



(If applicable) Address due to funds for credit cards

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Log on to file ID C.

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This tab is used to determine the new fiscal year for any new entries that are created using existing credit card transactions.

Retrieve a starting fund:

Field	Description
Starting Fund	Type the starting fund from which you want to retrieve data. Click Retrieve . A list of fund codes equal to and greater than the entered starting fund is displayed.

Add a fund:

Fund	Type a fund from which the credit card transaction was created.
To Fiscal Year	Type the fiscal year to which the new transactions created from the Fund field will be posted.
Description	Type a user-defined description for the due to fund. The field can be a maximum of 30 alphanumeric characters.

Click **Save**.



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