

Due To Fund - FIN2700

Table of Contents

Due To Fund - FIN2700 i
Due To Fund - FIN2700 1

Due To Fund - FIN2700

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. 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	Click to print data. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. 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. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.