



## Finance: Utilities



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# Utilities

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# Create 1099 Work Table - FIN7400

## Finance > Utilities > Create 1099 Work Table

This utility is used to create a 1099 work table from the check transaction table or delete all 1099 records by date range at the end of the current year. The check date in the check transaction is used for comparison with the dates specified on this page. The following transactions are not extracted:

- Check transactions that have been reversed or voided.
- Check transactions that do not have a check date.
- Check transactions that have a check number of PAYABL or REVRSL.
- Check transactions for vendors not marked as 1099 eligible.

Prior to creating the 1099 work table for a new calendar year, you must first delete the prior year records. Transactions are retained in the work table from the previous year unless they are deleted.

### Create a 1099 work table:

Field	Description
<b>Beginning Date</b>	Type the starting date in the MMDDYYYY format to use as a range to select check transactions to be added or deleted from the 1099 work table. If no beginning date is specified, 01-01-YYYY, where YYYY is from the from <b>School Year</b> field on the Tables > District Finance Options page is used as the default date. If there is no data in the <b>School Year</b> field, an error is generated.
<b>Ending Date</b>	Type the ending date in the MMDDYYYY format to use as a range to select check transactions to be added or deleted from the 1099 work table. If no ending date is specified, 12-31-YYYY, where YYYY is from the from <b>School Year</b> field on the District Finance Options page is used as the default date. If there is no data in the <b>School Year</b> field, an error is generated.
<b>Use 1099 Object Codes Table</b>	Selected by default to only extract transactions for 1099-eligible vendors with object codes in the Object Code table. If not selected, all transactions for all 1099 eligible vendors are extracted.

☐ Click **Delete** to clear any existing work tables.

- It is recommended that you export both the current and previous file IDs before deleting the 1099 work table, since an export prompt is not offered and since the 1099 work table includes transactions from two file IDs.
- Specify the beginning and ending dates for deleting transactions; if no dates are specified, all 1099 work table transactions are deleted.
- It is recommended that you review the FIN2050 - 1099 Report to verify that all transactions are deleted.

☐ Click **Add** to create a 1099 work table. You are prompted for any adjustments needed to other tables within Finance.

- The table populates the 1099 Record Maintenance page and allows you to modify entries. If you created the 1099 Object Codes table prior to running this process, only transactions that have the same object code as the 1099 Object Code table are selected. If the Create 1099 Work Table - Add is performed after a manual add or manual change of an existing record, the manual entries are not deleted by this process. If the Create 1099 Work Table - Delete is performed after a manual add or manual change of an existing record, the manual entries are deleted by the process. Check transactions that are voided or marked Payable or Reversed are not extracted.
- If a transaction is deleted from a vendor and the Create 1099 Work Table is run again, that transaction must be deleted again.
- The process of creating the 1099 work table uses file ID C and the file ID designation in the **Previous Year File ID** field on the District Finance Options > Finance Options tab for file ID C to determine which file IDs to use. Once the Create 1099 Work Table process is initiated, if check transactions are detected for another file ID other than C and the **Previous Year File ID** field is blank on the Finance Options tab in file ID C, a warning message asking for confirmation to continue is displayed.
  - Click **Yes** to continue (only file ID C is processed) or **No** to stop.

A message is displayed indicating the number of rows added to the table. Click **OK**.

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# Default to PEIMS Codes - FIN7700

## Finance > Utilities > Default to PEIMS Codes

This utility is used to create the required account code tables for a new district from previous State Reporting records. If a current account codes table exists, you are notified that the codes exist and the existing tables will not be overwritten.

### Create account code tables:

Field	Description
<b>Default to PEIMS Codes</b>	Select to verify that you want to start the Default to PEIMS Codes utility process, you must select <b>Default to PEIMS Codes</b> .

☐ Under **Default Obj.Sobj**, complete the object and subobject codes for each of the following fields:

<b>Budget Fund Balance (e.g., 3700.00)</b>
<b>Actual Fund Balance (e.g., 3600.00)</b>
<b>Interfund Due From (e.g., 1261.00)</b>
<b>Interfund Due To (e.g., 2177.00)</b>

☐ Click **Execute**. You are prompted to continue copying the data from State Reporting to Finance.

- Click **Yes** to continue.
- Click **No** to cancel.

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# Delete by File ID - FIN7900

## Finance > Utilities > Delete by File ID

This utility is used to remove all Finance tables except Vendor tables from a selected file ID.

### Delete a file ID:

☐ Under **Available File IDs**, select the checkbox next to the file ID(s) to be moved to the **Selected File IDs** column.

☐ Use the following buttons to move the file IDs.



- 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. A message is displayed indicating that you are about to delete the selected file IDs.

- Click **Yes** to continue deleting all selected file IDs.
- Click **No** to return to the Delete by File ID page without deleting any file IDs.

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

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# End of Month Closing - FIN7300

## Finance > Utilities > End of Month Closing

This utility controls the processes that close the current accounting period and opens the next accounting period for accounting purposes. The following processes are included:

- Deferring unpaid checks.
- Closing the accounting period.
- Adding a process date to the current closing account period transaction.
- Updating balances in general ledger records.
- Resetting the current accounting period to the next accounting period in the fiscal year.

When the end-of-month closing is complete, the following occurs:

- The contra offset records are recreated.
- Transactions are updated with a processed date.
- Ending balances for the period are brought forward.
  - The current ending balance is moved to the current beginning balance.
  - The posting balance is moved to the current ending balance.
- The accounting period is incremented by one. For example, if the current accounting period was 05, and you ran the end-of-month process, the new current accounting period changes to 06 automatically.

**Note:** Prior to using the End of Month Closing utility, ensure that you have followed the end-of-month closing checklist.

## Perform end-of-month closing:

Field	Description
<b>Year of Accounting Period Being Closed</b>	Type the year in the YYYY format. The year is used by the detail general ledger to sort transactions by calendar year. It does not affect any other areas of the system.  <b>Note:</b> If the current accounting period is less than or equal to the <b>Starting Accounting Period</b> on the Tables > District Finance Options > Finance Options tab, the field defaults to the from <b>School Year</b> .

The **Month of Accounting Period Being Closed** and **Last End of Month Run Date** fields are display only.

☐ Click **Execute** to execute the process. A message is displayed indicating that you are about to change data permanently confirming that you want to continue.

- Click **Yes** to continue.
- Click **No** to return to the EOM Closing page.

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# Export by File ID - FIN7800

## Finance > Utilities > Export by File ID

This utility is used to copy the selected file IDs to a user-designated archive file.

- If exporting the current file ID (i.e., file ID C), all Finance, Accounts Receivable, and Requisition tables including vendor-related and user profile tables are exported.
- If exporting a prior file ID, only finance tables are exported. Vendor and User Profile tables are not exported.

### Export file IDs:

☐ Under **Available File IDs**, select the checkbox next to the file ID(s) to be moved to the **Selected File IDs** column.

☐ Use the following buttons to move the file IDs:



- 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. A message is displayed indicating that you are about to export Finance tables.

☐ Click **Yes** to continue. Or, click **No** to return to the Export by File ID page.

A pop-up window is displayed.

- In the **Enter the Password to be used for the Archive**, type a password for the file and click **OK**.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the Finance tables were exported successfully.

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# Export Finance Tables - FIN7100

## **Finance > Utilities > Export Finance Tables**

This utility is used to export a copy of all current finance tables, requisition tables, and accounts receivable tables prior to running major functions; vendor-related and user profile tables are not copied. The tables for the logged-on file ID are exported to a user-designated archive file.

### **Export finance tables:**

<b>Field</b>	<b>Description</b>
<b>Export Filename</b>	The export file name is displayed and has the format dbccddd_mmddyyyy_fin.rsfl, where cccddd is the county-district number and mmddyyyy is the current date.
<b>Enter the Password to be used for the Archive</b>	Type the password to be used to retrieve the data.

