



# **moving\_10month\_employees\_cyr\_payroll\_ste p1**



# Table of Contents

**moving\_10month\_employees\_cyr\_payroll\_step1** ..... i



Verify the fiscal year for each account code for accuracy. The account codes are validated against the budget, so if any of the displayed fiscal years are less than 9, it is necessary to generate a user-created report to identify and manually update the positions.

Prior to completing this step, verify that the new year budget is initialized in ASCENDER.

[Position Management > Utilities > Update Fiscal Year by Fund](#)

Select the fund/years to be incremented. This process increments the position distribution fiscal year by 1.

Utilities > Update Fiscal Year by Fund

Position Management

Retrieve Execute

**UPDATE FISCAL YEAR BY FUND**

Increment Fiscal Year by 1

Increment	Fund/Year
<input type="checkbox"/>	199/3
<input type="checkbox"/>	211/3
<input type="checkbox"/>	240/3
<input type="checkbox"/>	255/3
<input type="checkbox"/>	282/3

Click **Execute**.