



Verify/update Finance options

Table of Contents

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Log on to file ID C.[Finance > Tables > District Finance Options](#)

Update the district finance options for the new fiscal year.

[Image](#)

The screenshot shows a web interface for "Tables > District Finance Options". At the top left is a "Save" button. Below it are three tabs: "Finance Options" (selected), "Accounting Periods", and "Clearing Fund Maintenance". Under the "Finance Options" tab are "Retrieve" and "Print" buttons. The main form area is titled "Finance Options" and contains the following fields:

Current Finance Fiscal Year:	<input type="text" value="1"/>
School Year:	<input type="text" value="2020-2021"/>
Previous Year File ID:	<input type="text" value="0"/>
District Federal ID Number:	<input type="text" value="99-9999999"/>
Starting Accounting Period:	<input type="text" value="09"/> Or, 07

Under **Finance Options**, update the following fields:

- **Current Finance Fiscal Year**
- **School Year**
- **Previous Year File ID**

In the **Starting Accounting Period** field, type 07 for early start fiscal year LEAs or 09 for standard start fiscal year LEAs.

Note: If applicable, update the **Student Activity Fund/Year** field.

Image

[Finance > Tables > District Finance Options > Clearing Fund Maintenance](#)

Update the **Finance** and **Payroll Clearing Fund/Fiscal Year** fields. Be sure to verify your offset accounts for the new fiscal year.

Verify that the data is accurate for the new fiscal year and update the fields as needed.



IMPORTANT: Some LEAs may have old data for fiscal year 6; therefore, **it is required** to complete the following steps to ensure that you are creating a new fiscal year 6 record.

In the **Codes for Fiscal Year** field, select 6 and click **Retrieve**. If data exists for fiscal year 6, it is displayed.

Click **Delete**. The following message is displayed.

- Click **Yes** to continue.

- Click **Save** to save the changes.
- Click **Add** to create the 6 fiscal year record and complete the following fields:
 - In the **Finance Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 164/6, 864/6, etc.) according to your LEA.
 - In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/6, 863/6, etc.) according to your LEA.

Review and complete the other fields on the page as needed.

The fiscal year value is automatically populated in the **Overpayment Account** field.

Click **Save**.

Review the fields under **Payroll Automatic Posting Defaults** to ensure that all fields are correctly populated.