



## **Verify/update Finance options**



# Table of Contents

**Verify/update Finance options** ..... i



## Verify/update Finance options

**Log on to file ID C.**

[Finance > Tables > District Finance Options](#)

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

Under **Finance Options**, ensure that the following fields reflect data for the new school year:

- **Current Finance Fiscal Year**
- **Previous Year File ID**
- **School Year** and **Starting Accounting Period** - These fields should be automatically updated after the Fiscal Year Close utility is processed. The starting accounting period should be either 07 for June year-end LEAs or 09 for August year-end LEAs.

**IMPORTANT:** If the **School Year** and **Starting Accounting Period** fields were not automatically updated, contact your regional ESC consultant for further assistance.

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

[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.

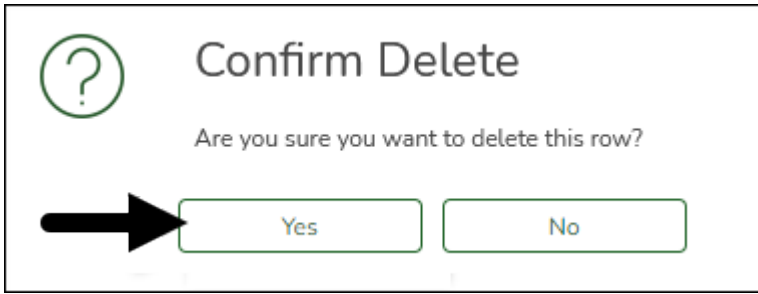
Verify that the data is accurate for the new fiscal year and update the fields as needed.



**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.