

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.

The screenshot shows the 'Fiscal Year - 2016' window. The 'Details' tab is active, showing fields for Fiscal Year (2016), Start Date (01/01/2016), End Date (12/31/2016), Status (Open), and Retained Earnings. A 'Generate Periods' dialog box is open in the center, also showing the same date range and offering frequency options: Weekly, Monthly (selected), and Quarterly. The dialog has 'OK' and 'Cancel' buttons. The background window has a toolbar with 'New', 'Save', 'Delete', 'Undo', 'Generate', 'Close Year', 'Set Current', and 'Close'.

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.

The screenshot shows the 'Fiscal Year - 2016' window after generating periods. The 'Details' tab is active, and a grid of 12 monthly periods is displayed. Each row represents a month from January to December 2016, with columns for Start Date, End Date, and various account statuses (General Ledger, Accounts Receivable, Accounts Payable, Cash Management, Inventory, Payroll). All statuses are set to 'Open'. The grid has a search bar and a 'Filter' button. The toolbar at the bottom shows 'Ready' and 'Page 1 of 1'.

Period Name	Start Date	End Date	General Ledger	Accounts Receivable	Accounts Payable	Cash Management	Inventory	Payroll
January 2016	01/01/2016	01/31/2016	Open	Open	Open	Open	Open	Open
February 2016	02/01/2016	02/29/2016	Open	Open	Open	Open	Open	Open
March 2016	03/01/2016	03/31/2016	Open	Open	Open	Open	Open	Open
April 2016	04/01/2016	04/30/2016	Open	Open	Open	Open	Open	Open
May 2016	05/01/2016	05/31/2016	Open	Open	Open	Open	Open	Open
June 2016	06/01/2016	06/30/2016	Open	Open	Open	Open	Open	Open
July 2016	07/01/2016	07/31/2016	Open	Open	Open	Open	Open	Open
August 2016	08/01/2016	08/31/2016	Open	Open	Open	Open	Open	Open
September 2016	09/01/2016	09/30/2016	Open	Open	Open	Open	Open	Open
October 2016	10/01/2016	10/31/2016	Open	Open	Open	Open	Open	Open
November 2016	11/01/2016	11/30/2016	Open	Open	Open	Open	Open	Open
December 2016	12/01/2016	12/31/2016	Open	Open	Open	Open	Open	Open

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

gitypm Fiscal Year Period/Date Maintenance

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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