



Update payroll clearing fund/year

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Log on to the current year.

[Payroll > Tables > District HR Options](#)

Update the **Payroll Clearing Fund/Year** field.

The screenshot shows the 'District HR Options' form. The 'Payroll Clearing Fund/Year' field is highlighted with a black arrow. The form includes a 'Save' button, 'Retrieve' and 'Print' buttons, and a 'Year: C' indicator. The 'Payroll Clearing Fund/Year' dropdown menu is currently set to '199/6'.

Payroll Clearing Fund/Year	This field is automatically populated with the payroll clearing fund/year selected on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab. If not, click ▼ to select the fund/fiscal year for the current year to be used as the clearing fund/fiscal year when interfacing to Finance.
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