



**(OBSOLETE) Fund Close 1XXX-4XXX -
FIN6500**

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(OBSOLETE) This page is used to close balance sheet accounts (classes 1, 2, 3 and 4). If your records still show deferred checks, this procedure does not allow closing those funds. An error message is displayed to warn of this situation.

Close funds 1XXX-4XXX:

JV Number	The field is set to 999999 by default, but you can type another journal voucher number. This is a required field. If a duplicate journal voucher number other than 999999 is entered, an error message is displayed.
Transaction Date	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.

Under **Fund/Yrs Available**, select the file IDs to move to the **Fund/Yrs to Close** column using the following buttons:

-  - Click to move selected entries from the left side to the right side of the page.
-  - Click to move all entries from the left side to the right side of the page.
-  - Click to move selected entries from the right side to the left side of the page.
-  - Click to move all entries from the right side to the left side of the page.

Execute	<p>Click to execute the process. A message is displayed prompting you create a backup.</p> <ul style="list-style-type: none"> • Click Yes to perform a system backup. Otherwise, click No to not perform a system backup and continue the process. • The Export File Name field is display only. • Click Execute to continue the export. Otherwise, click Cancel to close the page without completing the task. • A message is displayed indicating that you are about to export tables and confirming that you want to continue. Click Yes to continue the export. Otherwise, click No to cancel the export. <ul style="list-style-type: none"> ◦ Type a password for the exported file, and then click OK. The File Download page is displayed. ◦ Click Save to save the file. A Save As dialog box is displayed. ◦ In the Save in field, click  to navigate to the appropriate folder. ◦ In the File name field, the file name is set to dbccddd_mmddyyyy_fin.rsfl, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file. ◦ Click Save. Otherwise, click Cancel to close the Save As dialog box without saving the file.
Process	Click to continue the process and accept the changes. A message is displayed indicating that the process was completed successfully. Click OK .
Cancel	Click to return to the Fund Close 5XXX-8XXX page without making changes.



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