Updating the Fiscal Year in your Profile

Click on your profile in the upper right corner of the application

Once in the Profile, click “Default User Settings” and then select “Custom Field and Accounting Code Defaults”

Click the tab “Account Code Assignments” and then click the “edit” button next to Fiscal YR-SUNY

Make sure “S” is selected in the Account Source Dropdown menu, and then click “Create New Value”

Select the current FY from the list (click the checkbox) and then select Add Value(s). The * asterisk will denote default yr.