



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.



IMPORTANT: Some LEAs may have old data for fiscal year 4; therefore, **it is required** to complete the following steps to ensure that you are creating a new fiscal year 4 record.

In the **Codes for Fiscal Year** field, select 4 and click **Retrieve**. If data exists for fiscal year 4, 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 4 fiscal year record and complete the following fields:
 - In the **Finance Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 164/4, 864/4, etc.) according to your LEA.
 - In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/4, 863/4, 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**.