(OBSOLETE) Fund Close 5XXX-8XXX - FIN6400

Table of Contents

iv

(OBSOLETE) Fund Close 5XXX-8XXX - FIN6400

Finance > Utilities > Fiscal Year Processing > Fund Close 5XXX-8XXX

(OBSOLETE) This page is used to close funds in revenue and expenditure accounts (classes 5, 6, 7, and 8). The process creates the general journal closing entries to reverse estimated revenue, realized revenue, appropriation balances, and expenditure balances, and posts the difference to the fund balance. If records still show deferred checks, the procedure does not allow closing those funds. An error message is displayed to warn of this situation.

Close funds 5XXX-8XXX:

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.

Under **Funds Balance**, select one of the following:

Field	Description
Close Fund Balance to Object Code	Click ⌄ to select an appropriate code that will be used to close the 5XXX-8XXX accounts to the selected fund balance account. One fund balance object code can have more than one row of funds. The fund balance object code remains the same for all rows of the group of funds.
Use Budget/Actual Fund Balance Obj.Sobj in Fund Code Table	Select to close the 5XXX-8XXX accounts using the offset accounts (Budget/Actual Balance Obj Sobj and the Actual Fund Balance Obj Subj) from the Fund Code table.
JV Number	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.
Transaction Date	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.

Execute	Click to execute the process. A message is displayed prompting you create a backup. • Click **Yes** to perform a system backup. Otherwise, click **No** to not perform a system backup and continue the process. • The **Export File Name** field is display only. • Click **Execute** to continue the export. Otherwise, click **Cancel** to close the page without completing the task. • A message is displayed indicating that you are about to export tables and confirming that you want to continue. Click **Yes** to continue the export. Otherwise, click **No** to cancel the export. ○ Type a password for the exported file, and then click **OK**. The File Download page is displayed. ○ Click **Save** to save the file. A Save As dialog box is displayed. ○ In the **Save in** field, click ⌄ to navigate to the appropriate folder. ○ In the **File name** field, the file name is set to dbcccddd_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. ○ Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.
Process	Click to continue the process and accept the changes. A message is displayed indicating that the process was completed successfully. Click **OK**.
Cancel	Click to return to the Fund Close 5XXX-8XXX page without making changes.