Change Fiscal Year - BAR6300

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Accounts Receivable > Utilities > Change Fiscal Year

> This utility is used to change the fiscal year for fund/fiscal year combinations that are tied to an open (not fully paid) invoice. This process moves the open invoices to another fiscal year.
>
> If the new fund/yr does not exist in the Finance chart of accounts, an error message with the missing fund/yr(s) is displayed.

Change fiscal years:

A list of available fund/yrs for all open (not fully paid) invoices is displayed.

Select the fund/yr(s) to be changed.

Field	Description
Fund/Yr	Displays the available fund/yrs for all open (not fully paid) invoices.
To Year (0-9)	By default, this field is disabled and set to the next fiscal year (current year plus one). However, the value can be changed. Select the fund to enable the field and make the change.
Fund Description	Displays the fund description from the Finance chart of accounts.
Execute	Click to execute the process. An error report is displayed. Review the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click 📄 to save and print the report in PDF format. Click 📊 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Process	Click to continue the process. A message is displayed indicating that the process was successful. The processed fund/fy(s) are no longer displayed.

Use the Accounts Receivable > Maintenance > Invoice Status Inquiry page to verify the updated fund/fiscal year on the invoice(s).

Other functions and features:

Reset	Click to reset all previously selected options to the default.

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