☐ Click **Execute** to execute the process. A dialog box is displayed with a preset File name, save the file on your computer or network.

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

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# Extract MACM - FIN8500

## Finance > Utilities > Extract MACM

This utility creates the quarterly Finance and Human Resources reports required by the Texas Department of Human Services for reimbursement of medical case management and Medicaid outreach activity expenses. Users can create an individual Finance or Human Resources extract or both extracts at the same time. The reports are saved in an Excel format for quarterly submittal to the Texas Department of Human Services.

**Note:** At this time, all extracts have been in accordance with the Houston Consortium specifications, but can be used as a tool for any other consortium.

### Create a MACM extract:

☐ Under **Finance**:

<b>Current File ID</b>	Displays the current file ID to which you are logged on (e.g., C).
<b>Current Acct Periods</b>	Type an accounting period, or click ▼ to select an accounting period (e.g., 1-12). You can either leave blank or enter up to three accounting periods from the current file ID. At least one accounting period under Current or Previous is required to perform an extract. MACM reporting does not follow the normal CYTD quarter process (e.g., the MACM first quarter would be July/August/September, the MACM second quarter would be October/November/December, etc.).
<b>Previous File ID</b>	Displays the previous file ID to which you are logged on (e.g., 3).
<b>Previous Acct Periods</b>	Type an accounting period, or click ▼ to select an accounting period (e.g., 1-12). Users can either leave blank or enter up to three accounting periods from the previous file ID. At least one accounting period under Current or Previous is required to perform an extract. MACM reporting does not follow the normal CYTD quarter process (e.g., the MACM first quarter would be July/August/September, the MACM second quarter would be October/November/December, etc.).
<b>Breakdown by Organization</b>	Select to display the report by organization. By default, the field is not selected.

☐ Under **Fund/Yrs Available**, select the checkbox next to the fund/yr(s) to be moved to the **Fund/Yrs To Extract** column.

☐ 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.

- ☐ Once all entries have been selected for extract, click **Execute**.

When the processing is complete, the General Ledger Revenue and Expense Report is displayed. [Review the report.](#)

- Click **Process** to accept and save the extract.

A message is displayed indicating that the Finance file was created successfully. Click **OK**.

- Click **Cancel** to discard the extract and return to the Extract MACM page.

A message is displayed indicating that the process was canceled, and no Finance file was created. Click **OK**.

- ☐ Under **Human Resources**, since each LEA's data varies to such a high degree, all MACM requirements related to staff cannot be extracted in one simple download. Job codes vary from district to district in a user-generated table; therefore, the time study participants extracted should be modified to include only those eligible to participate.

**Note:** If your LEA has multiple pay frequencies, all pay frequencies are extracted. Be sure to consider the appropriate beginning and ending pay dates.

<b>Begin Date</b>	Type the first pay date of the first month to start the extract. This is a required field.
<b>End Date</b>	Type the last pay date of the last month to end the extract. This is a required field.

- ☐ Click **Retrieve**. The list of available funds is based on the dates entered in the **Begin Date** and **End Date** fields.

- ☐ Under **Fund/Yrs Available**:

- The list of available funds is based on the dates entered in the **Begin Date** and **End Date** fields.
- Select the funds to extract as previously described.
- Once all entries have been selected for extract, click **Execute**.

When the processing is complete, the MACM Salary Benefit Report is displayed. [Review the report.](#)

- Click **Process** to accept and save the extract.

A message is displayed indicating that the HRS file was created. Click **OK**.

- Click **Cancel** to discard the extract and return to the Extract MACM page.

A message is displayed indicating that the process was canceled and no HRS file was created.

Click **OK**.

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# Extract to Asset Management - FIN7500

## Finance > Utilities > Extract to Asset Management

This utility is used to extract records from the Check Transactions file with an object/subobject code that matches an item in the Asset Management Cross-Reference table. Individual items from the file can then be retrieved into the Asset Management application. The extract file is only available in text format, even though the CSV icon is displayed.

### Create an asset management extract file:

☐ Under **Create Asset Management Extract File from**, select one of the following:

Field	Description
<b>Current Period Check Transactions</b>	Select to include current period check transactions.
<b>Processed Check Transactions</b>	Select this field to enable the <b>Year 1</b> and <b>Year 2</b> fields. Complete the <b>Acct Period</b> , <b>Thru</b> , and <b>Fiscal Year</b> fields.

#### Notes:

- The **Use Asset Management Cross-Reference Table** option on the District Finance Options page must be selected before assets/inventory transactions can be extracted.
- The Asset Management Cross-Reference table must have object/subobject codes for all assets/inventory before assets/inventory transactions can be extracted.

☐ Click **Extract**. The Asset Management Extract report is displayed. Be sure to save or print the report.

☐ Click **Process** to begin creating the file. A message is displayed indicating that the process was successful. Click **OK**.

A dialog box is displayed with the file name (e.g., FINFA\_02212022.txt) prompting you to save the file. Be sure to make note of the file name as you will need to access it during the import process.

☐ Click **Cancel** to return to the Extract Asset Management page.

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# Finance Audit Extract - FIN7600

## Finance > Utilities > Finance Audit Extract

This utility is used to create an audit file and copy that file to a path that you specify. The extract includes inactive accounts.

### Create a finance audit file:

☐ Under **Create Finance Audit File from**, select one of the following:

Field	Description
<b>Current General Ledger</b>	<p>Select this option to display the balances for all accounts in the current month only (not next month balances) (e.g., use this option if the last month of the fiscal year has not been closed in the file ID you are extracting from).</p> <p><b>Caution:</b> If the extract is run a second time and saved to the same drive or CD on the same day, the file is not overwritten as indicated, but all records are added to the first file. It is important to note that if you are doing multiple extracts on the same day, it is highly recommended that you rename your path or folder so you have both copies. Submit the copy that reflects your August 31 balances.</p>
<b>Year To Date General Ledger</b>	<p>Select to display the balances for all accounts as of the last month that has been closed (e.g., use this option if the last month of the fiscal year has been closed in the file ID from which you are extracting). If you copied the funds from current and you closed the month (e.g., August - 08), the audit adjustments are posted in the next (e.g., September - 09) accounting period.</p> <p><b>Caution:</b> If the extract is run a second time and saved to the same drive or CD on the same day, the file is not overwritten as indicated, but all records are added to the first file. It is important to note that if you are doing multiple extracts on the same day, it is highly recommended that you rename your path or folder so you have both copies.</p>
<b>Current and YTD transaction files</b>	<p>Select this field to enable the <b>Year 1</b> and <b>Year 2</b> fields. Complete the <b>Acct Period</b>, <b>Thru</b>, and <b>Fiscal Year</b> fields as appropriate.</p> <p><b>Caution:</b> If the extract is run a second time and saved to the same drive or CD on the same day, the file is not overwritten as indicated, but all records are added to the first file. It is important to note that if you are doing multiple extracts on the same day, it is highly recommended that you rename your path or folder so you have both copies.</p> <p><b>Note:</b> Generally, the <b>Current and YTD transaction files</b> option is not required, since the first two options contain all accounts and balances as that option. This is used when a district is changing fiscal years (e.g., previously was September 1 - August 31, now is July 1 - June 30).</p>

☐ Click **Execute** to extract the data. The file name is displayed and you are prompted to continue.

- Click **Yes** to continue the extract. If you click **Yes**, a progress bar is displayed.
- Click **No** to cancel the extract and return to the Finance Audit Extract page.

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

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# Fiscal Year Close

## Finance > Utilities > Fiscal Year Close

This utility provides an easy, streamlined method to efficiently end the old fiscal year and begin the new fiscal year. Only one Finance accounting period can be open (i.e., The Finance current and next accounting period should be the same). Also, all other application accounting periods should match.

