


# 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.<br>**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.<br>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.<br><br>Type data in the applicable account code components or leave blank for all account codes, and then click **Search**.<br><br>A list of available account codes is displayed.<br><br>Select an account code from the list. Otherwise, click **Cancel** to return to the Clearing Fund Maintenance tab.<br><br>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**:

Click **Save**.

## Other functions and features:

| | |
|---|---|
| | Delete a row.<br>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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