


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.

Report Settings

Print

Close

Details

As of Date:12/31/2015

Segment Filter

Suppress Zero:☒

Include Audit Adjustment:☐

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Ready

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					
New Open Audit Adjust Recalc Refresh Export + Close					
Layout Filter Records (F3) 3 record(s)					
	Fiscal Year	Date From	Date To	Retained Earnings Account	Open
<input type="checkbox"/>	2014	01/01/2014	12/31/2014	39000-1000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2015	01/01/2015	12/31/2015	39000-1000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2016	01/01/2016	12/31/2016	39000-1000	<input checked="" type="checkbox"/>

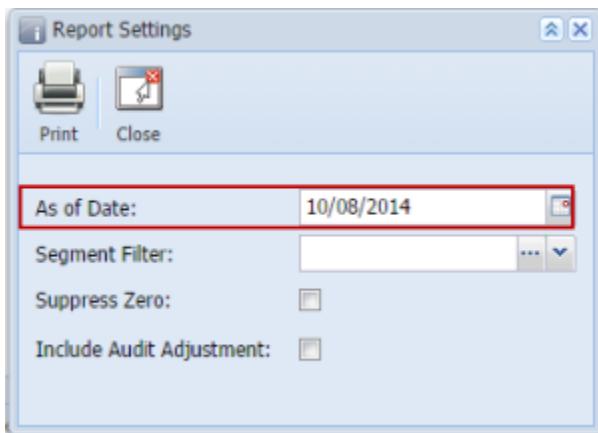
Example:

- 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.



Report Settings

Print Close

As of Date: 10/08/2014

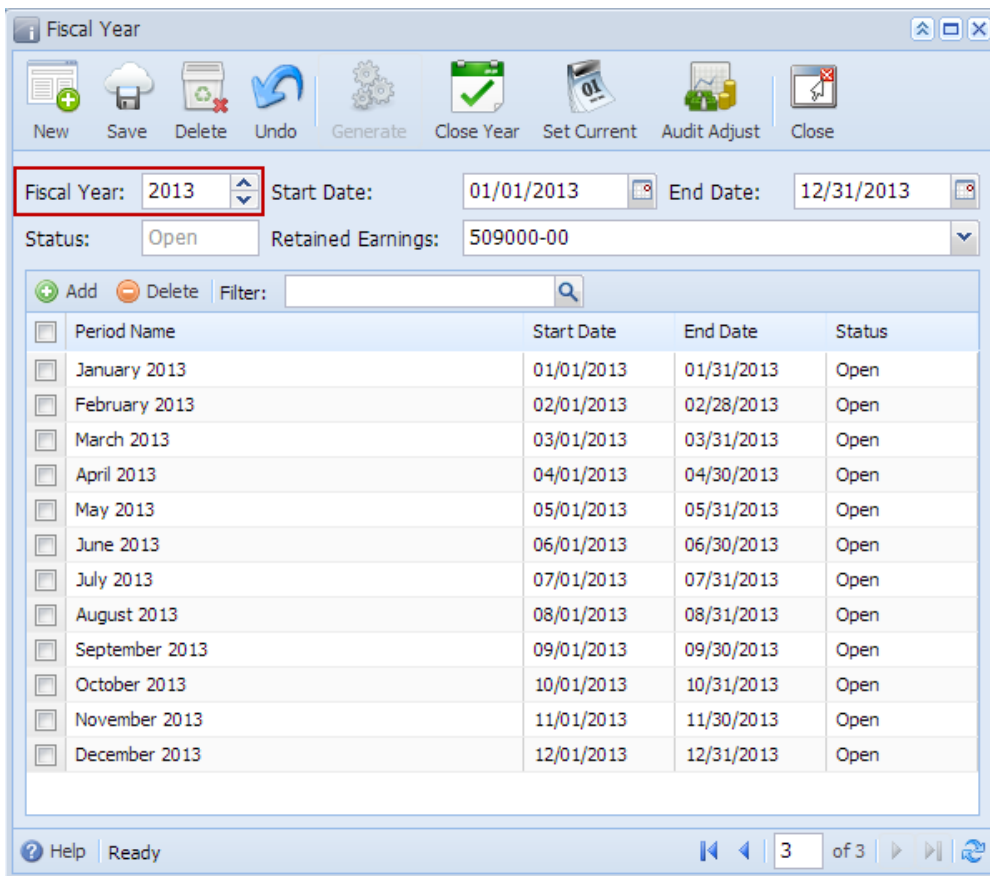
Segment Filter: []

