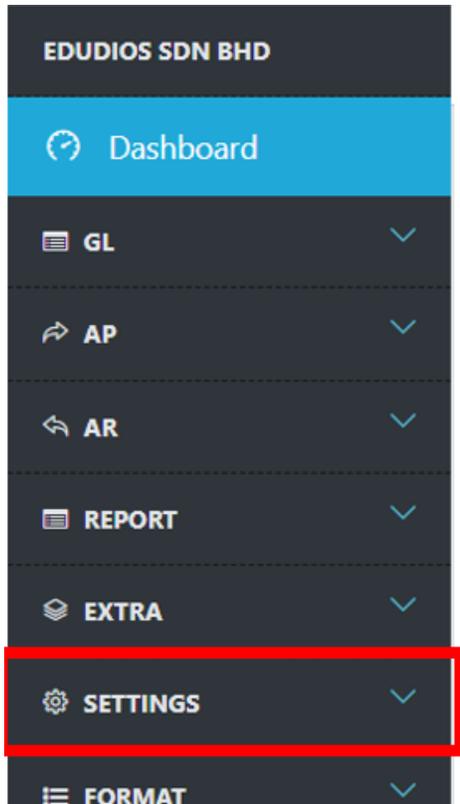
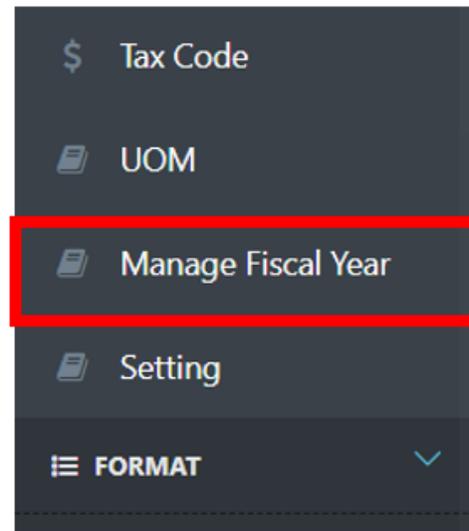


Step 1 - Manage Fiscal Year

1.



Click & 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	Edit Edit Actual Data Period Lock Delete

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