Utilities > Mass Delete Zero Balance Accounts***

This page is used to select a fund/year with zero balance accounts that have a zero amount in all of the following columns:

- **Last Year Expend**
- **Next Year Requested**
- **Next Year Recommended**
- **Next Year Approved**

A report with a list of zero balance accounts is displayed for review. When you click **Process**, all of the zero balance accounts listed on the report are deleted from the budget table.

## Mass delete zero balance accounts:

Field	Description
<b>CY Original, CY Amended and CY Actual amounts must also be zero for an account to be deleted</b>	Select to delete the fund/year(s) with zero balance accounts that have a zero amount in the following columns: <b>Current Year Original</b> <b>Current Year Amendment</b> <b>Current Year Actual</b>

All available fund/year accounts are displayed on the left side of the page under **Funds/Yrs Available**.

Select the fund/year accounts to mass delete for the next fiscal year.

Use the following buttons to move the selected fund/years to the right side of the page.



- 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.

Click **Execute** to execute the process. [Review the report.](#)

Click **Process** to delete the selected accounts.

A message is displayed indicating that the process was successfully completed. Click **OK**.

Click **Cancel** to return to the Mass Delete Zero Balance Accounts page without updating the selected accounts.

Accounts with a zero amount in the **Current Year Original**, **Current Year Amendment** and **Current Year Actual** columns are deleted.

[Image](#)

Utilities > Mass Delete Zero Balance Accounts

CY Original, CY Amended and CY Actual amounts must also be zero for an account to be deleted

Fund/Yrs Available:		Fund/Yrs To Delete:	
Select	Fund/ Year	Select	Fund/ Year
<input type="checkbox"/>	199 / 1	No Rows	
<input type="checkbox"/>	211 / 1		
<input type="checkbox"/>	225 / 1		
<input type="checkbox"/>	240 / 1		
<input type="checkbox"/>	244 / 1		
<input type="checkbox"/>	255 / 1		
<input type="checkbox"/>	276 / 1		
<input type="checkbox"/>	289 / 1		
<input type="checkbox"/>	397 / 1		
<input type="checkbox"/>	429 / 1		
<input type="checkbox"/>	461 / 1		
<input type="checkbox"/>	599 / 1		
<input type="checkbox"/>	698 / 1		
<input type="checkbox"/>	995 / 1		

Execute

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Image

Process Cancel

Date Run: 01-09-2020 8:53 AM  
 Cnty Dist: Delete Zero Balance Accounts Report  
 ISD Page: 1 of 1  
 File ID: N

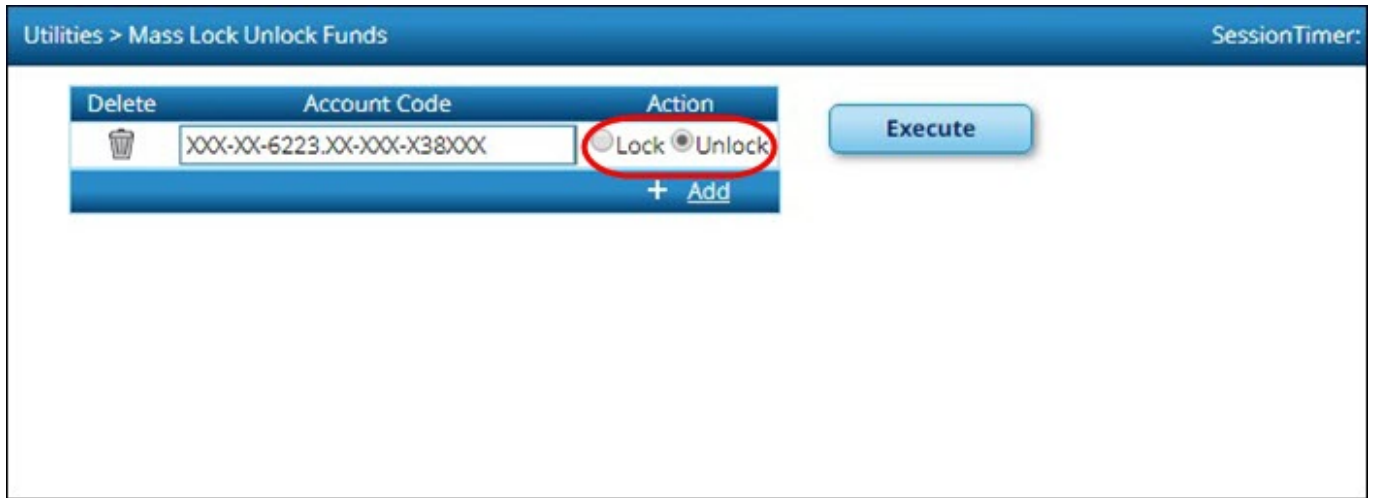
Fnd-Fnc-Obj,So-Org-Prog	Delete	Description	LY Amount	CY Original	CY Amend	CY Actual	NY Request	NY Recom.	NY Appr.
995-00-5742.00-000-100000	Y	EARNINGS FM TEMP DEP &	.00	.00	.00	.00	.00	.00	.00
995-00-5744.00-000-100000	Y	GIFTS AND BEQUESTS	.00	.00	.00	.00	.00	.00	.00
995-00-5749.00-000-100000	Y	OTHER REV FM LOCAL SOURCES	.00	.00	.00	.00	.00	.00	.00
995-61-6499.00-000-100000	Y	MISC OPERATING COSTS	.00	.00	.00	.00	.00	.00	.00
End of Report									

