

How To Create Fiscal Year









Here are the steps on how to create Fiscal Year:

1. From **General Ledger** menu, select **Fiscal Year** to open the **Fiscal Year** search screen.
2. Click **New** toolbar button to start adding new fiscal year.
3. Fill in required fields such as **Fiscal Year Name**, **Start Date** and **End Date**.
4. Click combo box button of the **Retained Earnings** field to open the combo box. Select retained earnings account from the list. The retained earnings account will serve as the account that all revenue and expense activity closes in to at the end of the fiscal time period.
5. Click on **Add** action button to add periods and corresponding **Start Date** and **End Date**. Do this step over and over again to complete the 12 or 13 periods needed to save the record.
6. Click **Save** toolbar button to save the fiscal year setup. This will also be synced to **Origin** fiscal year.

[illegible]

glfypm Fiscal Year Period/Date Maintenance

File Records User Manual

Fiscal Year	Period	Begin Date	End Date
2013	01 ?	01012013	01312013
	02 ?	02012013	02282013
	03 ?	03012013	03312013
	04 ?	04012013	04302013
	05 ?	05012013	05312013
	06 ?	06012013	06302013
	07 ?	07012013	07312013
	08 ?	08012013	08312013
	09 ?	09012013	09302013
	10 ?	10012013	10312013
	11 ?	11012013	11302013
	12 ?	12012013	12312013

☐ Year is Closed

Updt by 00/00/00