ASCENDER GUIDES

Mass Change Bank Account Group by Fund - FIN6600

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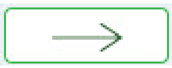
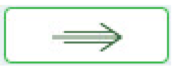
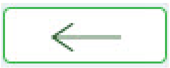
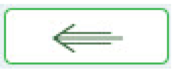
This page is used to update the fund years for bank account groups in preparation for end-of-year processing. This utility enables you to select multiple funds/years and increment the year by one for each selected fund. This utility only mass changes the fund years for the logged-on file ID.

Note: The next year fund/fiscal year must exist in the Finance Account Codes/Fund table, and an account code with class 1XXX related to this fund/fiscal year must exist in the chart of accounts before processing the Mass Change Bank Account Group by Fund utility.

Mass change bank account groups:

Field	Description
Bank Acct Group	Click ⌄ to select the bank account group for which you want to mass change funds. A list of the selected bank account group's associated fund/years is displayed. If you select another bank account group from the drop down, click **Refresh Bank Acct Group** to refresh the list of fund/years.

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.

❏ Click **Execute** to execute the process.

- If any errors are encountered, an error report is displayed.
- If there are no errors, the Change Bank Account Group by Fund Report is displayed. Review the report.

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- Click **Process** to proceed and complete the mass change process for items with a Y in the **Process** column. Items with an N in the **Process** column cannot be processed; the process is canceled if the **Process** button is clicked. You are prompted to create a backup.

A message is displayed indicating that the process was completed successfully. Click **OK**.

Click **Cancel** to return to the Mass Change Bank Account Group by Fund page without making changes.


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