



Update the fiscal year

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


Update the account code fiscal years to the new fiscal year (e.g., update fiscal year 1 to 2).

The screenshot shows the 'Mask Crosswalk' interface. At the top, there are 'Reset' and 'Execute' buttons. A black arrow points to the 'Execute' button. Below the buttons, there are two input fields: 'From Mask' and 'To Mask'. The 'From Mask' field contains 'XXX-XX-XXXX.XX-XX-6XXXX' and the 'To Mask' field contains 'XXX-XX-XXXX.XX-XX-7XXXX'. To the right of these fields, there is an 'Object Description' section with two radio buttons: 'Existing Code Description from Budget' (selected) and 'New Object Description from Object Table'. Below this, there is an 'Options' section with four checkboxes: 'Update Payroll Distributions', 'Update EOY Accrual Data', 'Update NY Payroll Budget', and 'Update PMIS Forecast Distribution', all of which are unchecked.

- 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](#).



Date Run: Mask Crosswalk Report
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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	70-0000	TIME/NOW ACCOUNTS
163-00-5749.00-000	6-0000	OTHER RESOURCES FROM LOCAL	163-00-5749.00-000	70-0000	OTHER RESOURCES FROM LOCAL RES
199-00-5711.00-000	6-0000	TAXES-CURRENT YEAR LEVY	199-00-5711.00-000	70-0000	TAXES-CURRENT YEAR LEVY
199-00-5711.01-000	6-0000	TAXES DELQ CY	199-00-5711.01-000	70-0000	TAXES DELQ CY
199-00-5712.00-000	6-0000	TAXES - PRIOR YEARS	199-00-5712.00-000	70-0000	TAXES - PRIOR YEARS
199-00-5719.00-000	6-0000	PENALTY, INT, & OTHER TAX REV	199-00-5719.00-000	70-0000	PENALTY, INT, & OTHER TAX REV
199-00-5739.00-000	6-0000	TUITION	199-00-5739.00-000	70-0000	TUITION
199-00-5742.00-000	6-0000	TIME/NOW ACCOUNTS	199-00-5742.00-000	70-0000	TIME/NOW ACCOUNTS
199-00-5743.00-000	6-0000	RENT	199-00-5743.00-000	70-0000	RENT
199-00-5744.00-000	6-0000	GIFTS & REQUESTS	199-00-5744.00-000	70-0000	GIFTS & REQUESTS
199-00-5744.22-000	6-0000	AB GILBERT DONATION	199-00-5744.22-000	70-0000	AB GILBERT DONATION
199-00-5744.24-000	6-0000	UNITED WAY SCHOLARSHIP	199-00-5744.24-000	70-0000	UNITED WAY SCHOLARSHIP DONATIO
199-00-5745.00-000	6-0000	INSURANCE RECOVERY	199-00-5745.00-000	70-0000	INSURANCE RECOVERY
199-00-5749.00-000	6-0000	LOCAL REVENUE	199-00-5749.00-000	70-0000	LOCAL REVENUE
199-00-5749.00-000	6-0001	COKE INCOME	199-00-5749.00-000	70-0001	COKE INCOME
199-00-5749.00-000	6-0002	CHILD CARE PAYMENTS	199-00-5749.00-000	70-0002	CHILD CARE PAYMENTS
199-00-5749.00-000	6-0003	RW MILLER SCHOLARSHIP	199-00-5749.00-000	70-0003	RW MILLER SCHOLARSHIP
199-00-5749.01-000	6-0000	CAS SAFETY AWARD SCHOLARSHIP	199-00-5749.01-000	70-0000	CAS SAFETY AWARD SCHOLARSHIP
199-00-5749.01-000	6-0001	UNITED WAY SCHOLARSHIP	199-00-5749.01-000	70-0001	UNITED WAY SCHOLARSHIP

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



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