Suppress Zero: ☐

Include Audit Adjustment: ☐

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

New Save Delete Undo Generate Close Year Set Current Audit Adjust Close

Fiscal Year: 2013 Start Date: 01/01/2013 End Date: 12/31/2013

Status: Open Retained Earnings: 509000-00

Add Delete Filter: []

Period Name	Start Date	End Date	Status
January 2013	01/01/2013	01/31/2013	Open
February 2013	02/01/2013	02/28/2013	Open
March 2013	03/01/2013	03/31/2013	Open
April 2013	04/01/2013	04/30/2013	Open
May 2013	05/01/2013	05/31/2013	Open
June 2013	06/01/2013	06/30/2013	Open
July 2013	07/01/2013	07/31/2013	Open
August 2013	08/01/2013	08/31/2013	Open
September 2013	09/01/2013	09/30/2013	Open
October 2013	10/01/2013	10/31/2013	Open
November 2013	11/01/2013	11/30/2013	Open
December 2013	12/01/2013	12/31/2013	Open

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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

<input type="checkbox"/>	Period Name	Start Date	End Date	Status
<input type="checkbox"/>	January 2014	01/01/2014	01/31/2014	Open
<input type="checkbox"/>	February 2014	02/01/2014	02/28/2014	Open
<input type="checkbox"/>	March 2014	03/01/2014	03/31/2014	Open
<input type="checkbox"/>	April 2014	04/01/2014	04/30/2014	Open
<input type="checkbox"/>	May 2014	05/01/2014	05/31/2014	Open
<input type="checkbox"/>	June 2014	06/01/2014	06/30/2014	Open
<input type="checkbox"/>	July 2014	07/01/2014	07/31/2014	Open
<input type="checkbox"/>	August 2014	08/01/2014	08/31/2014	Open
<input type="checkbox"/>	September 2014	09/01/2014	09/30/2014	Open
<input type="checkbox"/>	October 2014	10/01/2014	10/31/2014	Open
<input type="checkbox"/>	November 2014	11/01/2014	11/30/2014	Open
<input type="checkbox"/>	December 2014	12/01/2014	12/31/2014	Open

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 Ready
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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:

<input type="checkbox"/>	Period Name	Start Date	End Date	Status
<input type="checkbox"/>	January 2015	01/01/2015	01/31/2015	Open
<input type="checkbox"/>	February 2015	02/01/2015	02/28/2015	Open
<input type="checkbox"/>	March 2015	03/01/2015	03/31/2015	Open
<input type="checkbox"/>	April 2015	04/01/2015	04/30/2015	Open
<input type="checkbox"/>	May 2015	05/01/2015	05/31/2015	Open
<input type="checkbox"/>	June 2015	06/01/2015	06/30/2015	Open
<input type="checkbox"/>	July 2015	07/01/2015	07/31/2015	Open
<input type="checkbox"/>	August 2015	08/01/2015	08/31/2015	Open
<input type="checkbox"/>	September 2015	09/01/2015	09/30/2015	Open
<input type="checkbox"/>	October 2015	10/01/2015	10/31/2015	Open
<input type="checkbox"/>	November 2015	11/01/2015	11/30/2015	Open
<input type="checkbox"/>	December 2015	12/01/2015	12/31/2015	Open

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 Ready
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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