

Financial Periods Setup

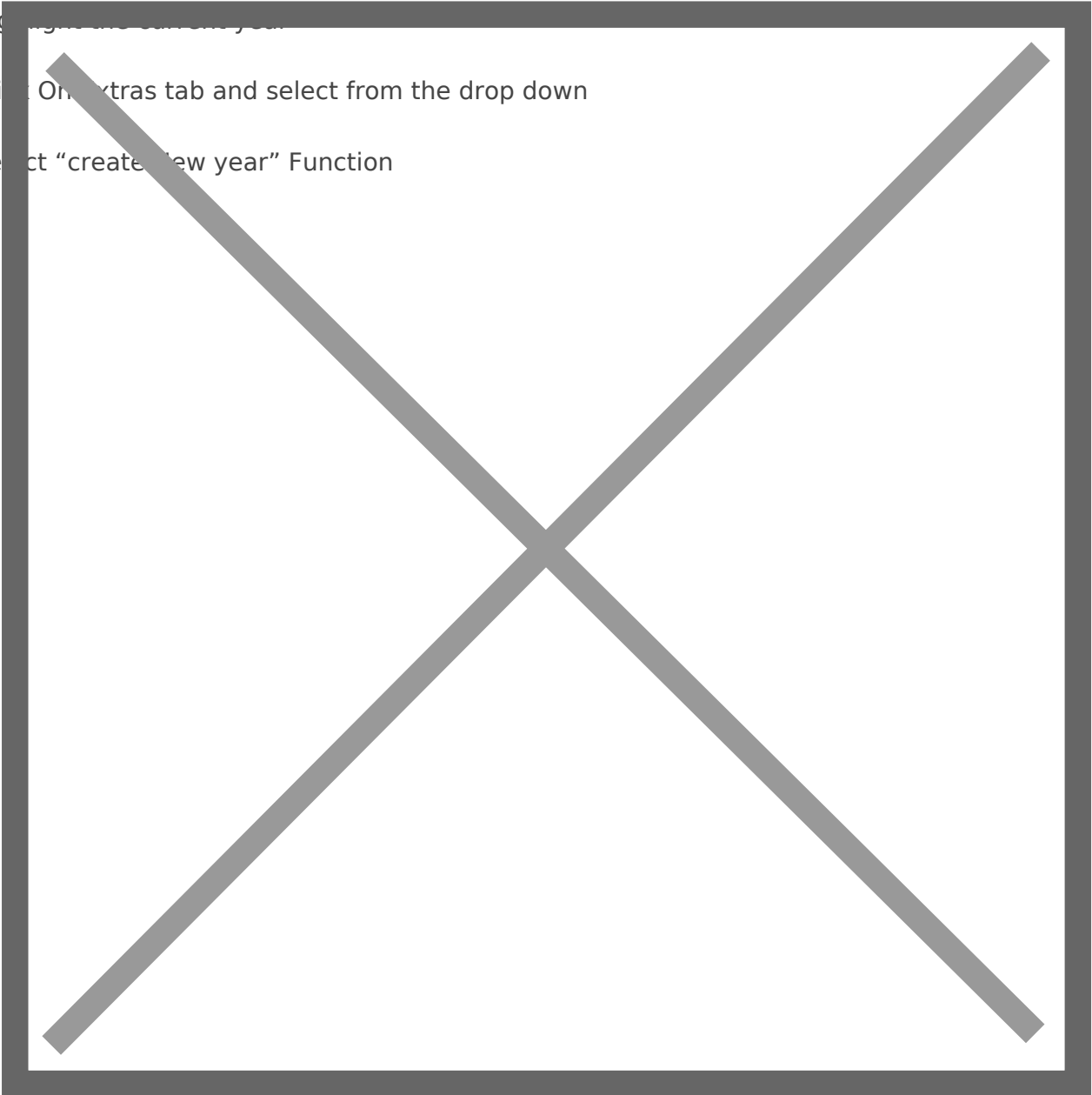
Video training manual 2016 - [Click Here](#)

