



Fund/Year - BUD6300

Table of Contents

Fund/Year - BUD6300 1

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Budget > Utilities > Mass Change Account Codes > Fund/Year

This tab is used to mass add funds for a new fiscal year in the database table and change selected fund/year codes and descriptions.

Note: When creating the new funds, the system applies the default objects and subobjects in the same manner as done in funds maintenance if the fund number has changed. If the fund number is not changed, the current objects are used.

Mass change fund/year:

All available fund/year codes are displayed on the left side of the page. Select the desired fund/year codes and use the following buttons to move the selected fund/years to the right side of the page.



- 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.

Button	Description
Execute	<p>Click to execute the process. The Fund/Fiscal Year Mass Change Report is displayed. Review the report.</p> <p>Review the report using the following buttons:</p> <p>Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>
Process	<p>Click to process the changes. A message is displayed prompting you to perform a backup.</p>

Button	Description
Cancel	Click to return to the Mass Change Account Codes Fund/Year tab without processing the changes.



Back Cover