



Change Feature

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In the top-right corner of the page, the Change feature allows you to change the file ID, year, accounting period, payroll frequency, and warehouse ID. This feature is only available if you are logged on to the following applications:

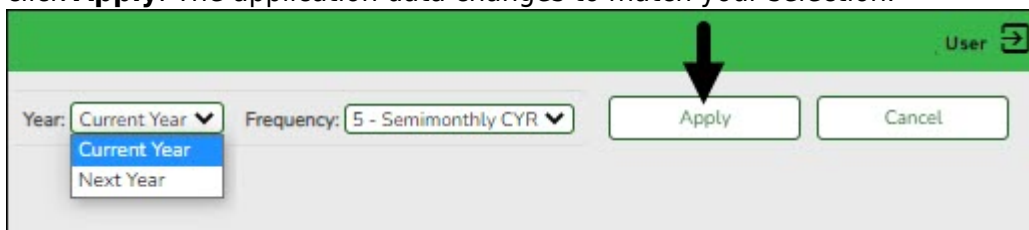
- Asset Management (file ID)
- Budget (file ID)
- Finance (year and accounting period)
- Payroll (year and frequency)
- Personnel (year and frequency)
- Position Management (year and frequency)
- Warehouse (warehouse ID)

Depending on the application to which you are logged on, click **Change** to enable the applicable change fields.



The screenshot shows a green header bar with 'User' and a profile icon. Below it, a light gray bar contains 'Year: C' and 'Frequency: 5'. A black arrow points from these fields to a 'Change' button.

Depending on the application, the drop-down field(s) are enabled. Click ▼ to view a list of the applicable years, file IDs, accounting periods, or payroll frequencies. Select the desired option(s) and click **Apply**. The application data changes to match your selection.



The screenshot shows the same interface as the previous one, but with the 'Year' and 'Frequency' fields expanded into drop-down menus. The 'Year' menu shows 'Current Year' and 'Next Year'. The 'Frequency' menu shows '5 - Semimonthly CYR'. A black arrow points to the 'Apply' button. There is also a 'Cancel' button.

Click **Cancel** to cancel the changes.