The following Finance EOY tasks are automatically completed when you execute the Fiscal Year Close process:


- Delete 1099 work table.
- Delete payroll deduction checks.
- Delete payroll transfer transactions.
- Copy current to new file ID.
- Delete credit memos for ending funds.
- Delete prior year and funds marked for deletion.
- Mass change account codes.
- Delete budget amendments only for increment funds.
- Create new accounts by fund/carry forward totals if selected.
- Update the file ID of all Finance document attachments to the new file ID.

## Process the fiscal year close:



When you access this page, last year's options are selected by default. This allows you to review what was done last year and think about how to proceed this year.

To clear last year's selections, click **Reset**. This resets all funds to **Increment** allowing you to manually update each selection as needed.

Field	Description
<b>New File ID</b>	Click  to select the new historical GL file ID to which you want to copy all tables and transactions. The field defaults to the last digit of the "to" school year. The drop-down displays a list of all GL file IDs that are not in use. This is a required field.
<b>Accounting Period</b>	Displays the <b>Starting Accounting Period</b> . This accounting period is used for all JVs created in file ID C. Only one accounting period can be open.
<b>JV Number</b>	Type an alphanumeric journal voucher number. This JV number is used for all system JV entries. This is a required field.
<b>Historical Transaction Date</b>	Type the historical transaction date in the MM-DD-YYYY format or select a date from the calendar. This date is used for all system entries in the new historical file ID. This is a required field.

Field	Description
<b>New Year Transaction Date</b>	Type the new year transaction date in the MM-DD-YYYY format or select a date from the calendar. This date is used for all system entries in the new current file ID. This is a required field.

☐ Under **Fund Selection**, a list of each **Fund/Year** in the signed-on GL file ID is displayed. Select the appropriate option(s) for each fund.

**Notes:** The following occurs for all funds:

- All funds are copied to the new historical file ID.
- All budget amendments are deleted.
- All current year requisitions are reversed.

<b>Increment</b>	<p>Select for the funds to be incremented (i.e., funds that will change their fiscal year at the same time that the LEA's new fiscal year will begin). The increment option is not available if the incremented fund already exists. For example, in September 2022, funds 211/2 and 211/3 already exist; therefore, 211/2 can only be continued or deleted.</p> <p>If selected, the following actions are automatically completed: The fiscal year is incremented on credit memos.</p> <p>The fiscal year is incremented on outstanding Accounts Receivable invoices. The fiscal year is incremented on the payroll and PMIS distributions for active employees only.</p> <p>Only purchase orders that include continuing funds are re-encumbered. Purchase orders that are split-funded and include funds where the fiscal year is only being incremented will be deleted. For example, if a purchase order is split between 211 (continuing fiscal year) and 199 (incremented fiscal year), then you will have to re-enter the purchase order in the new file ID.</p> <p>The following are optional:  <b>Carry Forward Balances</b>  <b>Create 5XXX-8XXX Accounts</b></p>
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<b>Continue</b>	<p>Select for the funds to be continued into the new fiscal year (i.e., funds maintaining the fiscal year even after the LEA begins the new fiscal year). If selected, the following actions are automatically completed: The 1XXX-4XXX account balances are carried forward (the <b>Carry Forward Balances</b> field is automatically selected).</p> <p>The 5XXX-8XXX account balances are created (the <b>Create 5XXX-8XXX</b> field is automatically disabled).</p> <p>The budget amounts that match the ending balances in the historical file ID are set up for the 5XXX-8XXX accounts. For example, if only \$8,000 of a \$10,000 grant has been received, then the difference of \$2,000 is established as the estimated revenue.</p> <p>The difference between revenue and expenditures will post to the Obj.Sobj in the <b>Actual Fund Balance Obj.Sobj</b> field on the <a href="#">Finance &gt; Tables &gt; Account Codes &gt; Fund</a> tab.</p> <p>In the new historical file ID, accounts are inactivated for all continuing funds. Incremented funds remain active.</p> <p>Only purchase orders that include continuing funds are re-encumbered. The purchase order is re-encumbered in file ID C for the original amount +/- encumbrance adjustments, +/- liquidation amounts from check and credit card transactions. Purchase orders that are split-funded and include funds where the fiscal year is only being incremented will be deleted. For example, if a purchase order is split between 211 (continuing fiscal year) and 199 (incremented fiscal year), then you will have to re-enter the purchase order in the new file ID.</p> <p>Be aware that purchase orders containing continuing funds will be displayed in both the historical and new current file ID but should be paid in the new file ID.</p> <p>The fiscal year is not updated on credit memos.</p> <p>The fiscal year is not updated on outstanding Accounts Receivable invoices.</p> <p>The fiscal year is not updated on payroll and PMIS distributions.</p>
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<b>Continue &amp; Increment</b>	<p>Select for the funds to be incremented and continued into the new fiscal year. The increment option is not available if the incremented fund already exists. For example, in September 2021, funds 211/1 and 211/2 already exist; therefore, 211/1 can only be continued or deleted.</p> <p>If selected, the following actions are automatically completed: The 1XXX-4XXX account balances are carried forward for the fund in the fiscal year that is continuing (the <b>Carry Forward Balances</b> field is automatically selected). The accounts for the incremented fund/fiscal years are established with a zero balance.</p> <p>The budget amounts that match the ending balances in the historical file ID are set up for the 5XXX-8XXX accounts. For example, if only \$8,000 of a \$10,000 grant has been received, then the difference of \$2,000 is established as the estimated revenue.</p> <p>The difference between revenue and expenditures will post to the Obj.Sobj in the <b>Actual Fund Balance Obj.Sobj</b> field on the <a href="#">Finance &gt; Tables &gt; Account Codes &gt; Fund</a> tab.</p> <p>In the new historical file ID, accounts are inactivated for all continuing funds. Incremented funds remain active.</p> <p>Only purchase orders that include continuing funds are re-encumbered. The purchase order is re-encumbered in file ID C for the original amount +/- encumbrance adjustments, +/- liquidation amounts from check and credit card transactions. Purchase orders that are split-funded and include funds where the fiscal year is only being incremented will be deleted. For example, if a purchase order is split between 210 (continuing fiscal year) and 199 (incremented fiscal year), then you will have to re-enter the purchase order in the new file ID.</p> <p>Be aware that purchase orders containing continuing funds will be displayed in both the historical and new current file ID but should be paid in the new file ID.</p> <p>The fiscal year is not updated on credit memos.</p> <p>The fiscal year is not updated on outstanding Accounts Receivable invoices.</p> <p>The fiscal year is not updated on payroll and PMIS distributions.</p> <p>The following is optional: <b>Create 5XXX-8XXX Accounts</b> for the incremented fund</p>
<b>Delete</b>	Select to delete the fund. If selected, no additional action occurs for these funds.
<b>Carry Forward Balances</b>	Select to carry forward 1XXX-4XXX account balances into the new fiscal year. This field is automatically selected when <b>Continue</b> is selected for a fund.
<b>Create 5XXX-8XXX</b>	Select to create 5XXX-8XXX accounts. This field is disabled when <b>Continue</b> is selected for a fund.

☐ After carefully selecting the appropriate options for each fund, click **Execute** to begin the Finance year close process.

**Note:** After you click **Execute**, your selected options are saved and will be available the next time you open the Fiscal Year Close page.

Under **Processing Reports**, the following reports are available:

- Fiscal Year Close Options Report
- Pending Purchasing Requisitions - File ID C only
- Deduction Checks (Unprocessed) - File ID C only
- Transfer Transactions (Unprocessed) - File ID C only
- Unprocessed Budget Amendments
- JV for Create New Accounts - Continuing Funds

☐ Select the check box next to each report you want to generate or click the top **Select** check box to select all reports.

