

Clearing Fund Maintenance - FIN2100

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Finance > Tables > District Finance Options > Clearing Fund Maintenance

This tab displays the default accounts that are used for the posting pages. Both Finance and payroll clearing funds can be set up from this tab.

Set up clearing funds:

Field	Description
Codes for Fiscal Year	Click ⌄ to select a different fiscal year, if necessary.The default is the last digit of the current fiscal year (e.g., for fiscal year 2017-2018, the value should be 8).
All Computer Checks to Finance Clearing Fund in Bank Recon	Select to display all computer checks on the Bank Reconciliation page. Leave blank to filter computer checks by bank account group. Cash receipts and district checks posted to funds other than the clearing fund are not affected by the flag and are always filtered by the bank account group.
Finance Clearing Fund/Fiscal Year	Type the clearing fund code and the fiscal year. The clearing fund code must be a three-digit number with the first digit beginning with 1, 4, or 8, and the fiscal year code is a one-digit code that is the last digit in the fiscal (school) year (e.g., 864/9).
Payroll Clearing Fund/Fiscal Year	Type the payroll clearing fund code and the fiscal year. The payroll clearing fund code must be a three-digit number with the first digit beginning with 1, 4, or 8, and the fiscal year is a one-digit code that is the last digit in the fiscal (school) year (e.g., 863/1). If the original value (before changes) is the same as the Payroll or Personnel > Tables > District HR Options payroll clearing fund/year, a warning message is displayed. The user is responsible for changing the HR options.

Set up a new clearing fund:

❑ Click **Add**. All fields except the **Finance Clearing Fund/Fiscal Year**, **Payroll Clearing Fund/Fiscal Year**, and **Overpayment Account** fields are automatically populated using clearing fund data from the previous year.

Finance Clearing Fund/Fiscal Year	Type the clearing fund code and the fiscal year. The clearing fund code must be a three-digit number with the first digit beginning with 1, 4, or 8, and the fiscal year code is a one-digit code that is the last digit in the fiscal (school) year (e.g., 864/9).
Payroll Clearing Fund/Fiscal Year	Type the payroll clearing fund code and the fiscal year. The payroll clearing fund code must be a three-digit number with the first digit beginning with 1, 4, or 8, and the fiscal year is a one-digit code that is the last digit in the fiscal (school) year (e.g., 863/1). If the original value (before changes) is the same as the Payroll or Personnel > Tables > District HR Options payroll clearing fund/year, a warning message is displayed. The user is responsible for changing the HR options.

❑ Under **Finance Automatic Posting Defaults**:

Cash Account	The default four-digit object code is 1110, and the default two-digit subobject code is 00.
Payable Account	The default four-digit object code is 2110, and the default two-digit subobject code is 00. **Note**: Do not make the Payable Account object/subobject code the same as the Due To object/subobject code (2177.99).
Accounts Receivable	Type the object and subobject codes for use when Account Receivable transactions are created.
Overpayment Account	Type the fund, fiscal year, object, and subobject codes to use when Accounts Receivable overpayment transactions are created. The fiscal year is set to the **Current Finance Fiscal Year** selected on the Finance Options tab. To view a list of account code components, place the cursor in one of the account code component fields, and then click **Lookup** or press F2. Type data in the applicable account code components or leave blank for all account codes, and then click **Search**. A list of available account codes is displayed. Select an account code from the list. Otherwise, click **Cancel** to return to the Clearing Fund Maintenance tab. The system assigns the object and subobject codes for the **Due To**, **Reserve for WH Encumbrance**, and **Requisition Offset** fields, and you cannot edit them.

❑ Under **Payroll Automatic Posting Defaults**:

Posting Code	Object	Subobject
Cash Account	1141	00
Accrued Wages	2161	00
Accrued Federal Grant Deposit	2211	11
Accrued Federal Grant Care	2211	12
Accrued Employer FICA/Medicare	2211	14
Accrued Employer Unemployment Tax	2211	15
Accrued Health Insurance Contribution	2211	16
Accrued Employer 457 Contribution	2211	17
Accrued Employer Annuity Contribution	2211	18
Accrued Employer TRS Care Contribution	2211	19
Accrued Employer Dependent Care	2211	20
Accrued Employer Miscellaneous Deduction Contribution	2211	xx

See common/payroll object/subobject codes.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Print	Click to print the report. The following Account Code Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Account Code Tables** - displays the following options: Finance Options Accounting Periods Clearing Funds **All Option Tables** - prints all the Finance Options tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.


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