



moving_10month_employees_cyr_payroll_ste p1

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HR > NYR > Utilities > PMIS > Update Fiscal Year by Fund

Verify the fiscal year for each account code for accuracy. This utility provides a list of the funds and fiscal years for any account codes that are set up in the positions. If an '8' is reflected in this list, selecting the box next to the fund/fiscal year and executing will increment the fiscal year in the account code on the distribution tab in the position to a '9'. The account codes validate against budget, so if any fiscal years exist in this list that are less than '8', it will be necessary to generate a User Created report to identify these positions and update them manually.