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PeopleSoft 9.2

KK.020.007 - MASS DELETE BUDGETS

Purpose	• 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	• 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

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Procedure

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

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** 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.	Verify the system defaults the **Business Unit** based on the user preferences. 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 with an '*Error*' status or *'Not Posted'* can be deleted from the database. *Note: Posted Budget Journals have to be unposted for their impact to be removed.*
13.	Click the **Delete** link.
14.	Click the **OK** button. *Note: Unlike the Unpost process, the Budget Journal Mass Delete process completely removes transactions from the database.*