



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.

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 3; therefore, it is recommended to complete the following steps to ensure that you are creating a new fiscal year 3 record.

In the **Codes for Fiscal Year** field, select 3 and click **Retrieve**. If data exists for fiscal year 3, 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 3 fiscal year record and complete the following fields:
 - In the **Finance Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 164/3, 864/3, etc.) according to your LEA.
 - In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/3, 863/3, 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**.