

KK.020.007 - MASS DELETE BUDGETS

Purpose	<ul style="list-style-type: none"> To mass delete Commitment Control journals. To search for Commitment Control Budget Journals containing specific ChartField Values.
Description	This topic demonstrates how to delete previously created budget journals. This functionality can be used to delete a single budget journal or a range of budget journals containing specified ChartField values.
Security Role	BOR_KK_PROCESSES
Dependencies/Constraints	<ul style="list-style-type: none"> Only transactions not posted to control ledgers can be deleted When a budget is deleted, the system assumes a mistake was made. Therefore, the system makes no audit trail of the deletion.
Additional Information	None

Procedure

Below are step by step instructions on how to mass delete previously created budget journals.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Commitment Control link.
4.	Click the Budget Journals link.
5.	Click the Mass Delete Budget Journals link. The system navigates to the Mass Delete Commitment Control Budget Journals page.
6.	Enter or search for a Ledger Group in the Ledger Group field.
7.	Click the ChartField Name drop-down menu. All ChartFields within the ledger group selected display.
8.	Select a ChartField Name.
9.	Enter or search for a ChartField Value in the ChartField Value field.
10.	Click the Search button. The system returns results based on the criteria selected above.
11.	Click the Process checkbox.
12.	Review the results and the Budget Header Status to determine which budget journals can be deleted. Budget journals can be deleted for a particular Ledger Group either by specific Journal ID, Journal Dates, or journals containing specific ChartField values. Only budget journals an in 'Error' status or 'Not Posted' can be deleted from the database. Note: <i>Posted Budget Journals have to be unposted for their impact to be removed.</i>
13.	Click the Delete link.
14.	Click the OK button. Note: <i>Unlike the Unpost process, the Budget Journal Mass Delete process completely removes transactions from the database.</i>