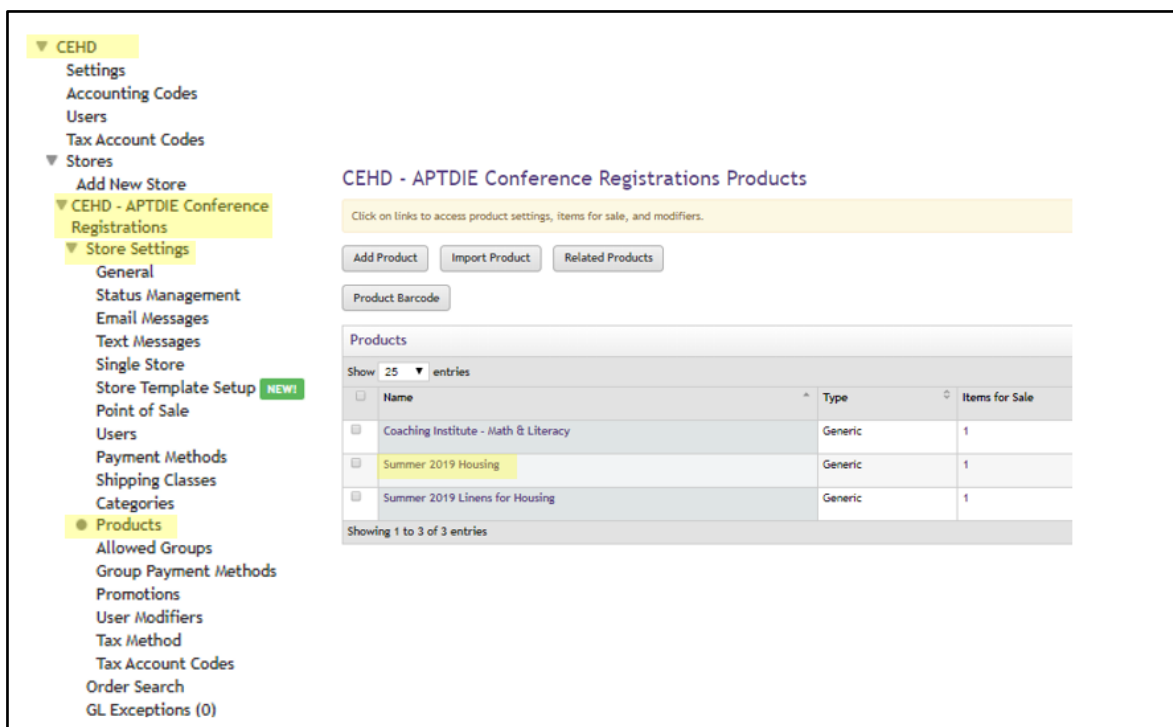# Work Steps to Transition FY End Detail Codes
to Revenue Detail Codes

As a reminder, it is up to the department to ensure the correct detail code is being used for each product. As such, **the department is responsible for switching the detail code from deferred revenue to revenue as soon as possible after June 30 of each year**. If the department does not complete this transition a JV must be prepared to move the transaction(s) to the correct account code.

Generally, payments collected prior to June 30 for a course being offered after June 30 are considered deferred revenue and payments collected after June 30 are considered revenue. If you have questions about whether a payment should be recorded as deferred or revenue, please contact Fiscal Services.

Manually update detail codes
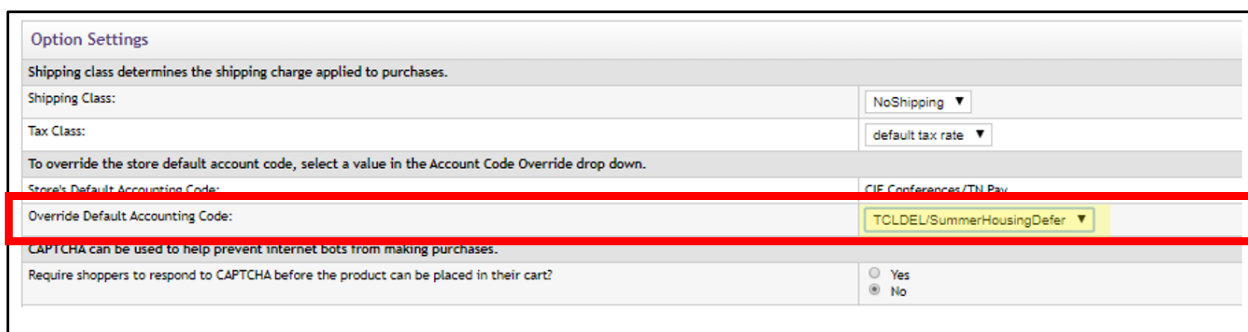
1. Log into Marketplace and go to > uStore > Store Settings > Products

