

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
Payable Account
Accounts Receivable
Overpayment Account
Due To
Reserve for Encumbrance
Requisition Offset
Reserve for WH Encumbrance
Restock Offset
Warehouse Offset

Click **Save**.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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