



# updatefiscalyearbyfund



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page is used to select funds that need an updated fiscal year. When updating the fiscal year by fund, ensure the payroll frequency matches that of the logged-on payroll frequency. To update the fiscal year for another payroll frequency (e.g., E - Semimonthly NYR), you must change to that payroll frequency using the Change Payroll Frequency dialog box.

Position distribution records will be updated based on the logged-on pay frequency. For example:

If you are logged on to a current year pay frequency, current year position management distribution records are incremented for selected funds.

If logged on to a next year pay frequency, forecast position management records are incremented for selected funds.

**Note:** Create an export using Export PMIS Tables prior to using this utility.

## Update the fiscal year:

Under **Increment Fiscal Year by 1:**

Select **Increment** to increment the fiscal year by one. If **Increment** is not selected, the fiscal year is not incremented.

The **Fund/Year** field is display only and indicates the fund/fiscal year that can be incremented.

**Note:** The new fund/fiscal year must exist in the current year or Budget of next year.

Click **Retrieve** to reset all rows with Increment selected to the default setting (e.g., clear the check boxes). If you click **Retrieve**, any unprocessed changes are lost.

Click **Execute** to start the update process.

[Create a backup.](#)

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.

Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.



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