



Change Feature

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In the top-right corner of the page, the Change feature allows you to change the file ID, year, accounting period, payroll frequency, and warehouse ID. This feature is only available if you are logged on to the following applications:

- Asset Management (file ID)
- Budget (file ID)
- Finance (year and accounting period)
- Human Resources (year and frequency)
- Warehouse (warehouse ID)

Depending on the application to which you are logged on, click **Change** to enable the applicable change fields.



Depending on the application, the drop-down field(s) are enabled. Click  to view a list of the applicable years, file IDs, accounting periods, or payroll frequencies. Select the desired option(s) and click **Apply**. The application data changes to match your selection.



Click **Cancel** to cancel the changes.

The **County/District #** field displays the county district number to which you are logged on. To change this number, you must logout and log back in with a different number.



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