



updatefinanceoptionsclearingfundmaintenan ce

Table of Contents

updatefinanceoptionsclearingfundmaintenance i

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

Verify that the data is accurate for the new fiscal year and update the fields as needed. Some LEAs may have old data for fiscal year 1; therefore, it is recommended to complete the following steps to ensure that you are creating a new fiscal year 1 record.

In the **Codes for Fiscal Year** field, select 1 and click **Retrieve**. If data exists for fiscal year 1, it is displayed.

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

Confirm Delete

Are you sure you want to delete this row?

Yes No

- Click **Yes** to continue.
- Click **Save** to save the changes.
- Click **Add** to create the 1 fiscal year record and complete the following fields:

- In the **Finance Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 164/1, 864/1, etc.) according to your LEA.
- In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/1, 863/1, 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**.