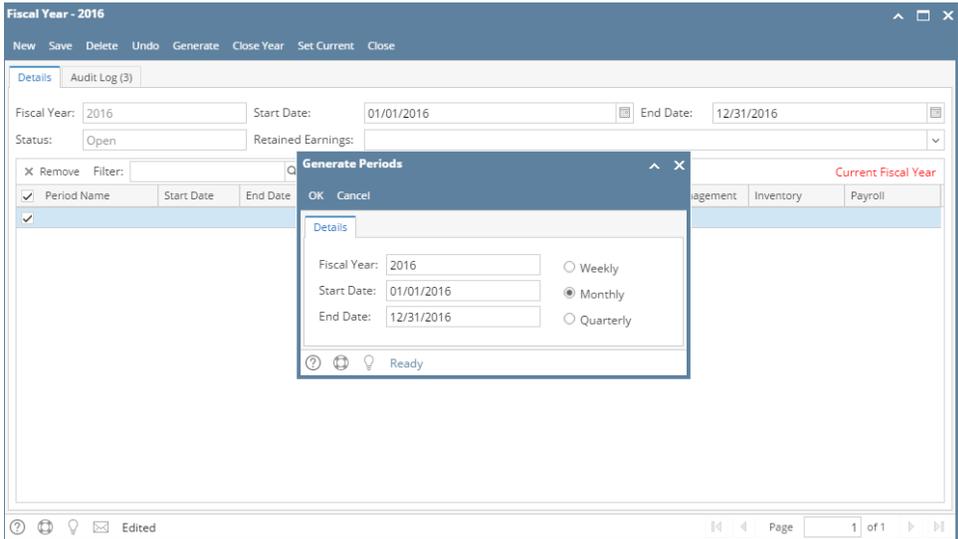


How To Generate Fiscal Year Periods

Here are the steps on how to create Fiscal Year:

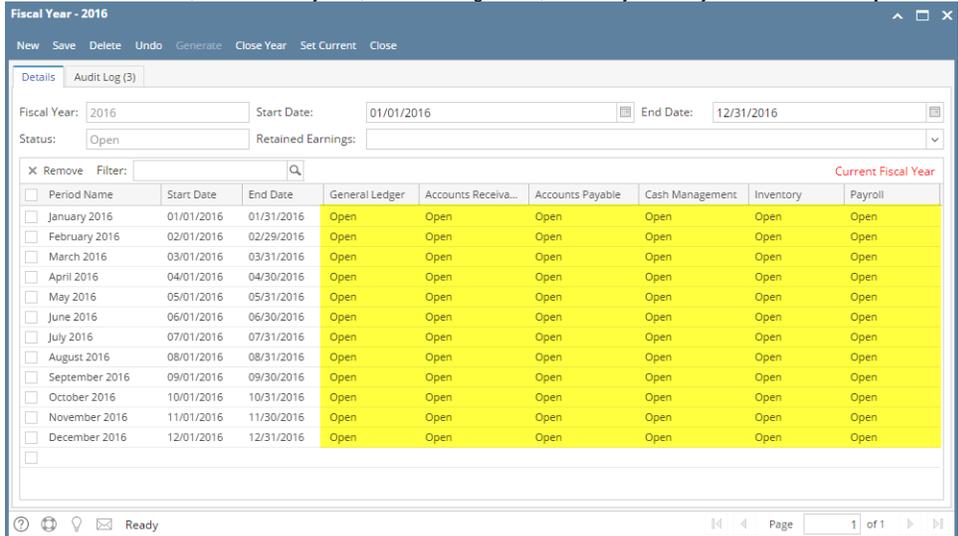
1. From **General Ledger** menu, select **Fiscal Year** to open the **Fiscal Year** search screen.
2. Click **New** toolbar button to start adding new fiscal year.
3. Fill in required fields such as **Fiscal Year Name**, **Start Date** and **End Date**.
4. Click combo box button of the **Retained Earnings** field to open the combo box. Select retained earnings account from the list.
5. Once start and end date is entered, click **Generate** toolbar button to open **Generate Period** screen. This displays the Fiscal Year Name, Start Date and End Date you entered on Fiscal Year screen.



6. Select the period you want to create.
 - a. **Quarterly** - Four periods will be created for the fiscal year.
 - b. **Monthly** - One period created is equivalent to a month.
 - c. **Weekly** - Will create periods by weekly.

 If Origin Integration is enabled from the Company Preference, the only accepted period is Monthly since Origin requires 12 or 13 periods only per fiscal year.

7. Suppose **Monthly** is selected, click **OK** button to start generating the period.
8. Periods created will be displayed on the grid area. Each period has its Start Date, End Date and **Status**. Upon saving, the General Ledger, Accounts Receivable, Accounts Payable, Cash Management, Inventory and Payroll will be set to **Open** status.



9. Click **Save** toolbar button to save the fiscal year setup. This will also be synced to **Origin** fiscal year.

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