☐ Click **Generate Reports** to generate the selected reports. Print and/or save the reports and review them for accuracy. The Fiscal Year Close Report Display page is displayed.

- Click **Continue**. The first report selected is displayed. Click **Continue** to display the next selected report. When you are done viewing all of the selected reports, you are returned to the Processing Reports page.
- Click **Return** at any time to return to the Processing Reports page.

☐ Click **Process** to process the fiscal year close. You are prompted to create an [export](#). A series of end-of-year Finance tasks will begin to run in the background. After the process is completed, you are returned to the Fiscal Year Close page.

After processing, the **Current (Open) Accounting Period** on the [Finance > Tables > District Finance Options > Accounting Period](#) tab is updated to match the **Starting Accounting Period** on the [Finance > Tables > District Finance Options > Finance Options](#) tab (i.e., the accounting periods will be set to 07 or 09 depending on the LEA). In order to update the **File ID** and **Account Period** in the top-right corner of the page, you must exit and re-enter the Finance application.

☐ Click **Cancel** to return to the Fiscal Year Close page.

☐ Click **Process Status** to view the details (error report, status, user details, etc.) for the process. The Fiscal Year Close Processing pop-up window opens with the **Status**, **Extract Type**, **Start** date and time, **End** date and time, **User ID**, and user **Email address**.

- If the logged-on user has an email address on the [Personnel > Maintenance > Staff Demo > Demographic Information](#) tab, an email message is forwarded when the process is completed.
- Under **Error Report**, click **Print Report** to display the selected error report. [Review the report](#).
- Click **Continue** to continue through the list of reports for the selected extract. Click **Return** to return to the Fiscal Year Close page.
- Click **Close** to close the Fiscal Year Close Processing pop-up window and return to the Fiscal Year Close page.

## Other functions and features:

<b>Errors</b>	If any errors are encountered, the <b>Errors</b> button is displayed at the top of the page along with a pop-up window with a list of the error(s).
<b>Reset</b>	Click to reset all selected options to the default.



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# Fiscal Year Processing

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# Clear/Move NYR Requisitions to CYR - FIN6700

## *Finance > Utilities > Clear Move NYR Requisitions To CYR*

This utility is used to clear or move all next year requisitions and purchase orders to the current year. As requisitions and purchase orders are created in the next year, they validate against the account codes, but not against the **Next Year Approved** column in Budget. Next year requisitions and purchase orders can be created for amounts that exceed what has been approved in Budget. All requisitions and purchase orders are posted, even if it results in exceeding the appropriated amount. The move also updates current requisition tables so they can be accessed and processed as needed. **Note:** The Move Budget to Finance function must be performed before this function is processed.

### Additional notes

- If **Clear Next Year Requisitions Only** is selected, all next year requisitions are removed from the database, and a report is created. You must click **Execute** to update the database.
- If **Move Next Year Requisitions to Current and Update Finance** is selected:
  - The accounting period selected (either current or next) is used as the accounting period for the transactions created in Finance and to determine which amounts are updated for the general ledger. It will also be used as the accounting period for the requisitions.
  - Next year purchase orders cannot exist in the current year with the same vendor number. If this condition exists, an error report is displayed. The user must reverse the purchase order in next year Requisition.
  - Requisitions are moved from next year to current year, and after the move is completed, they are no longer accessible in next year requisitions.
  - Appropriate supporting transactions are written to the Finance general ledger, balances are updated, and a report is created. The user must click Process to update the database.

This function can be performed on the following two pages:

- Finance > Utilities > Fiscal Year Processing > Clear/Move NYR Requisitions to CYR
- Budget > Utilities > Clear/Move NYR Requisitions to CYR

## Clear/move next year requisitions to current year:

Field	Description
<b>Requisition Accounting Period in Current Finance</b>	Populated by the requisition accounting period data from the District Finance Options table and is display only. Requisitions that are moved to Finance are created in the current displayed accounting period.

Field	Description
<b>PO Date</b>	Type a date to override the <b>Purchase Order Date</b> , <b>Encumbrance Trans Date</b> , and <b>Requisition Purchase Order Date</b> for next year purchase orders that have not been printed or purchase orders for which the <b>Confirm Only</b> field is not selected. If left blank, the process continues without overriding these dates.
<b>Clear Next Year Requisitions Only</b>	Select to remove all next year requisitions from the database tables.
<b>Move Next Year Requisitions to Current and Update Finance</b>	Select to transfer all next year requisitions to the current year and update the Finance general ledger.

☐ Click **Execute** to execute the process. When the process is completed, the Clear Next Year Requisitions or Move Next Year Requisitions to Current Year report is displayed. [Review the report.](#)

- Click **Process** to remove all next year requisitions from the database, or to write all next year requisitions to the current year and the Finance general ledger.
- Click **Cancel** to return to the Clear/Move NYR Requisitions to CYR page without clearing/moving any next year requisitions.

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

#### Notes:

- When moving next year requisitions to the current year, the general journal **JV Number Description** automatically populates with REQ plus the requisition number.
- When moving next year requisitions to the current year, the **Reason** automatically populates with the purchase order reason for those purchase orders that have already become purchase orders.
- Requisitions will not be processed if the **Current (Open) Accounting Period** and the **Requisition Accounting Period** fields are the same, and **Current Accounting Period Close** is selected on the District Finance Options page.
- Requisitions are not processed if the end-of-month closing is being processed.

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# Create New Accounts by Fund - FIN6100

## Finance > Utilities > Fiscal Year Processing > Create New Accounts by Fund

This utility creates new accounts from an existing fund/fiscal year combination. Before an account class can be created in this utility, the fund must be created using either the Mass Change Account Codes utility or by adding the fund/fiscal year to the Fund tab in the Account Code table.

These new accounts may carry over balance sheet account balances (accounts 1XXX-3XXX) from the previous fiscal year if selected. When processed for previously created balance sheet accounts, the account balance is updated. If the account already has a balance, the program adds another entry for the amount being transferred. The balancing entry for the fund, if needed, will be to the account whose object is the actual fund balance object code from the Fund tab in the Account Code table in file ID C. If a budgetary fund balance amount is transferred, the amount may need to be moved. When carrying totals forward and the next and current accounting periods exist in the file ID copied from (i.e., transactions exist in the current and next accounting periods for the file ID copied from), the next accounting period amounts are transferred to the file ID copied to regardless of which accounting period is chosen for posting.

### Create new accounts by fund:

Field	Description
<b>New File ID</b>	The current file ID to which you are logged on is displayed.
<b>Current Accounting Period</b>	Selected by default if <b>Current Accounting Period Close</b> is not selected on the Tables > District Finance Options > Accounting Periods tab.
<b>Next Accounting Period</b>	Selected by default if <b>Current Accounting Period Close</b> is selected on the Tables > District Finance Options > Accounting Periods tab.
<b>JV Number</b>	The field is set to 999999, but you can type another alphanumeric journal voucher number. If a duplicate journal voucher number other than 999999 is entered, an error message is displayed. This is a required field.
<b>Transaction Date</b>	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.

All available from funds are displayed under **From Fiscal Year**.

☐ Select the check box next to the fund(s) you want to move to the **To Fiscal Year** column.

☐ 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.

<b>1-8</b>	Select the class(es) to include with each fund/year. Select the class field in the header to select or clear the class for all of the selected funds.
<b>Carry Forward Totals</b>	Select for each fund/year to carry current fund totals forward to the new fund/year. Only the totals for account classes 1, 2, and 3 are carried forward. Totals for account classes 4, 5, 6, 7, and 8 are set to zero. Select the <b>Carry Forward Totals</b> field in the header to select or clear the <b>Carry Forward Totals</b> field for all of the selected funds.

☐ Click **Execute** to execute the process.

