

Update Fiscal Year by Fund - HRS6240

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This utility 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. You are prompted to create a backup.

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