Budget > Utilities > Mass Lock/Unlock Funds

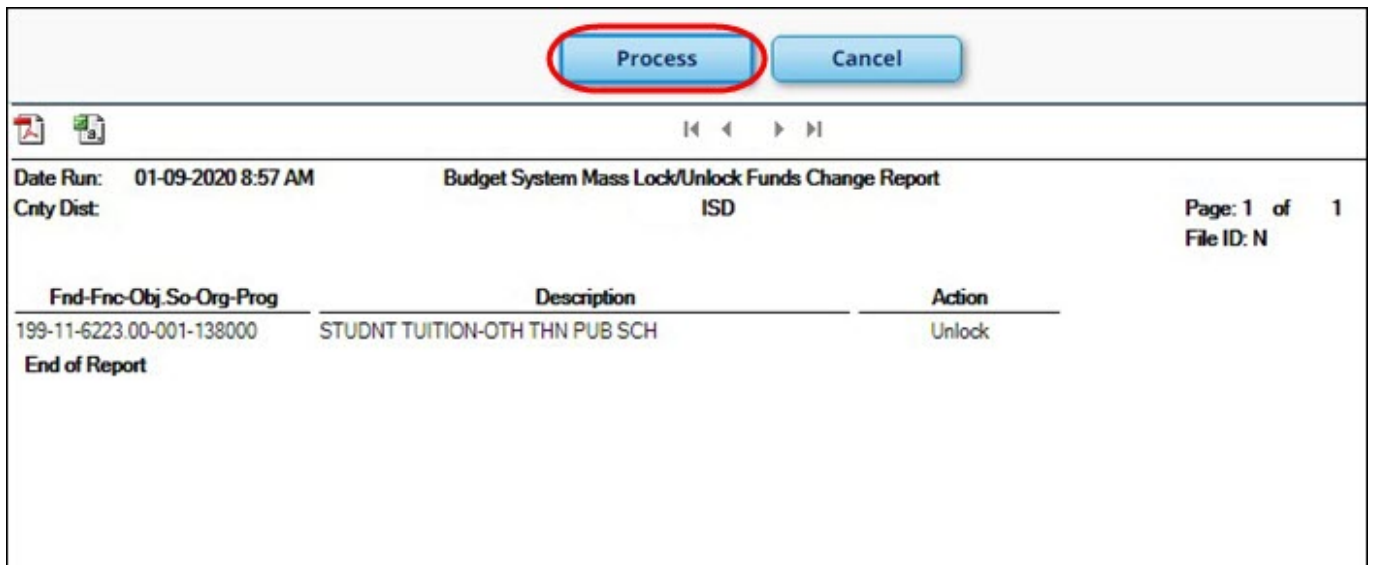
Lock or unlock single or multiple funds/accounts as needed. Remember, locked funds or accounts

cannot be manually updated by the user, updated through utilities, or by a NY payroll interface.

Image



Image





## Back Cover