



Update the fiscal year

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Update the fiscal year

[Budget > Utilities > Mass Change Account Codes > Mask Crosswalk](#)

Update the account code fiscal years to the new fiscal year (e.g., update fiscal year 6 to 7).

The screenshot shows the 'Mask Crosswalk' interface. At the top, there is a navigation bar with 'Utilities > Mass Change Account Codes' and 'Budget'. Below the navigation bar are 'Reset' and 'Execute' buttons, with a black arrow pointing to the 'Execute' button. A 'File ID: N' field is visible on the right. The main area is titled 'MASK CROSSWALK' and contains a table with columns 'Delete', 'From Mask', and 'To Mask'. The 'From Mask' field contains 'XXX-XX-XXXX.XX-XXX-6XXXX' and the 'To Mask' field contains 'XXX-XX-XXXX.XX-XXX-7XXXX'. There is an 'Add' button below the table. To the right of the table are two sections: 'Object Description' with radio buttons for 'Existing Code Description from Budget' (selected) and 'New Object Description from Object Table'; and 'Options' with four unchecked checkboxes: 'Update Payroll Distributions', 'Update EOY Accrual Data', 'Update NY Payroll Budget', and 'Update PMIS Forecast Distribution'.

Complete the **From Mask** and **To Mask** fields.

From Mask	Type the from fiscal year code you want to crosswalk.
To Mask	Type the to fiscal year code you want to crosswalk.

Under **Object Description**, select **Existing Code Description from Budget** to retrieve the existing code element description from the current budget.

Do not select any **Options**.

Click **Execute** to execute the process. [Review the report](#).

Process
Cancel

Date Run:

Cnty Dist:

Mask Crosswalk Report

ISD

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File ID: N

Old	Description	New	Description
Fnd-Fnc-Obj,So-Org-Prog		Fnd-Fnc-Obj,So-Org-Prog	
163-00-5742.00-000 6 0000	TIME/NOW ACCOUNTS	163-00-5742.00-000 7 0000	TIME/NOW ACCOUNTS
163-00-5749.00-000 6 0000	OTHER RESOURCES FROM LOCAL	163-00-5749.00-000 7 0000	OTHER RESOURCES FROM LOCAL RES
199-00-5711.00-000 6 0000	TAXES-CURRENT YEAR LEVY	199-00-5711.00-000 7 0000	TAXES-CURRENT YEAR LEVY
199-00-5711.01-000 6 0000	TAXES DELQ CY	199-00-5711.01-000 7 0000	TAXES DELQ CY
199-00-5712.00-000 6 0000	TAXES - PRIOR YEARS	199-00-5712.00-000 7 0000	TAXES - PRIOR YEARS
199-00-5719.00-000 6 0000	PENALTY, INT, & OTHER TAX REV	199-00-5719.00-000 7 0000	PENALTY, INT, & OTHER TAX REV
199-00-5739.00-000 6 0000	TUITION	199-00-5739.00-000 7 0000	TUITION
199-00-5742.00-000 6 0000	TIME/NOW ACCOUNTS	199-00-5742.00-000 7 0000	TIME/NOW ACCOUNTS
199-00-5743.00-000 6 0000	RENT	199-00-5743.00-000 7 0000	RENT
199-00-5744.00-000 6 0000	GIFTS & REQUESTS	199-00-5744.00-000 7 0000	GIFTS & REQUESTS
199-00-5744.22-000 6 0000	AB GILBERT DONATION	199-00-5744.22-000 7 0000	AB GILBERT DONATION
199-00-5744.24-000 6 0000	UNITED WAY SCHOLARSHIP	199-00-5744.24-000 7 0000	UNITED WAY SCHOLARSHIP DONATIO
199-00-5745.00-000 6 0000	INSURANCE RECOVERY	199-00-5745.00-000 7 0000	INSURANCE RECOVERY
199-00-5749.00-000 6 0000	LOCAL REVENUE	199-00-5749.00-000 7 0000	LOCAL REVENUE
199-00-5749.00-000 6 0001	COKE INCOME	199-00-5749.00-000 7 0001	COKE INCOME
199-00-5749.00-000 6 0002	CHILD CARE PAYMENTS	199-00-5749.00-000 7 0002	CHILD CARE PAYMENTS
199-00-5749.00-000 6 0003	RW MILLER SCHOLARSHIP	199-00-5749.00-000 7 0003	RW MILLER SCHOLARSHIP
199-00-5749.01-000 6 0000	CAS SAFETY AWARD SCHOLARSHIP	199-00-5749.01-000 7 0000	CAS SAFETY AWARD SCHOLARSHIP
199-00-5749.01-000 6 0001	UNITED WAY SCHOLARSHIP	199-00-5749.01-000 7 0001	UNITED WAY SCHOLARSHIP

Click **Process** to process the changes. You are prompted to create a [backup](#). Otherwise, click **Cancel** to cancel processing.

Use the [Budget > Maintenance > Budget Data > Recommended](#) tab to verify that all FY 6 were changed to FY 7. If others exist, keep in mind that this step only changed FY 6 to FY 7.



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