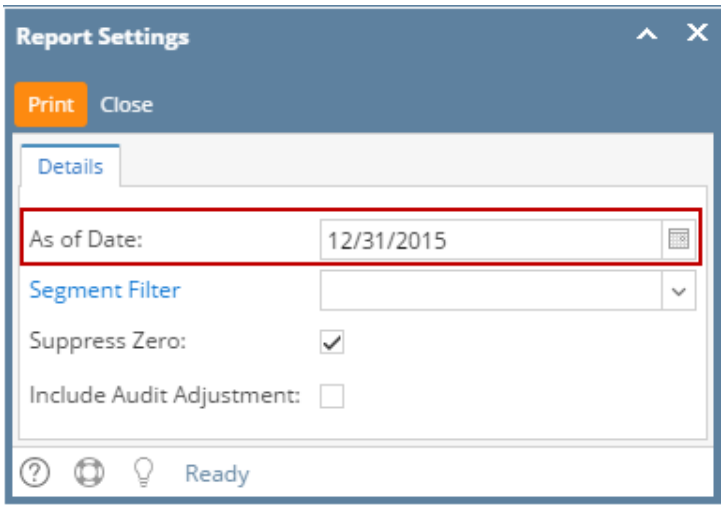
How to Use As Of Date

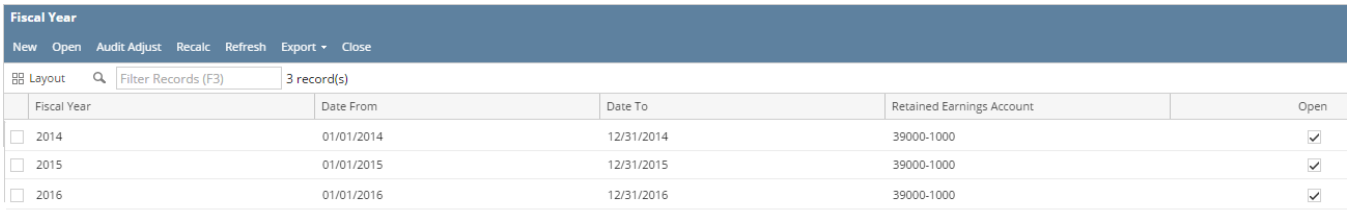
The **As of Date field** in the **Report Settings screen** is used to dynamically dictate the current fiscal year you would like the report to consider without having to modify your Fiscal Year setup or your system date.

> By default, this takes today's date. When this date is changed and you printed a report, the date used is saved and that becomes the default date the next time you open the Report Settings screen.



The following will show you how As of Date works with fiscal year setup.

Say this is the Fiscal Year setup. There are 3 years on this setup and whatever fiscal year the date selected in the Report Settings screen > As of Date field is part of, that will be the current fiscal year.



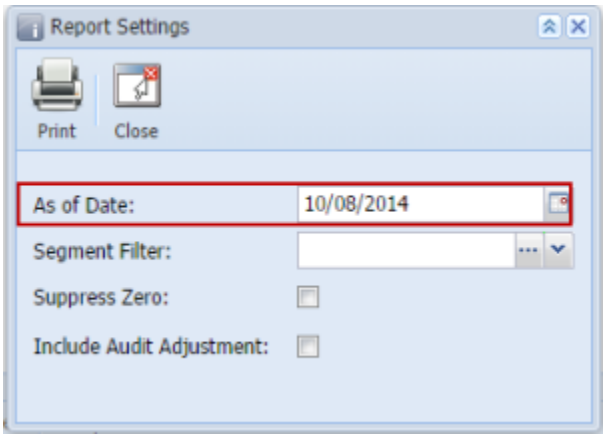
Fiscal Year	Date From	Date To	Retained Earnings Account	Open
2014	01/01/2014	12/31/2014	39000-1000	☑
2015	01/01/2015	12/31/2015	39000-1000	☑
2016	01/01/2016	12/31/2016	39000-1000	☑

Example:

- If the date entered in As of Date field is 3/20/2014, then current fiscal year is 2014.
- If the date entered in As of Date field is 12/31/2015, then current fiscal year is 2015.
- If the date entered in As of Date field is 1/1/2016, then current fiscal year is 2016

The **As of Date field** in the **Report Settings screen** is used to dynamically dictate the current fiscal year you would like the report to consider without having to modify your Fiscal Year setup or your system date.

> By default, this takes today's date. When this date is changed, that date is saved and that becomes the default date. So next time Report Settings screen is opened, that date will be shown.



