



# updatefinanceoptionsclearingfundmaintenance



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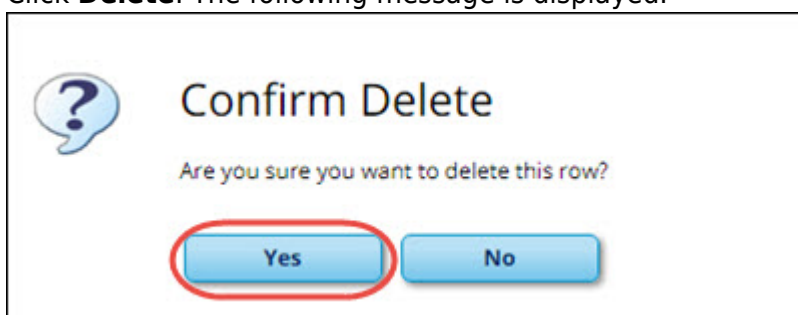
## Finance &gt; Tables &gt; District Finance Options &gt; Clearing Fund Maintenance

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

The screenshot displays the 'Clearing Fund Maintenance' interface. At the top, there is a 'Save' button and a 'SessionTimer: 59 min and 46 sec' indicator. The main navigation tabs are 'Finance Options', 'Accounting Periods', and 'Clearing Fund Maintenance'. Below the tabs, there is a 'Codes for Fiscal Year' dropdown menu set to '1', and buttons for 'Retrieve', 'Add', 'Delete', and 'Print'. Two input fields are highlighted with red circles: 'Finance Clearing Fund / Fiscal Year: 164 / 1' and 'Payroll Clearing Fund / Fiscal Year: 163 / 1'. Below these are two panels: 'Finance Automatic Posting Defaults' and 'Payroll Automatic Posting Defaults'. The 'Finance Automatic Posting Defaults' panel includes fields for Cash Account (1110.00), Payable Account (2110.00), Accounts Receivable (.), Overpayment Account (.), Due To (2171.99), Reserve for Encumbrance (4310.00), Requisition Offset (4310.01), Reserve for WH Encumbrance (4310.99), Restock Offset (4310.02), and Warehouse Offset (4310.03). The 'Payroll Automatic Posting Defaults' panel includes fields for Cash Account (1110.00), Accrued Wages (2161.00), Accrued Federal Grant Deposit (2211.11), Accrued Federal Grant Care (2211.12), Accrued Employer FICA/Medicare (2211.14), Accrued Employer Unemployment Tax (2211.15), Accrued Health Insurance Contribution (2211.16), Accrued Employer 457 Contribution (2211.17), Accrued Employer Annuity Contribution (2211.18), Accrued Employer TRS Care Contribution (2211.19), Accrued Employer Dependent Care (2211.20), and Accrued Employer Miscellaneous Deduction Contribution (2211.21).

Some LEAs may have old data for fiscal year 0; therefore, it is recommended to complete the following steps to ensure that you are creating a new fiscal year 0 record.

- In the **Codes for Fiscal Year** field, select 0 and click **Retrieve**. If data exists for fiscal year 0, 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 0 fiscal year record and complete the following fields:
  - In the **Finance Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 164/0, 864/0, etc.) according to your LEA.
  - In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/0,

863/0, 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**.



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