



moving_10month_employees_cyr_payroll_ste p1

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Verify that the fiscal years for each account code is accurate. 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**.