



Verify/update Finance options

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Finance > Tables > District Finance Options

Update the district finance options for the new fiscal year.

Tables > District Finance Options

Save

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Finance Options

Current Finance Fiscal Year: 1

School Year: 2020-2021

Previous Year File ID: 0

District Federal ID Number: 99-9999999

Starting Accounting Period: 09 Or, 07

Under **Finance Options**, update the following fields:

- **Current Finance Fiscal Year**
- **School Year**
- **Previous Year File ID**

In the **Starting Accounting Period** field, type 07 for early start fiscal year LEAs or 09 for standard start fiscal year LEAs.

Note: If applicable, update the **Student Activity Fund/Year** field.

Student Activity Fund

Fund / Fiscal Year: 865 1

Use Subj/Org for All Offset Accounts:

Use Finance Clearing Fund:

Finance > Tables > District Finance Options > Clearing Fund Maintenance

Update the **Finance** and **Payroll Clearing Fund/Fiscal Year** fields. Be sure to verify your offset accounts for the new fiscal year.

Verify that the data is accurate for the new fiscal year and update the fields as needed.



IMPORTANT: Some LEAs may have old data for fiscal year 6; therefore, **it is required** to complete the following steps to ensure that you are creating a new fiscal year 6 record.

In the **Codes for Fiscal Year** field, select 6 and click **Retrieve**. If data exists for fiscal year 6, it is displayed.

Click **Delete**. The following message is displayed.

- Click **Yes** to continue.
- Click **Save** to save the changes.
- Click **Add** to create the 6 fiscal year record and complete the following fields:
 - In the **Finance Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 164/6, 864/6, etc.) according to your LEA.
 - In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/6, 863/6, etc.) according to your LEA.

Review and complete the other fields on the page as needed.

The fiscal year value is automatically populated in the **Overpayment Account** field.

Click **Save**.

Review the fields under **Payroll Automatic Posting Defaults** to ensure that all fields are correctly

populated.



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