

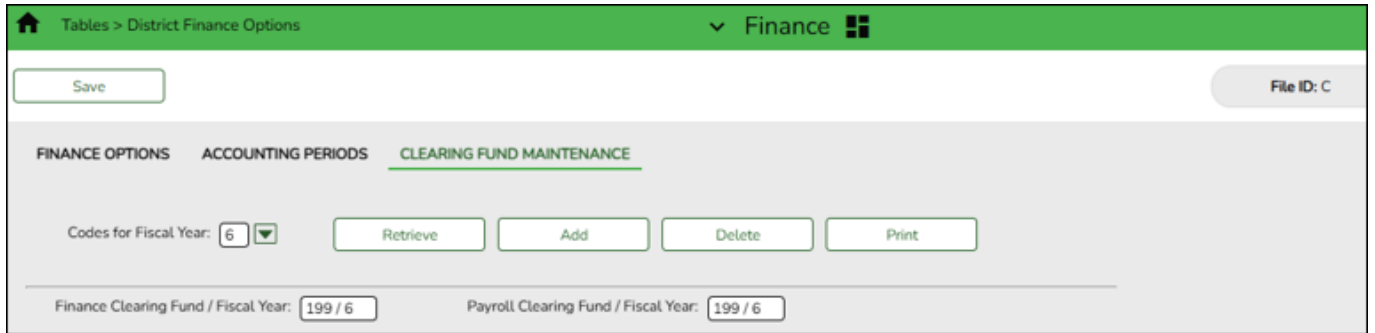


updatefinanceoptionsclearingfundmaintenance


Table of Contents

Finance > Tables > District Finance Options > Clearing Fund Maintenance

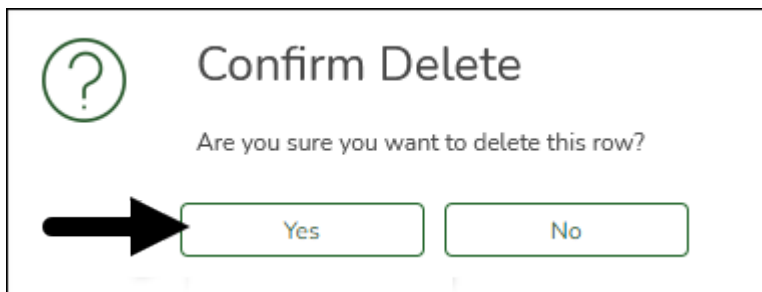
Update the **Finance** and **Payroll Clearing Fund/Fiscal Year** fields. Be sure to verify your offset accounts for the new fiscal year.



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 5; therefore, **it is required** to complete the following steps to ensure that you are creating a new fiscal year 5 record.

- In the **Codes for Fiscal Year** field, select 5 and click **Retrieve**. If data exists for fiscal year 5, 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 5 fiscal year record and complete the following fields:
 - In the **Finance Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 164/5, 864/5, etc.) according to your LEA.
 - In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/5, 863/5, 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**.



Back Cover