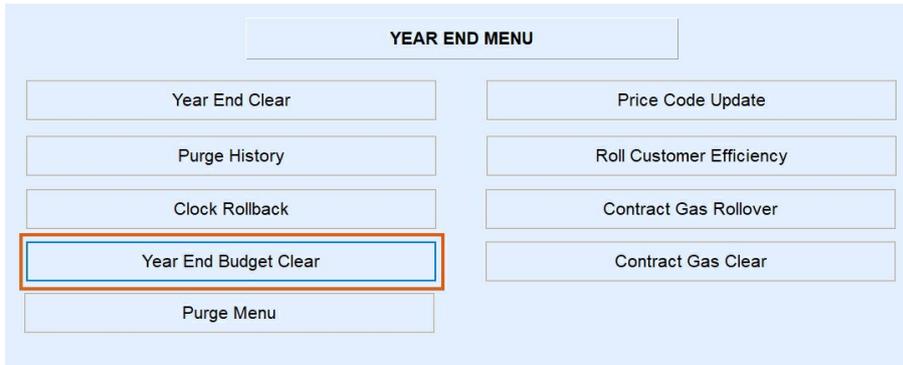# Year End Budget Clear

Last Modified on 03/05/2024 2:18 pm EST

This program changes the Budget Active (*A*) flag to Inactive (*I*) for the ending month and year entered and moves the current budget payment and balance to *Previous*. The program also resets the *Service Charge* and *Minimum Finance* status codes back to *Yes* if they were previously set to*No*.

1. Select **Year End Budget Clear**.

2. Enter a specific *Division* for processing or leave *0* for all.
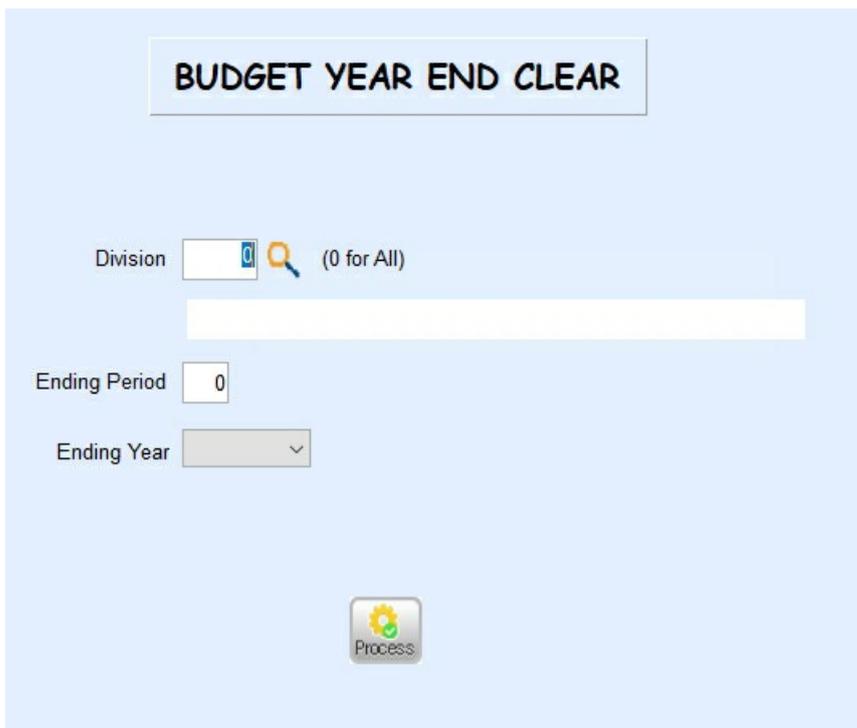
3. Enter the *Ending Period* month.

4. Select the *Ending Year* from the drop-down.

5. Select **Process**.

6. The program will process and return to the *Input* screen when finished.

7. Repeat Steps 2 - 5 for each *Ending Month* and *Year* as necessary.

8. Press **ESC** to exit.