



updatefinanceoptionsclearingfundmaintenan ce

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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.

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

Cash Account: 1110 . 00

Payable Account: 2110 . 00

Accounts Receivable: .

Overpayment Account:

Due To: 2171 . 99

Reserve for Encumbrance: 4310 . 00

Requisition Offset: 4310 . 01

Reserve for WH Encumbrance: 4310 . 99

Restock Offset: 4310 . 02

Warehouse Offset: 4310 . 03

Payroll Automatic Posting Defaults

Cash Account: 1110 . 00

Accrued Wages: 2161 . 00

Accrued Federal Grant Deposit: 2211 . 11

Accrued Federal Grant Care: 2211 . 12

Accrued Employer FICA/Medicare: 2211 . 14

Accrued Employer Unemployment Tax: 2211 . 15

Accrued Health Insurance Contribution: 2211 . 16

Accrued Employer 457 Contribution: 2211 . 17

Accrued Employer Annuity Contribution: 2211 . 18

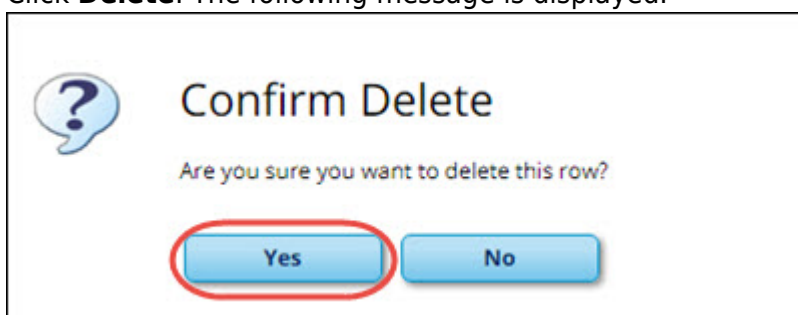
Accrued Employer TRS Care Contribution: 2211 . 19

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.



- 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**.