



## **Mass Change Bank Account Group by Fund - FIN6600**



# Table of Contents

**Mass Change Bank Account Group by Fund - FIN6600** ..... i

**Mass Change Bank Account Group by Fund - FIN6600** ..... 1




# Mass Change Bank Account Group by Fund - FIN6600

**Finance > Utilities > Fiscal Year Processing > Mass Change Bank Account Group by Fund**

This page is used to update the fund years for bank account groups in preparation for end-of-year processing. This utility enables you to select multiple funds/years and increment the year by one for each selected fund. This utility only mass changes the fund years for the logged-on file ID.

**Note:** The next year fund/fiscal year must exist in the Finance Account Codes/Fund table, and an account code with class 1XXX related to this fund/fiscal year must exist in the chart of accounts before processing the Mass Change Bank Account Group by Fund utility.

## Mass change bank account groups:

Field	Description
<b>Bank Acct Group</b>	Click  to select the bank account group for which you want to mass change funds. A list of the selected bank account group's associated fund/years is displayed. If you select another bank account group from the drop down, click <b>Refresh Bank Acct Group</b> to refresh the list of fund/years.

All available fund/year codes are displayed on the left side of the page.

☐ Select the fund/year codes.

☐ 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.

- If any errors are encountered, an error report is displayed.
- If there are no errors, the Change Bank Account Group by Fund Report is displayed. [Review the report.](#)
- Click **Process** to proceed and complete the mass change process for items with a Y in the **Process** column. Items with an N in the **Process** column cannot be processed; the process is canceled if the **Process** button is clicked. You are prompted to create a [backup](#).

A message is displayed indicating that the process was completed successfully. Click **OK**.

☐ Click **Cancel** to return to the Mass Change Bank Account Group by Fund page without making changes.