

Create New Accounts by Fund - FIN6100

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This utility creates new accounts from an existing fund/fiscal year combination. Before an account class can be created in this utility, the fund must be created using either the Mass Change Account Codes utility or by adding the fund/fiscal year to the Fund tab in the Account Code table.

These new accounts may carry over balance sheet account balances (accounts 1XXX-3XXX) from the previous fiscal year if selected. When processed for previously created balance sheet accounts, the account balance is updated. If the account already has a balance, the program adds another entry for the amount being transferred. The balancing entry for the fund, if needed, will be to the account whose object is the actual fund balance object code from the Fund tab in the Account Code table in file ID C. If a budgetary fund balance amount is transferred, the amount may need to be moved. When carrying totals forward and the next and current accounting periods exist in the file ID copied from (i.e., transactions exist in the current and next accounting periods for the file ID copied from), the next accounting period amounts are transferred to the file ID copied to regardless of which accounting period is chosen for posting.

Create new accounts by fund:

Field	Description
New File ID	The current file ID to which you are logged on is displayed.
Current Accounting Period	
Next Accounting Period	

2. Select either Current Accounting Period or Next Accounting Period. By default, the Current Accounting Period field is selected if Current Accounting Period Close is not selected on the Accounting Periods tab of the District Finance Options page. If Current Accounting Period Close is selected on the Accounting Periods tab of the District Finance Options page, the Next Accounting Period field is selected.

3. The JV Number field is set to 999999, but the user can type another alphanumeric journal voucher number. This is a required field.

Note: If a duplicate journal voucher number other than 999999 is entered, the system displays an error message.

4. The Transaction Date field is set to the system date, but the user can type another date. This is a required field.

5. Select the funds under From Fiscal Year to move under To Fiscal Year.

If a fund/year account is available, it is displayed on the left side of the page under From Fiscal Year. The right side of the page displays the new fiscal year account funds.

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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