



**(OBSOLETE) Fund Close 1XXX-4XXX -  
FIN6500**



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# (OBSOLETE) Fund Close 1XXX-4XXX - FIN6500

**Finance > Utilities > Fiscal Year Processing > Fund Close 1XXX-4XXX**

(OBSOLETE) This page is used to close balance sheet accounts (classes 1, 2, 3 and 4). If your records still show deferred checks, this procedure does not allow closing those funds. An error message is displayed to warn of this situation.

## Close funds 1XXX-4XXX:

<b>JV Number</b>	The field is set to 999999 by default, but you can type another journal voucher number. This is a required field. If a duplicate journal voucher number other than 999999 is entered, an error message is displayed.
<b>Transaction Date</b>	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.

Under **Fund/Yrs Available**, select the file IDs to move to the **Fund/Yrs to Close** column using the following buttons:



- Click to move selected entries from the left side to the right side of the page.




- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

<b>Execute</b>	<p>Click to execute the process. A message is displayed prompting you create a backup.</p> <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to perform a system backup. Otherwise, click <b>No</b> to not perform a system backup and continue the process.</li> <li>• The <b>Export File Name</b> field is display only.</li> <li>• Click <b>Execute</b> to continue the export. Otherwise, click <b>Cancel</b> to close the page without completing the task.</li> <li>• A message is displayed indicating that you are about to export tables and confirming that you want to continue. Click <b>Yes</b> to continue the export. Otherwise, click <b>No</b> to cancel the export. <ul style="list-style-type: none"> <li>◦ Type a password for the exported file, and then click <b>OK</b>. The File Download page is displayed.</li> </ul> </li> <li>◦ Click <b>Save</b> to save the file. A Save As dialog box is displayed.</li> <li>◦ In the <b>Save in</b> field, click  to navigate to the appropriate folder.</li> <li>◦ In the <b>File name</b> field, the file name is set to dbccddd_mmddyyyy_fin.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.</li> <li>◦ Click <b>Save</b>. Otherwise, click <b>Cancel</b> to close the Save As dialog box without saving the file.</li> </ul>
<b>Process</b>	<p>Click to continue the process and accept the changes. A message is displayed indicating that the process was completed successfully. Click <b>OK</b>.</p>
<b>Cancel</b>	<p>Click to return to the Fund Close 5XXX-8XXX page without making changes.</p>