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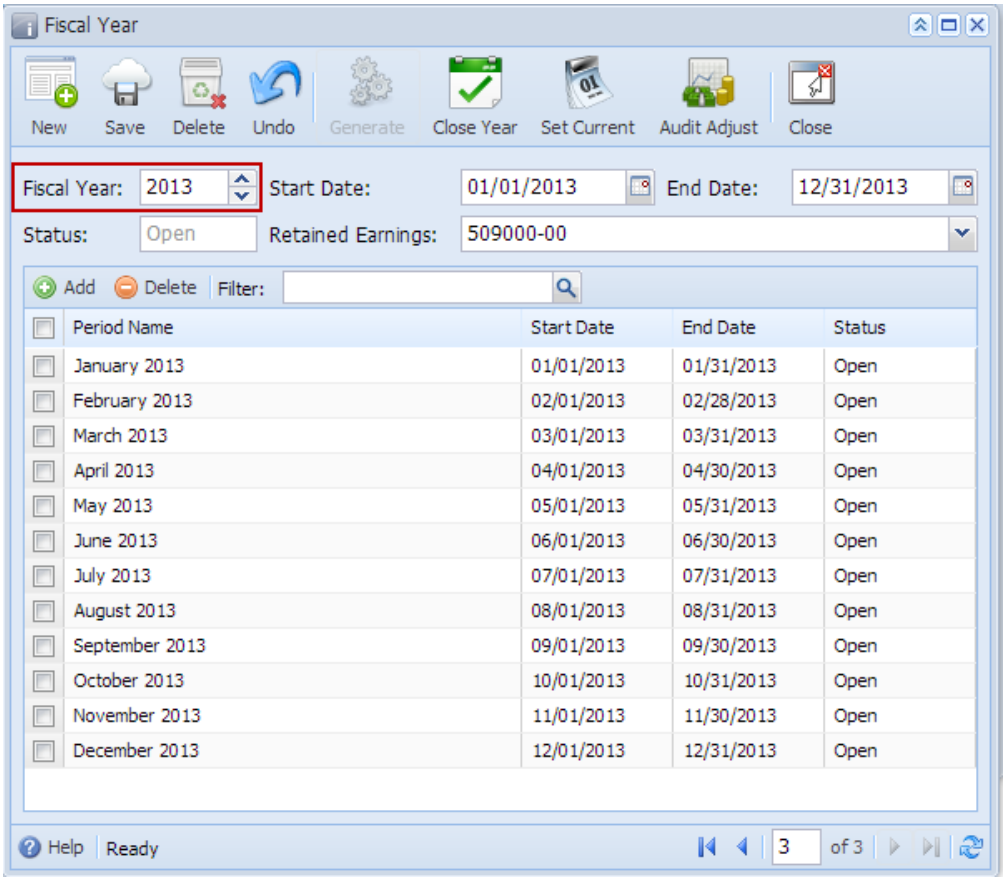
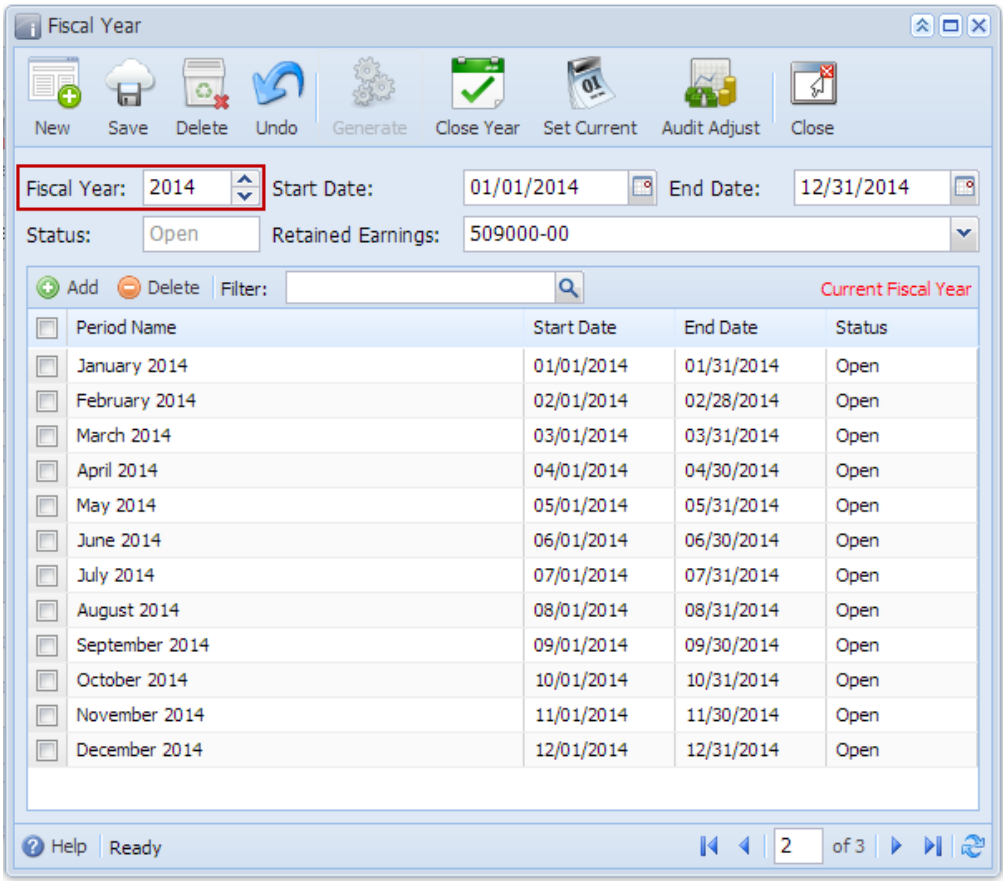
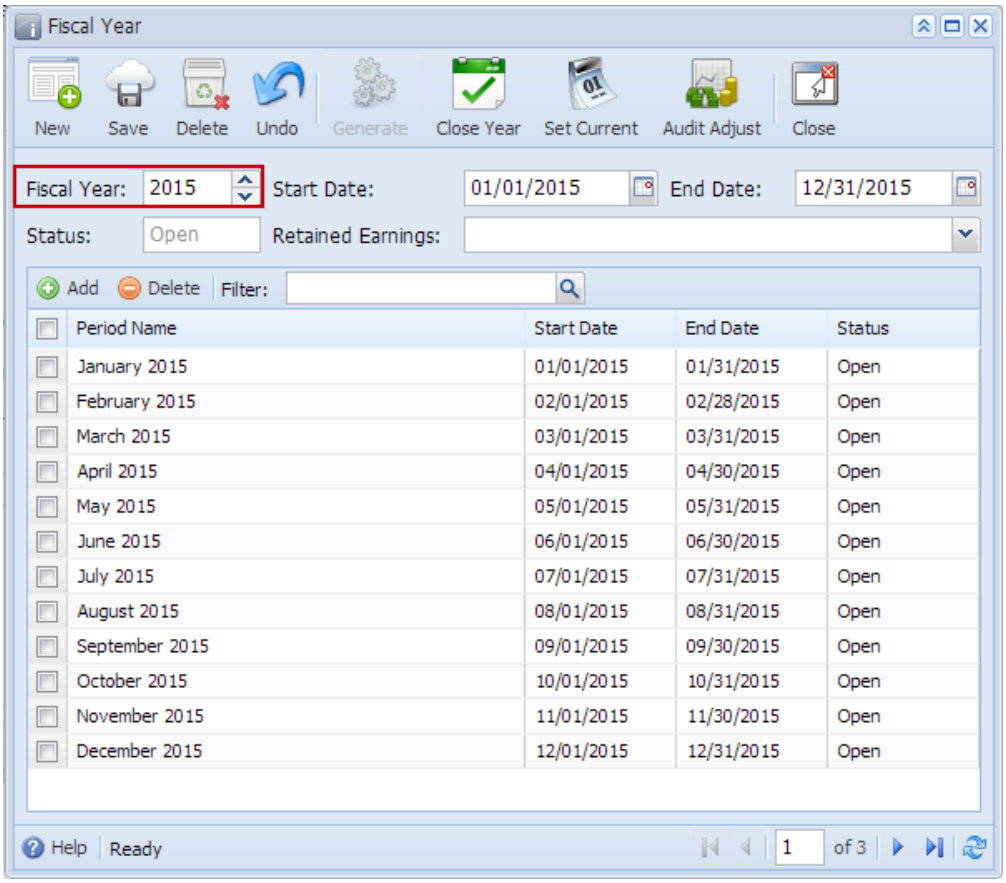