- If any errors are encountered, an error report is displayed.
- If no errors are encountered, the Create New Accounts by Fund report is displayed. [Review the report.](#)

☐ Click **Cancel** to cancel the process.



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# Delete Funds - FIN6900

## Finance > Utilities > Fiscal Year Processing > Delete Funds

This utility is used to identify by fund/year codes the funds that are to be deleted from the general ledger prior to the start of the next fiscal year. You cannot delete funds if logged on to file ID C.

A report of the deleted and not deleted funds is generated automatically. In addition, records associated with the deleted fund are deleted from all tables. Fund/fiscal years can be deleted even if they exist as an offset for credit card and warehouse transactions. It is important to set up the Tables > Credit Card > Due To Fund tab to crosswalk the deleted fund/fiscal year in order to prevent errors from occurring after funds change fiscal years during the end-of-year process.

### Delete funds:

Field	Description
<b>Allow Delete without Closing</b>	All fund balances must be zero (closed) before the funds can be deleted. An error message is displayed to warn you if a fund has current or next period balances, and the fund is not deleted. If selected, funds can be deleted where fund balances are not zero.

Under **Fund/Yrs Available**, select the check box next to the fund/yr you want to move to the **Fund/Yrs to Delete** column.

☐ 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 Delete Funds Change Report is displayed. [Review the report.](#)

Below are some errors that may be displayed:

Error	Description
<b>General Ledger Amounts do not equal to zero.</b>	GL amounts do not equal zero.
<b>Has unpaid checks.</b>	Indicates that there are check transactions that have not been printed.

Error	Description
<b>Outstanding purchase orders exist.</b>	Indicates that the purchase orders have not been fully liquidated or have not been fully reversed.
<b>Exists in Bank Account Group Funds of the Bank Account Fund Groups table.</b>	Indicates that the fund/year exists in the Bank Account Group Funds of the Bank Account Fund Groups table.

☐ Click **Process** to continue the process and complete the delete process for items with a Y in the **Deleted** column.

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

**Note:** Items with an N in the **Deleted** column cannot be deleted; the process is automatically canceled if the **Process** button is clicked.

☐ Click **Cancel** to return to the Delete Funds page.

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# 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.



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# Mass Delete Credit Memos - FIN6200

## *Finance > Utilities > Fiscal Year Processing > Mass Delete Credit Memos*

This utility is used to identify (by fund/year codes) the credit memos to be deleted prior to the next year.

### Mass delete prior year credit memos:

☐ Under **Fund/Yrs Available**, select the check box next to the file ID(s) to be moved to the **Fund/Yrs for Delete** column.

☐ 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 no errors are encountered, the Mass Delete Credit Memo report is displayed. [Review the report.](#)

☐ Click **Cancel** to cancel the process.

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# Mass Delete Vendors - FIN6800

**Finance > Utilities > Fiscal Year Processing > Mass Delete Vendors**

This utility is used to delete or inactivate vendors that are no longer being used. The user can choose to delete vendors that are not referenced for transactions for all file IDs or can inactivate vendors that are not referenced in the current and previous file IDs.

## Mass delete vendors:

☐ Select one or both of the following fields:

<b>Delete vendors that are not referenced by transactions across all File IDs</b>
<b>Inactivate active vendors that are not referenced by transactions in File IDs "C" and Previous Year File ID</b>

**Note:** Vendors that have transactions can be inactivated individually on the Vendor Information page. If there are any existing unprocessed transactions for the vendor, they can still be processed; however, no new transactions can be created for a vendor that has been inactivated.

☐ Click **Execute** to display one of the following reports:

- If **Delete vendors that are not referenced by transactions across all File IDs** is selected, the Mass Delete Vendor Report displays and includes all vendors that will be deleted.
- If **Inactivate active vendors that are not referenced by transactions in File IDs "C" and Previous Year File ID** is selected, the Inactive Active Vendor Report displays and includes all active vendors that will become inactive.
- If both options are selected, the Mass Delete Vendor Report and the Inactive Active Vendor Report are displayed.

**Note:** If you select both options and have an active vendor that has not been referenced by any transactions that reside in file ID C or any previous file IDs, the vendor is displayed on the Mass Delete Vendor Report. If processed, the vendor is deleted and will not become an inactive vendor.

- Click **Process** to continue the process.

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

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# Mass Purchase Order Reversal

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# Reverse PO by Fund - FIN6300

## **Finance > Utilities > Mass Purchase Order Reversal > Reverse PO by Fund**

This utility is used to mass reverse purchase orders by fund from either Finance or Purchasing. The following rules apply to purchase order reversals:

- Purchase orders created in Finance can be mass reversed in Finance or Requisition.
- Purchase orders created in Purchasing can be mass reversed in Finance or Requisition.
- Purchase orders created in the next accounting period can only be mass reversed in the next accounting period.
- Purchase orders created in the current accounting period can be mass reversed in either the current or next accounting period.

If a purchase order has transactions for multiple funds, only those transactions associated with the selected fund are reversed. The export file must have been run before the reversal can be performed. The export process allows you to export a copy of the current finance and requisition tables to an archive prior to performing the reversal. Users are allowed to update accounts by their user IDs.

### **Mass reverse purchase orders by fund:**

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

☐ Select the fund/year accounts to mass reverse.

☐ 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, the Mass Purchase Order Reversal by Fund/Year Error Report is displayed. [Review the report.](#)

- Click **Continue** to continue the process. Otherwise, click **Cancel** to return to the Reverse PO by Fund tab. The Mass Purchase Order Reversal Report Fund/Year is displayed.
- Click **Process** to continue. A message is displayed indicating that the process was completed. Click **OK** to close the message.
- Click **Cancel** to return to the tab.



☐ Click **Execute** again. A message is displayed asking if you would like to delete the selected requisition records.

- Click **Yes** to delete selected requisition records.
- Click **No** to keep selected requisition records, which are marked with a V for void.

**Notes:**

- At the completion of the reversal process, the encumbrance transaction reason column is automatically populated with MASS REVERSAL.
- Requisitions are only deleted if the following conditions apply:
  - The purchase order balance equals zero.
  - All check transactions have been printed.
  - The purchase order is fully liquidated.

# Reverse PO by Range - FIN6300

## Finance > Utilities > Mass Purchase Order Reversal > Reverse PO by Range

This utility is used to mass reverse purchase orders by purchase order range in Finance or Purchasing. The following rules apply to purchase order reversals:

- Purchase orders created in Finance can be mass reversed in Finance or Purchasing.
- Purchase orders created in Purchasing can be mass reversed in Finance or Purchasing.
- Purchase orders created in the next accounting period can only be mass reversed in the next accounting period.
- Purchase orders created in the current accounting period can be mass reversed in either the current or next accounting period.
- If a purchase order has transactions for multiple funds, only the transactions associated with the selected fund are reversed.

The export file must be run before the reversal can be performed. The export process allows you to export a copy of the current finance and requisition tables to an archive prior to performing the reversal. Users are allowed to update accounts by their user IDs.

### Mass reverse purchase orders by range:

☐ Under **Purchase Order Number Range:**

Field	Description
<b>From</b>	Type the beginning of the range of purchase order numbers to be reversed.
<b>To</b>	Type the ending number of the range of purchase order numbers to be reversed.

☐ Click **Execute** to execute the process. If any errors are encountered, the Mass Purchase Order Reversal by Range Error Report is displayed. [Review the report.](#)

- Click **Continue** to continue the process.
- Click **Cancel** to return to the Reverse PO by Range tab. The Mass Purchase Order Reversal by Range report is displayed.
  - Click **Process** to proceed. You are prompted to create a [backup](#).
  - Click **Cancel** to return to the tab.
    - Click **Yes** to create an export.
    - Click **No** to continue the process without creating an export.

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

#### Notes:

- At the completion of the reversal process, the encumbrance transaction reason column is

automatically populated with MASS REVERSAL.

