



# Change Fiscal Year - BAR6300



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# Change Fiscal Year - BAR6300

## 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  |
|-------------------------|--|
| <b>Fund/Yr</b>          | Displays the available fund/yr(s) for all open (not fully paid) invoices.  |
| <b>To Year (0-9)</b>    | 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.<br><br>The fund must be selected to enable this field. |
| <b>Fund Description</b> | Displays the fund description from the Finance chart of accounts.  |
| <b>Execute</b>          | Click to execute the process. An error report is displayed. <a href="#">Review the report.</a> ++  |
| <b>Process</b>          | Click to continue the process. A message is displayed indicating that the process was successful.<br><br>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:

|              |  |
|--------------|--|
| <b>Reset</b> | Click to reset all previously selected options to the default. |
|--------------|--|