Fiscal Year
New
Save
Delete
Undo
Generate
Close Year
Set Current
Audit Adjust
Close
Fiscal Year: 2014
Start Date: 01/01/2014
End Date: 12/31/2014
Status: Open
Retained Earnings: 509000-00
Add
Delete
Filter:
Current Fiscal Year
Period Name
Start Date
End Date
Status
January 2014 01/01/2014 01/31/2014 Open
February 2014 02/01/2014 02/28/2014 Open
March 2014 03/01/2014 03/31/2014 Open
April 2014 04/01/2014 04/30/2014 Open
May 2014 05/01/2014 05/31/2014 Open
June 2014 06/01/2014 06/30/2014 Open
July 2014 07/01/2014 07/31/2014 Open
August 2014 08/01/2014 08/31/2014 Open
September 2014 09/01/2014 09/30/2014 Open
October 2014 10/01/2014 10/31/2014 Open
November 2014 11/01/2014 11/30/2014 Open
December 2014 12/01/2014 12/31/2014 Open
Help
Ready
2
of 3


Fiscal Year
New
Save
Delete
Undo
Generate
Close Year
Set Current
Audit Adjust
Close
Fiscal Year: 2015
Start Date: 01/01/2015
End Date: 12/31/2015
Status: Open
Retained Earnings:
Add
Delete
Filter:
Period Name
Start Date
End Date
Status
January 2015 01/01/2015 01/31/2015 Open
February 2015 02/01/2015 02/28/2015 Open
March 2015 03/01/2015 03/31/2015 Open
April 2015 04/01/2015 04/30/2015 Open
May 2015 05/01/2015 05/31/2015 Open
June 2015 06/01/2015 06/30/2015 Open
July 2015 07/01/2015 07/31/2015 Open
August 2015 08/01/2015 08/31/2015 Open
September 2015 09/01/2015 09/30/2015 Open
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Help
Ready
1
of 3

Example:

- If the date entered in As of Date field is 3/20/2014, then current fiscal year is 2014.
- If the date entered in As of Date field is 12/31/2013, then current fiscal year is 2013.
- If the date entered in As of Date field is 1/1/2015, then current fiscal year is 2015