

Archive Past Financial Years

Huge ERP supports an unlimited number of financial years and can store an unlimited volume of data. When system performance begins to slow due to the amount of stored information, older financial years can be archived to improve speed and efficiency.

A financial year cannot be archived unless the preceding year has already been archived, and you will not be able to archive any year that has not been fully closed off and blocked.

Configuration > Administration > Financial Year Setup

The screenshot shows the 'Financial Periods' configuration screen. The left sidebar has a red box around 'System Configuration' and 'Administration', and a red box around 'Financial Periods Setup'. The main area shows a table of financial years. The table has columns: #, Name, Start Date, End Date, Financial Blocked, and Archived. The table shows years from 2019 to 2026, with 'Year 8' (2025-04-01 to 2026-03-31) highlighted in orange.

#	Name	Start Date	End Date	Financial Blocked	Archived
1	Year 8	2025-04-01	2026-03-31	☐	☐
2	Year 7	2024-04-01	2025-03-31	☐	☐
3	FY 2024	2023-04-01	2024-03-31	☐	☐
4	FY 2023	2022-04-01	2023-03-31	☐	☐
5	FY 2022	2021-04-01	2022-03-31	☐	☐
6	FY 2021	2020-04-01	2021-03-31	☐	☐
7	FY 2020	2019-04-01	2020-03-31	☐	☐
8	FY 2019	2018-04-01	2019-03-31	☒	☐

To archive a financial year:

1. **Configuration > Administration > Financial Year Setup**
2. **Highlight the financial year** you want to archive.
3. At the top of the grid, **click Functions**.
4. Select **Archive Year**.

Financial Periods

Years Periods

Add
 Create New Year
 Edit
 Delete
 Block Financial Year
 Functions

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#	Name	Start Date	End Date	Financial Blo
1	Year 8	2025-04-01	2026-03-31	
2	Year 7	2024-04-01	2025-03-31	
3	FY 2024	2023-04-01	2024-03-31	
4	FY 2023	2022-04-01	2023-03-31	
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8	FY 2019	2018-04-01	2019-03-31	

Functions

- Recreate Periods
- Unblock Financial Year
- Block Fixed Asset Year
- Archive Year**

When you click on archive year you can run an Unallocated Report before processing the Archive.

Archive Year

Year: FY 2019

Transaction Status:

Process
 Close
 Unallocated Report

Revision #4

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