2. Scroll down the page to locate Override Default Account Code. Select the correct revenue detail code from the drop down list.
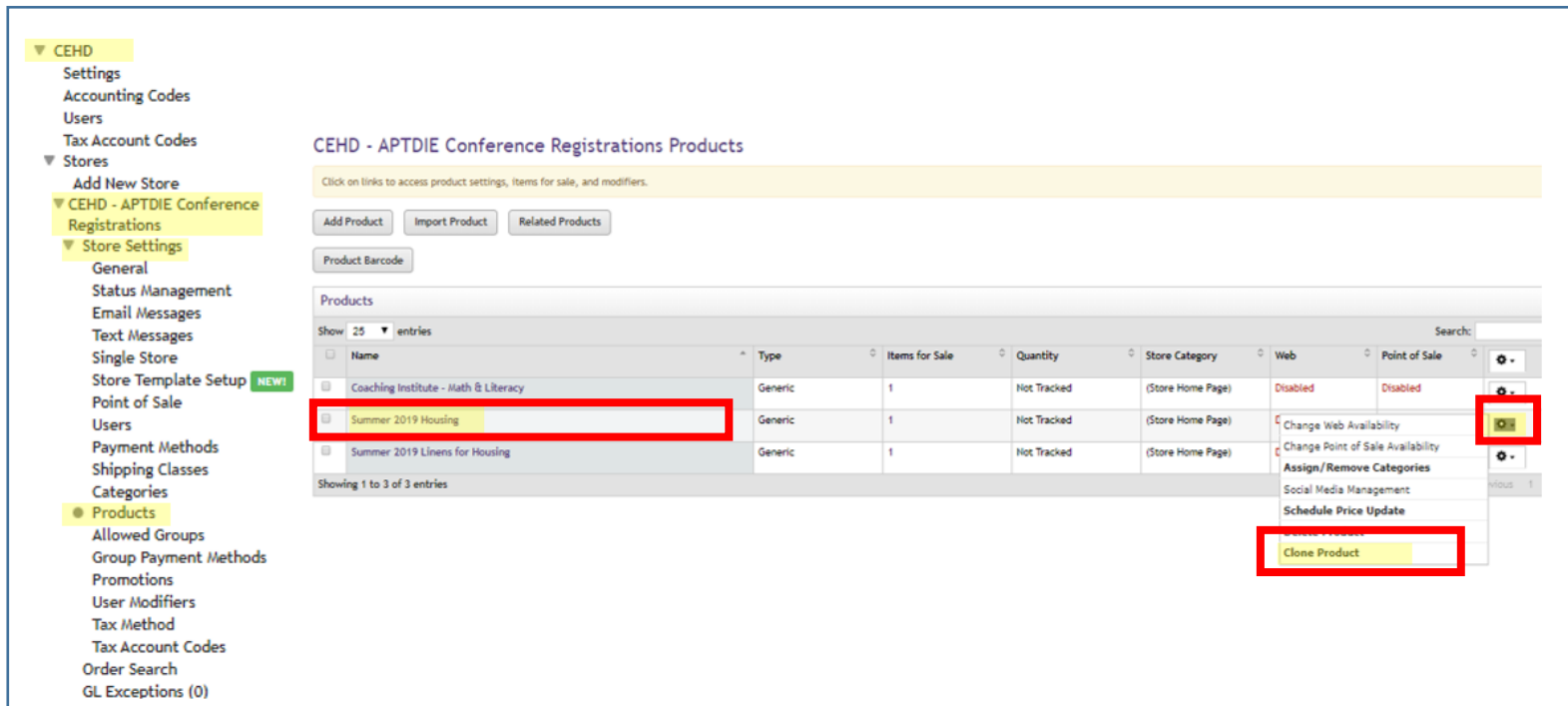
3. Don't forget to SAVE! Repeat these steps for each Product whose detail code needs to be updated.

Automated Process to Update Detail Codes

1. Log into Marketplace and go to > uStore > Store Settings > Products
2. Create a duplicate of your current product by selecting the "Clone Product" option in the gear drop down to the right of your product. Alter the name of the cloned product slightly to keep track of the products and select the alternate detail code (deferred) you wish for this product and time period.
   a. There will be two products; one with the deferred detail, the other with the detail code for the new FY.

3. Select the OLD product > General Settings > Web Status > Select Manage Status

4. Enter the desired New Status (Disabled), the Update Status Date: 6/30/yyyy and the Update Status Hour: 23 (11:00PM). Don't forget to Save Schedule!

5. Do the same for each newly cloned product BUT use the Web Status (Enable), Update Status Date: 07/01/yyyy and the Update Status Hour: 00 (Midnight). Don't forget to Save Schedule!

6. The deferred revenue products should then be set to automatically disable on June 30 and the current year revenue products will be set to automatically enable on 1 July. This procedure should lead to the minimum number of adjustments to move revenue into a correct fiscal year.