- Requisitions are only deleted if the following conditions apply:
  - The purchase order balance equals zero.
  - All check transactions have been printed.
  - The purchase order is fully liquidated.

# Move Budget to Finance - FIN6100

## *Finance > Utilities > Fiscal Year Processing > Move Budget To Finance*

This utility is used to copy the amounts in the **Approved** column in Budget to the Finance general ledger. This process transfers all account code, amount, and description information from the Budget master table to the Finance general ledger. When this option is chosen from the Budget application, the Budget file ID is the logged-on file ID, and the Finance file ID is C. When this option is chosen from the Finance application, the Budget file ID is N, and the Finance file ID is the logged-on file ID. The process allows the following:

- Users can select individual fund/fiscal years to copy and select whether to move the full amount, the difference, or the original budget.
- If accounts are locked in Budget, they can still be moved to Finance.
- If accounts are inactive in Finance, they are updated by Budget.
- Users can transfer credit amounts as well as debit amounts from Budget to Finance, and the system populates the amounts correctly in Finance.
  - Amounts to be moved must be in the next year approved column in Budget.
  - If the fund/fiscal year in Budget is not in balance when moved to Finance, a balancing entry is made based on the budget fund balance object/subobject code in the Account Codes table.
  - If the account class is 3, 6, or 8, the amount being transferred from Budget is multiplied by -1 before posting to Finance.
  - If the account class is 5 or 7, the budget amount is posted to Finance as it was entered in Budget.

After completing the move process, print the general ledger reports to verify that all account information was correctly transferred.

This function can be performed on the following two pages:

- Budget > Utilities > Move Budget to Finance
- Finance > Utilities > Fiscal Year Processing > Move Budget to Finance

### Move budget data:

☐ Select one of the following **Update Amount Options**:

<b>Full Amount</b>	Select if you are moving your budget to Finance for the first time. If <b>Capture Original Budget Flag</b> is selected on the Tables > District Budget Options page, Finance is populated with the original budget. The estimated revenues, appropriations, and if necessary, a 3XXX balancing account are updated/created each time this option is performed. If an account has an existing balance in Finance, the Budget amount is added to the existing balance (e.g., an existing account has a \$1000.00 balance, and the Budget amount is \$1500.00; the Budget amount is added to the balance to equal \$2500.00).
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<b>Difference</b>	Select if an account has an existing balance in Finance, the difference between the Budget amount and the existing balance is added to the account (e.g., an existing account has a \$1000.00 balance, and the Budget account is \$1500.00; only \$500.00 is added to make it \$1500.00, or if Finance has \$1500.00 and Budget has \$500.00, \$1000.00 is subtracted to make it \$500.00). If <b>Capture Original Budget Flag</b> is selected on the Tables > District Budget Options page, Finance is populated with the original budget. The Estimated Revenues, Appropriations, and if necessary, a 3XXX balancing account is updated/created each time this option is performed.
<b>Original Budget Only</b>	Select to allow to capture the original budget. No other columns in the Finance general ledger are updated, and no transactions are inserted. If the account does not exist in the general ledger, it is created. When this option is used, <b>Capture Original Budget Flag</b> on the Tables > District Budget Options page is ignored. If an account has an existing original budget amount in Finance, the Budget amount is added to the existing original budget amount (e.g., an existing account has a \$1000.00 balance, and the Budget amount is \$1500.00; the Budget amount is added to the original budget amount to make it \$2500.00).

**NOTE:** A warning message is displayed with a preview of the accounts, and informing you that account codes with balances exist in Finance.

☐ Select one of the following **Copy Account Options**:

<b>Copy zero balance accounts</b>	Select to move all accounts in Budget to Finance including those with zero amounts.
<b>Copy Account Code Tables</b>	Select to add this account code table to the existing Finance account code table for all funds, functions, objects, etc. that do not exist in the current Finance account code table. If accounts do exist in the current Finance account code table and changes were made to the descriptions, the existing description in the Finance account codes are replaced. <b>Note:</b> If you manually added the new account codes to the Finance account code table, this option does not need to be selected. However, if the account codes do not exist in the current Finance account code table and this option is not selected, database errors may occur.

☐ Select one of the following **Accounting Period** options:

<b>Current</b>	Select to post the general ledger to the current accounting period. Selected by default.
<b>Next</b>	Select to post the general ledger to the next accounting period.
<b>JV Number</b>	Set to 999999 by default, but can be changed. Type an alphanumeric journal voucher number. If a duplicate journal voucher number other than 999999 is entered, an error message is displayed. This field is required.
<b>Transaction Date</b>	Set to the system date by default, but can be changed. Type a date in the MM-DD-YYYY format. This field is required.

All available funds/years and descriptions are displayed on the left side of the page. Select the current fund/year tables to be moved to the right side of the page for next year tables using the following buttons:



- 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 move the Budget funds to the Finance general ledger.

[Review the error report, if available.](#)

If no error report is displayed or if **Process** is clicked on the error report (for out-of-balance), the following reports are displayed:

**Note:** The first report displays the account changes (i.e., fund balance entries) and the second report displays the budget data.

- Account Change Notifications are produced if a fund being moved is not in balance (e.g., Estimated Revenues + Other Uses does not equal Appropriations + Other Uses + Fund Balance). The journal voucher number and the transaction date are displayed in the report header. If the budget is not in balance, the move can still be processed. The difference is automatically entered in the Budgetary Fund Balance, or you can cancel the move and correct the budget. All federal and state grant funds should be in balance (estimated revenues = appropriations)
- A general journal is produced if any accounts are updated for Finance. The journal voucher number and the transaction date are displayed in the report header.

☐ Click **Process** to post the selected accounts to the Finance general ledger. Either the estimated revenues, appropriations, or balance columns are updated based on the account class and the accounting period. If **Capture Original Budget Flag** is selected on the Budget Options page, then the Budget amount is also saved as the **Original Budget Amount** column in the general ledger. A message is displayed indicating that the Move Budget to Finance process completed successfully. Click **OK**.

☐ Click **Cancel** to return to the Move Budget to Finance page without moving the accounts.

When data from Budget is moved to Finance, the following occurs:

- The **JV Number Description** field is populated with MOVE BUDGET TO FINANCE.
- The **Reason** field is populated with OPENING ENTRY.

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# Import Cash Receipt Transactions

## Finance > Utilities > Import Cash Receipt Transactions

This utility is used to import a comma-delimited file containing cash receipt transactions.

[Import Cash Receipt Transactions File Layout](#)

### Import a cash receipt file:

☐ Under **Import Options**:

Field	Description
<b>Accounting Period</b>	Select the accounting period ( <b>Current</b> or <b>Next</b> ) in which to post the cash receipt transactions.
<b>Transaction Date</b>	Type the transaction date in the MM-DD-YYYY format. The transaction date must be within the current <b>School Year</b> on the Tables > District Finance Options > Finance Options tab. This is a required field.
<b>Cash Receipt Number</b>	Type a six-character alphanumeric cash receipt number to replace all blank cash receipt numbers in the import file. Press TAB to automatically zero-fill the field if less than a six-digit number is entered (e.g., 123 is changed to 000123).
<b>Cash Receipt Number Description</b>	Type a cash receipt number description to replace all blank cash receipt number descriptions in the import file. The field can be a maximum of 30 alphanumeric characters.

☐ Click **Choose File** to select a comma-delimited file to import. Click **Open**. The selected file name is displayed.

☐ Click **Execute** to execute the process.

- If any errors are encountered, the Import Cash Receipt Transactions Error Report is displayed.
- If no errors are encountered, the Import Cash Receipt Transactions Report is displayed with a list of cash receipt transactions to be imported. [Review the report](#).
- Click **Process** to proceed.
- Click **Cancel** to close the report without importing the cash receipt transactions.

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

You can verify the imported cash receipt transactions on the Maintenance > Postings > Cash Receipt tab.



# Import Finance Tables - FIN7100

## **Finance > Utilities > Import Finance Tables**

This utility is used to import finance tables that were previously exported. When importing tables, ensure that the file ID of the exported file is the same as the file ID to which you are logged on.

**Note:** Finance and payroll files that were previously exported during payroll processing or the interface of payroll to finance must be imported separately into both the Finance and Payroll applications using the respective Import utilities.

### **Import finance tables:**

☐ Click **Choose File**. Locate and select the file on your computer or network. The file name is displayed next to **Choose File**.

<b>Enter the Password to be used for the Archive</b>	Type the archive password to be used when importing the file.
--	---

☐ Click **Execute** to import finance tables. A message is displayed indicating that you are about to import finance tables and confirming that you want to continue.

- Click **Yes** to continue the import. Type a password for the exported file and then click **Execute**.
- Click **No** to cancel the import.

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

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~~HIDEPAGE~~

# Import JV Transactions - FIN8900

## Finance > Utilities > Import JV Transactions

This utility is used to import general journal transactions.

[Import JV Transactions File Layout](#)

[Import JV Transactions Template](#)

## Import journal voucher transactions:

☐ Under **Import Options**:

Field	Description
<b>Accounting Period</b>	By default, this field is set to the current accounting period, or you can select the next accounting period.
<b>Journal Type</b>	Select <b>Actual</b> if the file contains journal actual entries, or select <b>Budget</b> if the file contains journal budget entries.
<b>Transaction Date</b>	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.
<b>JV Number</b>	<p>Type a user-defined, six-character journal voucher number. If numeric values only are used, the system zero-fills the number to six digits when the user enters a partial JV number and tabs out of the field (e.g., the user entered 123, the system zero-fills the field to 000123). If alphanumeric values are used, the system does not zero-fill the JV number to six characters (e.g., the user entered ABC2, the amendment number remains ABC2).</p> <p>The <b>Use Automatic JV Number Assignment</b> field does not apply to this utility.</p> <p>This is an optional field. However, if the field data is not in the file or on the Import JV Transactions page, the system will issue an error message.</p> <p>The same JV number can be used multiple times as long as it is within the same accounting period.</p>
<b>JV Number Description</b>	Type a user-defined description of the journal voucher transaction. If the JV reason description is left blank, the JV reason description entered on the page will be used. This is a required field in the file or on the Import JV Transactions page.
<b>Use Description from Finance Object Code</b>	Select to use the descriptions from the Finance Object Code table. If the general ledger account description is blank in the input file, the general ledger description will use the descriptions from the Finance Object Code table. If the general ledger account description is blank in the file and the Finance Object Code description is also blank, the system will issue a warning message.

Field	Description
<b>Allow to Post Any Overdrawn Account</b>	Select to allow transactions to post to overdrawn accounts. A preview report will display the overdrawn accounts prior to posting. If Allow to Post Any Overdrawn Account is not selected, the overdrawn accounts will display on the Error Report, and posting will not occur. If the remainder of the JV is not balanced, posting will not occur.

☐ Click **Browse**. A pop-up window is displayed.

- Locate and select the file on your computer or network.
- Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.
- If any errors are encountered during the import process, the Import JV Transactions Error Report is displayed. [Review the report](#).
- Click **Continue** to view the Import JV Transactions Preview report. This report displays a list of the import journal voucher transactions.
- Click **Process** to proceed.
- Click **Cancel** to cancel the process.

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

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# Import Travel Check Transactions - FIN8700

## Finance > Utilities > Import Travel Check Transactions

This utility is used to import employee travel expense records. Once the records are imported, transactions can be updated, and purchase authorization checks can be printed to pay employees.

[file layout](#)

### Import travel check transactions:

Field	Description
<b>Transaction Date</b>	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.
<b>Set Print Flag</b>	Select to automatically select <b>Print</b> on the Check Processing - PA tab. You can manually select or clear Print on the Check Processing - PA tab.

☐ Click **Browse**. A pop-up window is displayed.

- Click **Choose File**. Locate and select the file on your computer or network. Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.
- Click **Submit** to accept the file name and return to the Import Travel Check Transactions page. Or, click **Cancel** to return without selecting the file.

☐ Click **Execute** to execute the process. You are prompted to create a [backup](#).

If any errors are encountered during the import process, an error report is displayed. [Review the report](#).

- Click **Process** to proceed.
- Click **Cancel** to cancel the process and return to the Import Travel Check Transactions page.

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

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# Mass Activate/Inactivate Funds - FIN8910

## Finance > Utilities > Mass Activate/Inactivate Funds

This utility is used to mass activate or inactivate accounts by fund code. When a fund code is inactivated, you can no longer post to an account code containing that particular fund code. Account codes with inactivated fund codes can still be viewed on reports and inquiries.

### Mass activate/inactivate funds:

Field	Description
<b>Account Code</b>	The 20-character account code mask is displayed. You can enter a partial mask or complete account code elements (e.g., 1XX for all 1 account codes or 199 for all 199 account codes), and the entry will be accepted. Use a mask with all Xs to activate or inactivate all accounts.

☐ Under **Action**, select one of the following:


<b>Activate</b>	Select to activate all accounts with the selected elements from any changes.
<b>Inactivate</b>	Select to inactivate all accounts with the selected elements from any changes.

☐ Click **Execute** to execute the process. The preview report is displayed. [Review the report.](#)

- Click **Process** to proceed.
- Click **Cancel** to close the report without processing the changes.

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

### Other functions and features:

<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .



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~~HIDEPAGE~~

# Mass Change Account Codes

Use the Table of Contents to access a page.

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# Mask Crosswalk - FIN6800

## Finance > Utilities > Mass Change Account Codes > Mask Crosswalk

This utility is used to select elements of any 20-digit account code number and change it to another number, taking the transactions for the old account to the new account. The old account code will be deleted.

### Mask crosswalk edit notes:

The from and to account codes cannot be all Xs or all spaces. If all digits are entered in each component, the codes must exist in the code table. The account code components are checked as follows:

1. The class objects (first digit of the object code) must be the same (e.g., 199-XX-5XXX.XX-XXX-5XXXXX cannot be crosswalked to 199-XX-6XXX.XX-XXX-5XXXXX).
2. When entire account codes are entered, the from account code must exist in the budget table and all components of the to account code must exist in the account code tables. The account codes must be different between the from and to.

Object and function edits are as follows:

- Classes 1, 2, 3, 5, 6, 7, and 8 are allowed to crosswalk.
- The from and to classes must be the same.
- For classes 1, 2, or 3, the function must be 00.
- For class 5, the function must be 00, and the major object (second digit of object code) must be 7, 8, or 9 (to edits only).
- For class 6, the function must not be 00, and the major object must be 1, 2, 3, 4, 5, or 6.
- For class 7, the function must be 00, and the major object must be 9 (to edits only).
- For class 8, the function must be 00, and the major object must be 9 (to edits only).

## Process the mask crosswalk:

Field	Description
<b>From Mask</b>	Type the from account code elements you want to crosswalk.
<b>To Mask</b>	Type the to account code elements you want to crosswalk.

☐ Click **+Add** to include additional account codes in the mask crosswalk.

- If changing more than one account code at a time, make sure that all criteria can be accommodated.
- If all criteria cannot be accommodated, complete one mask at a time.

**Note:** Verify the mask for accuracy. The data in **From Mask** field is copied to what is in the **To Mask** field.

☐ Under **Object Description**, select one of the following:

<b>Existing Code Description from Budget</b>	Select to retrieve the existing code element description from the current budget.
<b>New Object Description from Object Table</b>	Select to replace the current description from the budget with the object code description in the account code table.

