



# updatefinanceoptionsclearingfundmaintenan ce



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

Image

Tables > District Finance Options SessionTimer: 59 min and 46 sec

Save

Finance Options | Accounting Periods | **Clearing Fund Maintenance**

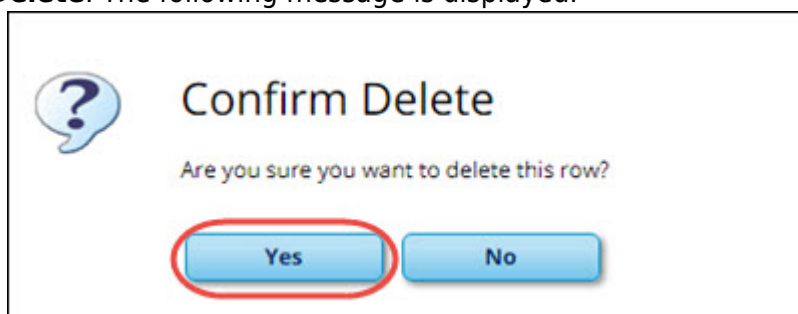
Codes for Fiscal Year: 1 Retrieve Add Delete Print

Finance Clearing Fund / Fiscal Year: 164 / 1 Payroll Clearing Fund / Fiscal Year: 163 / 1

Finance Automatic Posting Defaults		Payroll Automatic Posting Defaults	
Cash Account:	1110 . 00	Cash Account:	1110 . 00
Payable Account:	2110 . 00	Accrued Wages:	2161 . 00
Accounts Receivable:	.	Accrued Federal Grant Deposit:	2211 . 11
Overpayment Account:		Accrued Federal Grant Care:	2211 . 12
Due To:	2171 . 99	Accrued Employer FICA/Medicare:	2211 . 14
Reserve for Encumbrance:	4310 . 00	Accrued Employer Unemployment Tax:	2211 . 15
Requisition Offset:	4310 . 01	Accrued Health Insurance Contribution:	2211 . 16
Reserve for WH Encumbrance:	4310 . 99	Accrued Employer 457 Contribution:	2211 . 17
Restock Offset:	4310 . 02	Accrued Employer Annuity Contribution:	2211 . 18
Warehouse Offset:	4310 . 03	Accrued Employer TRS Care Contribution:	2211 . 19
		Accrued Employer Dependent Care:	2211 . 20
		Accrued Employer Miscellaneous Deduction Contribution:	2211 . 21

Some LEAs may have old data for fiscal year 9; therefore, it is recommended to complete the following steps to ensure that you are creating a new fiscal year 9 record.

- In the **Codes for Fiscal Year** field, select 9 and click **Retrieve**. If data exists for fiscal year 9, it is displayed.
- Click **Delete**. The following message is displayed.



Image

- Click **Yes** to continue.
- Click **Save** to save the changes.

- Click **Add** to create the 9 fiscal year record and complete the following fields:
  - In the **Finance Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 164/9, 864/9, etc.) according to your LEA.
  - In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/9, 863/9, 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**.