



# updatefiscalyearbyfund



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# Update Fiscal Year by Fund - HRS6240

## Human Resources > Utilities > PMIS > Update Fiscal Year by Fund

page is used to select funds that need an updated fiscal year. When updating the fiscal year by fund, ensure the payroll frequency matches that of the logged-on payroll frequency. To update the fiscal year for another payroll frequency (e.g., E - Semimonthly NYR), you must change to that payroll frequency using the Change Payroll Frequency dialog box.

Position distribution records will be updated based on the logged-on pay frequency. For example:

If you are logged on to a current year pay frequency, current year position management distribution records are incremented for selected funds.

If logged on to a next year pay frequency, forecast position management records are incremented for selected funds.

**Note:** Create an export using Export PMIS Tables prior to using this utility.

## Update the fiscal year:

Under **Increment Fiscal Year by 1:**

- Select **Increment** to increment the fiscal year by one. If **Increment** is not selected, the fiscal year is not incremented.
- The **Fund/Year** field is display only and indicates the fund/fiscal year that can be incremented.

**Note:** The new fund/fiscal year must exist in the current year or Budget of next year.

Click **Retrieve** to reset all rows with Increment selected to the default setting (e.g., clear the check boxes). If you click **Retrieve**, any unprocessed changes are lost.

Click **Execute** to start the update process.

[Create a backup.](#)


A backup is highly recommended. Click **Yes** to create an export. Otherwise, click **No** to not create the export and continue with the process.

Type a password for the archive, and then click **Continue**. An export spinning wheel is displayed indicating the progress of the export process.

When the export process is completed, the File Download page is displayed.

Select **Save File**, and then click **OK**. The Save As dialog box is displayed. Otherwise, click **Cancel** to

close the dialog box.

In the **Save As** field, click  to navigate to the appropriate folder.

In the **File name** field, the file name is set to dbccddd\_pmis\_mmddyyyy.rsfl, where cccddd is the county-district number and mmddyyyy is the current date.

Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.

After the export process is completed, the actual update is performed. If the update is successful, a message indicating that the update process was completed successfully is displayed.