


# Due To Fund - FIN2700

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***Finance > Tables > Credit Card Code > Due To Fund***

This tab is used to determine the new fiscal year for any new entries that are created using existing credit card transactions.

## Retrieve a starting fund:

| Field | Description |
|---|---|
| **Starting Fund** | Type the starting fund from which you want to retrieve data.<br>Click **Retrieve**. A list of fund codes equal to and greater than the entered starting fund is displayed. |

## Add a fund:

| | |
|---|---|
| **Fund** | Type a fund from which the credit card transaction was created. |
| **To Fiscal Year** | Type the fiscal year to which the new transactions created from the **Fund** field will be posted. |
| **Description** | Type a user-defined description for the due to fund. The field can be a maximum of 30 alphanumeric characters. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Print** | Print data.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |