



## **Fund/Year - BUD6300**



# Table of Contents

Fund/Year - BUD6300 ..... i

Fund/Year - BUD6300 ..... 1



# Fund/Year - BUD6300

## **Budget > Utilities > Mass Change Account Codes > Fund/Year**

This tab is used to mass add funds for a new fiscal year in the database table and change selected fund/year codes and descriptions.

**Note:** When creating the new funds, the system applies the default objects and subobjects in the same manner as done in funds maintenance if the fund number has changed. If the fund number is not changed, the current objects are used.

### **Mass change fund/year:**

All available fund/year codes are displayed on the left side of the page. Select the fund/year codes and use the following buttons to move the selected fund/years to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process. The Fund/Fiscal Year Mass Change Report is displayed.  
[Review the report.](#)

☐ Click **Process** to process the changes.

A message is displayed prompting you to perform a [backup](#).

☐ Click **Cancel** to return to the Mass Change Account Codes Fund/Year tab without processing the changes.