

Recreate Financial Periods Setup

Systems Configuration > Administration> Financial Periods Setup

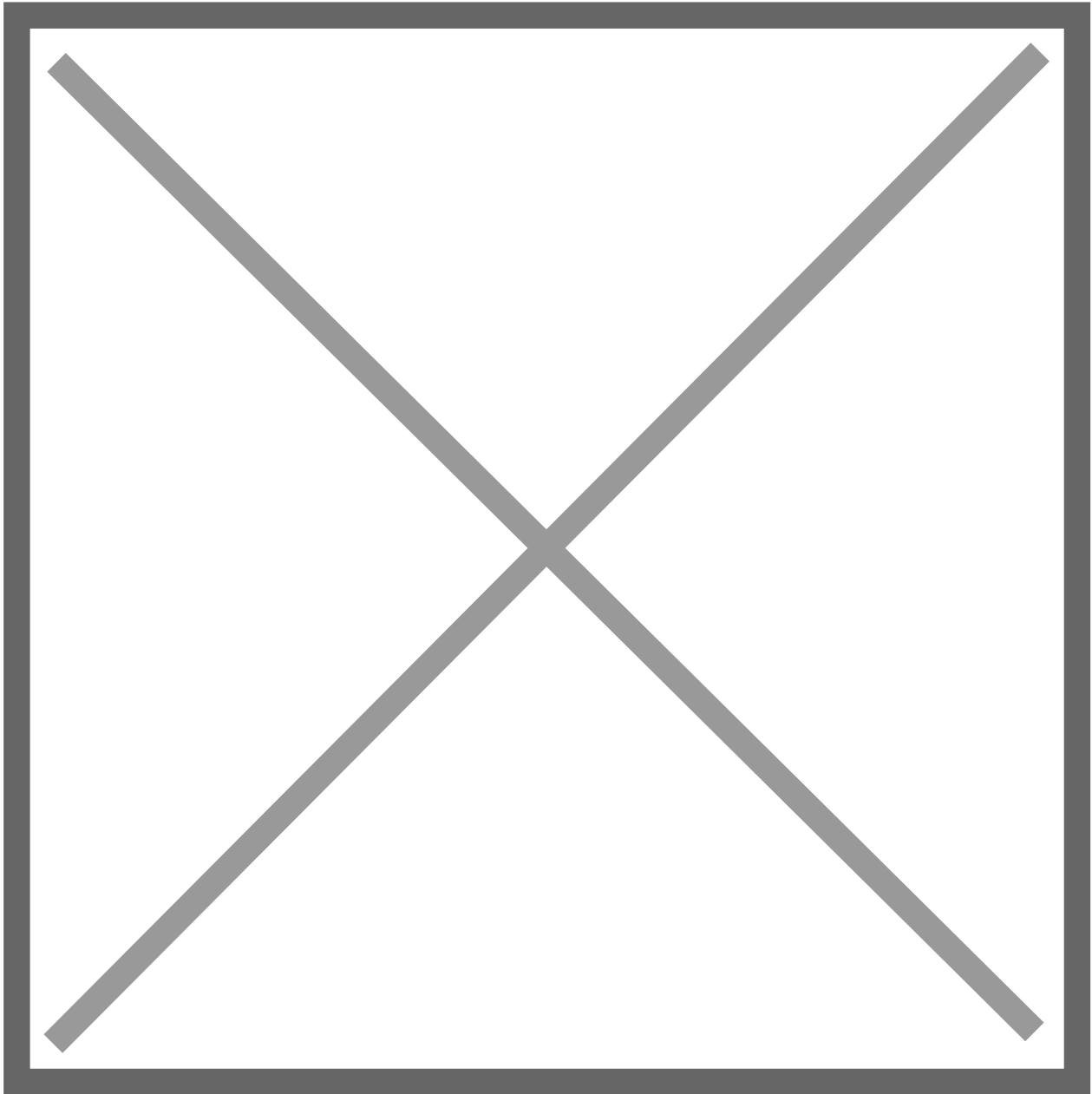
Before you run this utility, ensure that you are a financial supervisor right activated.

otherwise, you will not be allowed to continue.

