Change Fiscal Year - BAR6300

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Accounts Receivable > Utilities > Change Fiscal Year

This utility is used to change the fiscal year for fund/fiscal year combinations that are tied to an open (not fully paid) invoice. This process moves the open invoices to another fiscal year.

If the new fund/yr does not exist in the Finance chart of accounts, an error message with the missing fund/yr(s) is displayed.

Change fiscal years:

A list of available fund/yr(s) for all open (not fully paid) invoices is displayed.

❑ Select the fund/yr(s) to be changed. Selecting a fund enables the **To Year (0-9)** field for changes.

Field	Description
Fund/Yr	Displays the available fund/yr(s) for all open (not fully paid) invoices.
To Year (0-9)	By default, this field is disabled and set to the next fiscal year (current year plus one). However, the value can be changed if necessary. The fund must be selected to enable this field.
Fund Description	Displays the fund description from the Finance chart of accounts.

❑ Click **Execute** to execute the process. An error report is displayed. Review the report.

❑ Click **Process** to continue the process.

A message is displayed indicating that the process was completed successfully. The processed fund/fy(s) are no longer displayed on the page.

Use the Accounts Receivable > Maintenance > Invoice Status Inquiry page to verify the updated fund/fiscal year on the invoice(s).

Other functions and features:

Reset	Click to reset all previously selected options to the default.