



updatefinanceoptionsclearingfundmaintenan ce

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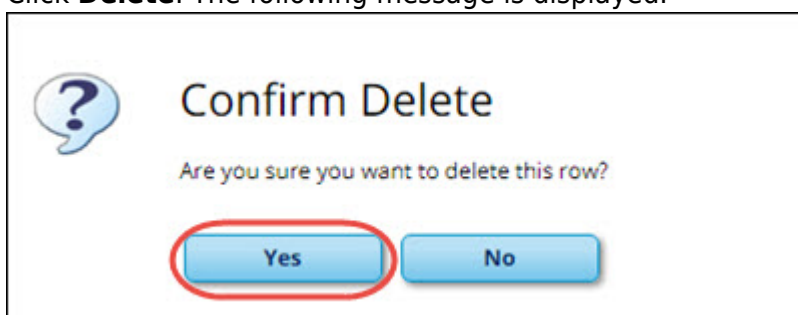
Update the **Finance** and **Payroll Clearing Fund/Fiscal Year** fields. Be sure to verify your offset accounts for the new fiscal year.

The screenshot displays the 'Clearing Fund Maintenance' interface. At the top, there are tabs for 'Finance Options', 'Accounting Periods', and 'Clearing Fund Maintenance'. A 'Save' button is located at the top left. Below the tabs, there are buttons for 'Retrieve', 'Add', 'Delete', and 'Print'. A dropdown menu for 'Codes for Fiscal Year' is set to '1'. Two input fields are highlighted with red circles: 'Finance Clearing Fund / Fiscal Year' with the value '164 / 1' and 'Payroll Clearing Fund / Fiscal Year' with the value '163 / 1'. Below these are two panels of default values:

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 0; therefore, it is recommended to complete the following steps to ensure that you are creating a new fiscal year 0 record.

- In the **Codes for Fiscal Year** field, select 0 and click **Retrieve**. If data exists for fiscal year 0, 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., 164/0, 864/0, etc.) according to your LEA.
 - In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/0,

863/0, 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**.