☐ Under **Options**, select one of the following fields if changes need to be made to transactions related to the budget:

- **Update Vendor 1099 Work Table**
- **Update Finance Credit Memos**
- 

**Update Current Year Payroll Tables** - If selected, the master distribution records and unprocessed transmittals that include account codes (e.g., Coded Absence Deduction, XTRA Duty, and Non-TRS) are updated with the new account code.

- **Update Current Year PMIS Distribution Tables**

**Note:** You must be logged on to file ID C (current year) to update payroll tables. The Deduction Check table is updated at all times in file ID C. If you are not logged on to file ID C, the table is not updated.

☐ Click **Reset** to clear all crosswalk records and reset all previously selected options to the default.

☐ Click **Execute** to initiate the mask crosswalk.

- If any errors are encountered during the process, an Error Listing report is displayed.
- If there are no errors, the Error Listing report is not displayed. If there are no errors, the Mask Crosswalk report is displayed. [Review the report.](#)

☐ Click **Process** to proceed.

☐ Click **Cancel** to return to the Mask Crosswalk tab without making changes.

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

# Merge Vendor Number - FIN8800


## Finance > Utilities > Merge Vendor Number

This utility is used to move all vendor information from one vendor to another vendor. It can also be used when two different vendor numbers are assigned to the same vendor.


### Notes:

- When you select to merge from vendor A to vendor B, the transactions for vendor A are combined with vendor B's transactions, and then vendor A is deleted.
- In Finance, the vendor name for paid checks will remain the same (From Vendor) after merging the vendors. The vendor number will change to the To Vendor number.
- In Finance, the vendor name for unpaid checks will be the To Vendor Remittance Address name. If the remittance address is blank, then the To Vendor name will be used.
- In Human Resources, liability checks paid and unpaid will assume the To Vendor name, not the Remittance Address Name. In Finance, the processed checks are displayed with the original vendor (From Vendor) name.
- Upon export, the program will export all file IDs where transactions exist. The program will include file ID C, even if there are no transactions in file ID C for the From Vendor, as long as transactions exist in other file IDs. If no transactions exist for any file ID for the From Vendor, the program will still export or back up file ID C.
- When importing, users should be in file ID C. File ID C must be imported first.

### Merge vendor numbers:

Field	Description
<b>From Vendor Number</b>	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number or name. Or, click  to select a valid vendor from the list of existing vendors (both active and inactive). The <b>Vendor Information</b> , <b>Order Address</b> , and <b>Remittance Address</b> sections are populated based on the to vendor number selected. This is a required field.

☐ Click **Refresh From Vendor** to update the vendor information if the vendor number in the **From Vendor Number** field is changed.

<b>To Vendor Number</b>	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number or name. Or, click  to select a valid vendor number from the list of existing vendors (both active and inactive). The <b>Vendor Information</b> , <b>Order Address</b> , and <b>Remittance Address</b> sections are populated based on the to vendor number selected. This is a required field.
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☐ Click **Refresh To Vendor** to update the vendor information if the vendor number in the **To Vendor Number** field is changed.

☐ Click **Execute** to start the merge process.

A message is displayed indicating that you are about to update records permanently and confirming that you want to continue.

- Click **Yes** to continue processing the merge function, or click **No** to cancel the merge.
- If you click **Yes**, you are prompted to create a backup using the Export By File ID Utility before continuing.
  - Click **Yes** to continue with the merge. A message is displayed indicating that the vendor numbers were merged. Click **OK**.
  - Click **No** to exit the process.

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# Move Current to New File ID - FIN7200

## Finance > Utilities > Move Current to New File ID

This utility is used to select individual funds or all funds in the current file ID and either move or copy them to a new file ID. The file ID can be a single character (alpha or numeric).

### Move or copy a fund in a current file ID to a new file ID:

Field	Description
<b>New File ID</b>	Type a one-character file ID, or click  to select the file ID to which you want to move or copy funds.
<b>Move</b>	Select to move the fund to the new file ID.
<b>Copy</b>	Selected by default, to copy the fund to the new file ID.

☐ Select the checkbox of the applicable fund(s).

- To select multiple rows when the funds are consecutive, select a fund to start at, and then press and hold SHIFT while selecting a fund to end the selection process. All the rows (between the first and last row) in the sequence are now selected.
- To select multiple rows when the funds are not consecutive, select a fund, and then select other individual funds from different parts of the list.
- If you want to move or copy all funds, click **Select** in the column heading. All funds are selected. Select **Move** or **Copy** in the column heading to indicate the action for all of the selected funds.
- If you do not want to move or copy all funds, click the **Select** in the column heading to clear the **Select** fields of multiple funds so that the funds are no longer selected.

☐ Click **Execute** to move or copy the fund to the new file ID.

- If the fund being moved exists in the Pay Distribution table or has a grant code in the Fund to Grant Code table, a Move Current to New File ID Error Report is displayed with the applicable error messages. The fund cannot be moved until those messages are cleared.
  - Click **Process** to continue.
  - Click **Cancel** to cancel the process. You are prompted to create a [backup](#).

After the export has been completed, and if the file ID being moved/copied already exists, a message is displayed indicating the new file ID already exists. The table is skipped, and the process continues to the next table.

- Click **OK** to proceed, or click **Cancel** to cancel the process.
  - If **OK** is selected, and the fund exists in the file ID being moved to, a message is displayed indicating the fund/year already exists. The fund/year is skipped, and the process continues to the next selected fund/year.
  - Click **OK** to proceed, or click **Cancel** to cancel the process.

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

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# Out of Balance Correction

## **Finance > Utilities > Out of Balance Correction**

This utility is used to view and correct any out-of-balance accounts in the end-of-month (EOM), current, and next accounting periods.

The ASCENDER processing logo is displayed upon accessing the page indicating that the program is searching for any out-of-balance accounts in the EOM, current, and next accounting periods.



## **Perform out-of-balance inquiry or correction:**

If all accounts are in balance, the following message is displayed: All accounts for EOM, Current and Next Accounting Periods are in balance.

☐ Click **Execute** to perform the out-of-balance inquiry again.

If any out-of-balance accounts exist for [YC, AC, AA](#), the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. [Review the report.](#)

- Click **Process** to balance the accounts.
- Click **Cancel** to cancel the process.

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

# Out of Balance Correction

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~~HIDEPAGE~~

# Positive Pay Export - FIN8930


## Finance > Utilities > Positive Pay Export

This utility is used to retrieve check numbers from a specified bank account group and date range. You may print a report or export the list.

[Positive Pay File Layout](#)

[PNC Bank Positive Pay File Layout](#)

### Retrieve check numbers

Field	Description
<b>Bank Account Group</b>	Type the bank account group number. If the bank account group number is not known, click  to search for bank groups. If left blank, the system processes all bank account groups.
<b>From Date</b>	type the beginning date of the range of dates for which you wish to retrieve check numbers. Use the MM-DD-YYYY format.
<b>To Date</b>	Type the ending date of the range of dates for which you wish to retrieve check numbers. Use the MM-DD-YYYY format.
<b>Include Vendor Name in File</b>	Select to include the vendor name in the export file, or leave blank to not include the vendor name in the export file.
<b>PNC Bank Format</b>	Select to generate the file in a layout that meets the PNC Bank format guidelines.

☐ Click **Retrieve**. The system displays all check numbers for the selected bank account group and date range.

☐ Click **Create File** to export a list of the check numbers.

- The file name is set to positive\_mmddyyyy.txt where mmddyyyy indicates the current date. Save the file on your computer or network.
- If **PNC Bank Format** is selected, the file name is set to PNCpositive\_mmddyyyy.txt where mmddyyyy indicates the current date.



When importing the file on PNC Bank's website, be sure to select the *IssueVoidFW* option from the PNC Import File menu.

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

**Other functions and features:**

<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>
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