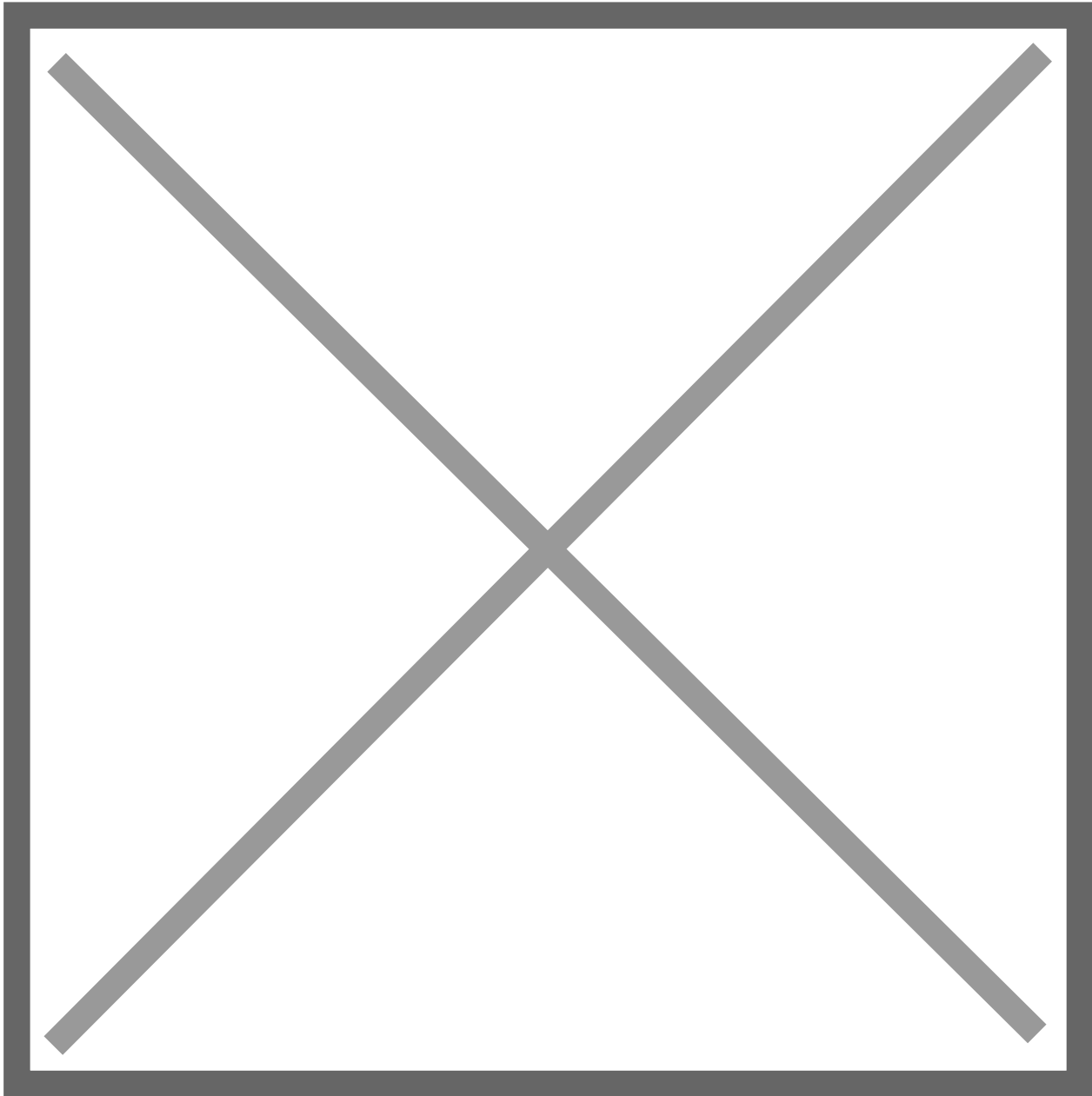
Click On Extras tab and select from the drop down.

Select "Recreate Periods" Function

This function is usually done before you start your company.



Message will come up to ask if you are going to recreate new financial years.



Select the first date of the new financial year.

New financial years has been created.

For the periods to take effect, log out of system and then back in

Click OK to run Utility to recalculate.

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