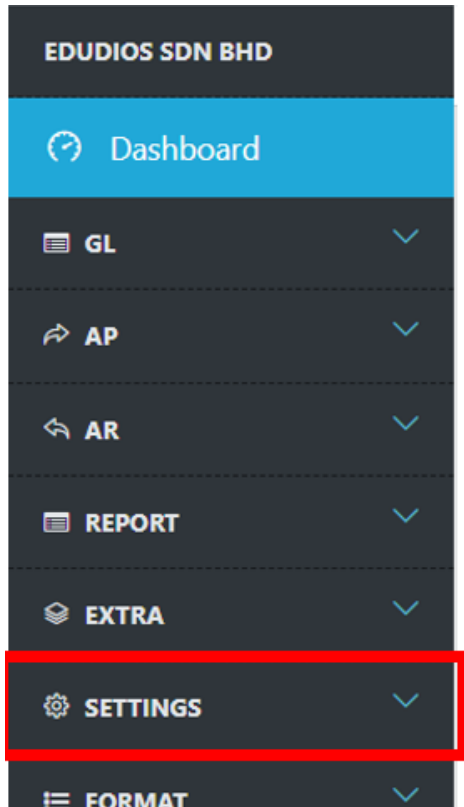
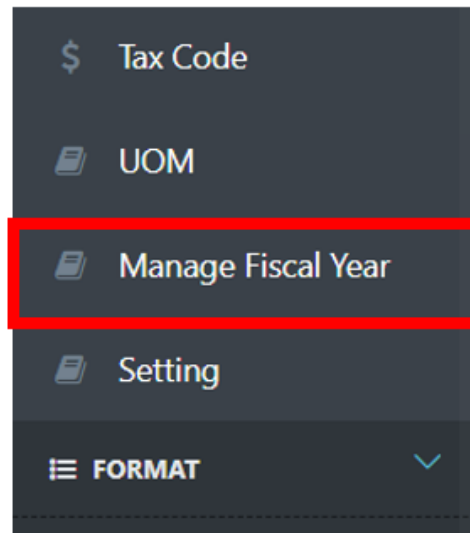


# Step 1 - Manage Fiscal Year

1.



id & click **Settings** >



2.

You can start manage your fiscal year. You can create the new fiscal year.

3.

**Important : You need to check the "First Fiscal Year" correctly because it will affect second fiscal year.**

1.

**Example : When you create new precious fiscal year. New fiscal year couldn't edit the**

## end date because it need to link will the next fiscal year.

ACCOUNT / Manage Fiscal Year / Listing

Q Create New Fiscal Year

Previous New Fiscal Year Next New Fiscal Year

≡

	Name	Start Date	End Date	Action
1	Fiscal Year 2019	2019-01-01	2019-12-31	<a href="#">Edit</a> <a href="#">Edit Actual Data</a> <a href="#">Period Lock</a> <a href="#">Delete</a>

4.

If you want to edit the fiscal year, you click the edit button then you can edit the date & name. Finish the edit click submit button to save the update information.

Fiscal Year ×

**Name**

**Start Date**

Remark : Start Date Will Be On Day 1

**End Date**

Remark : End Date Will Be Last Day Of The Month

[Close](#) [Submit](#)

Revision #4

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