Systems Configuration > Administration> Financial Periods Setup

Highlight the current year

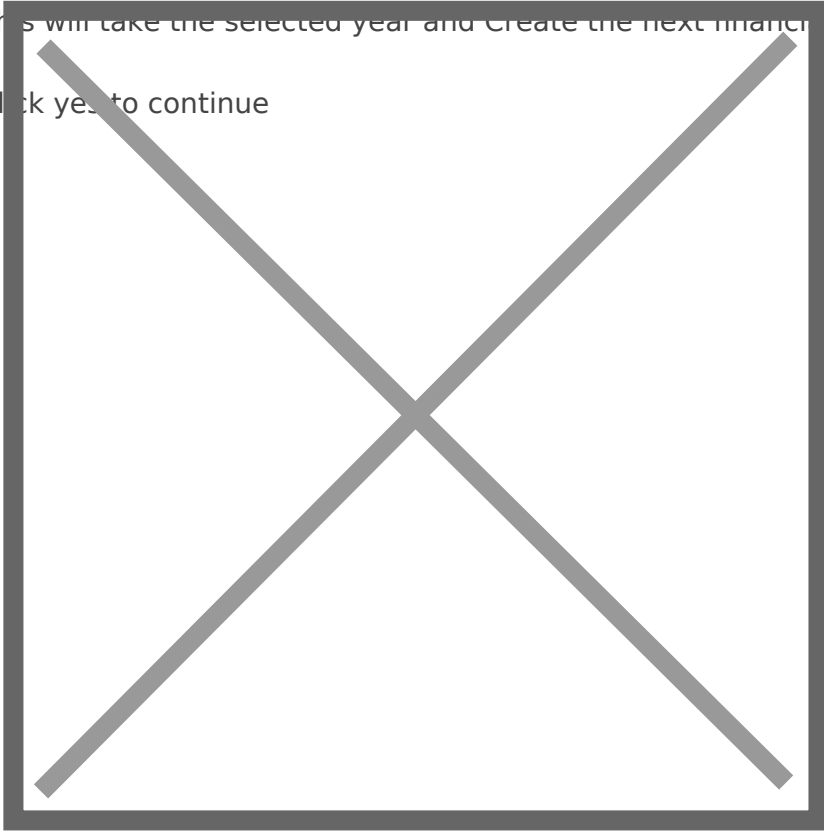
Click on Extras tab and select from the drop down

Select "create new year" Function

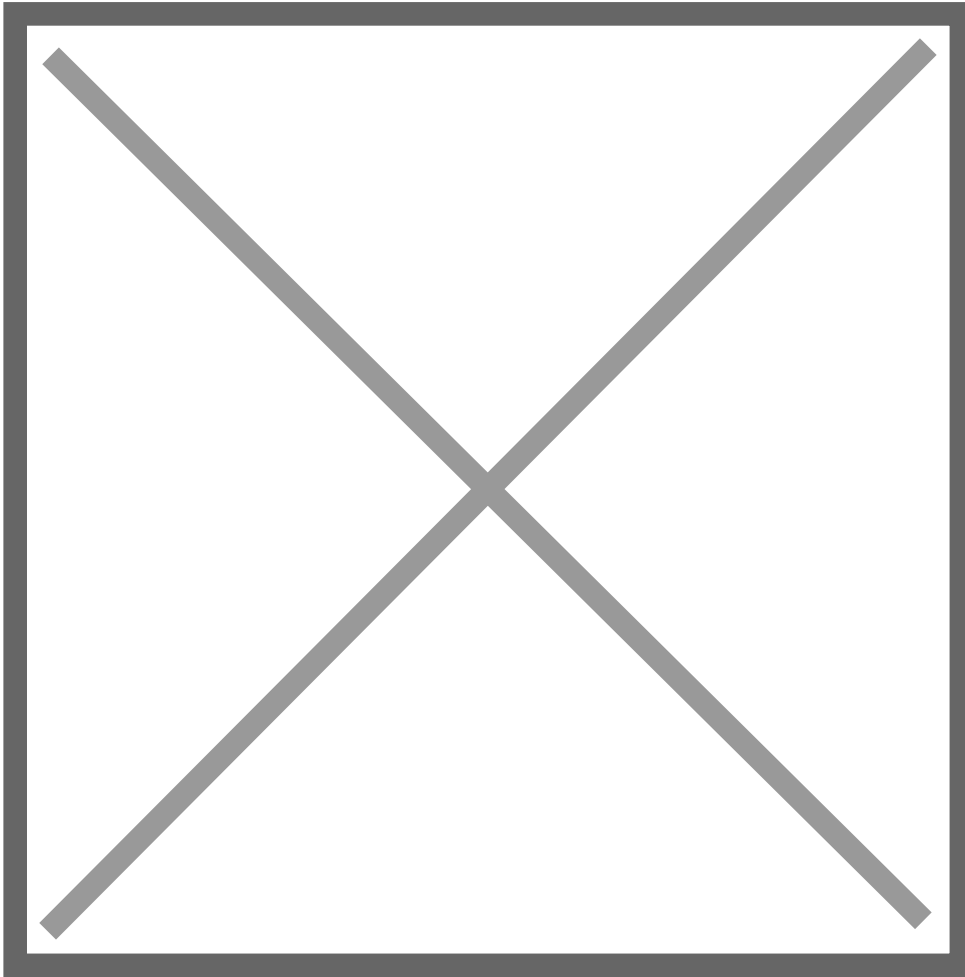


This will take the selected year and create the next financial year period.

Click yes to continue



Enter the End date of the next financial year



Amend The Name Of the created new year to reflect the changes.

Rename the description

Next Select the Periods Tab

And amend the Name column to match the dates.

When that process is done save and close and you are ready to post to the new financial year and months.

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