



financefiscalyearoptionbchecklist

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OPTION B: Opening New Funds without Closing Prior Year Funds The goal of this checklist is to enable you to copy prior year funds to a new file ID, create accounts without opening balances from the prior fiscal year to the new fiscal year, and then delete all prior fiscal year funds in file ID C. Once auditor entries have been made to the prior fiscal year file ID, close the prior year file ID, and transfer the resulting balance sheet amounts to the current file ID for the new fiscal year following the Option B Supplement instructions. Your bank reconciliation system cash reflects all cash amounts in the current file ID.

The checklist guides you through the process that must be followed to end an old fiscal year and begin a new fiscal year by performing the following:

- Prepare Finance for moving the budget.
- Prepare the budget for the move to Finance.
- Update Finance after moving the budget.
- Prepare for the move of next year payroll to current year.

Note: Verify all payroll processing for the prior year (i.e., EOY accruals) is completed and interfaced to Finance prior to beginning this process. It is highly recommended that you process the export when the Export prompt is displayed for a process.

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Review the Finance Fiscal Year Option B Supplement

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