


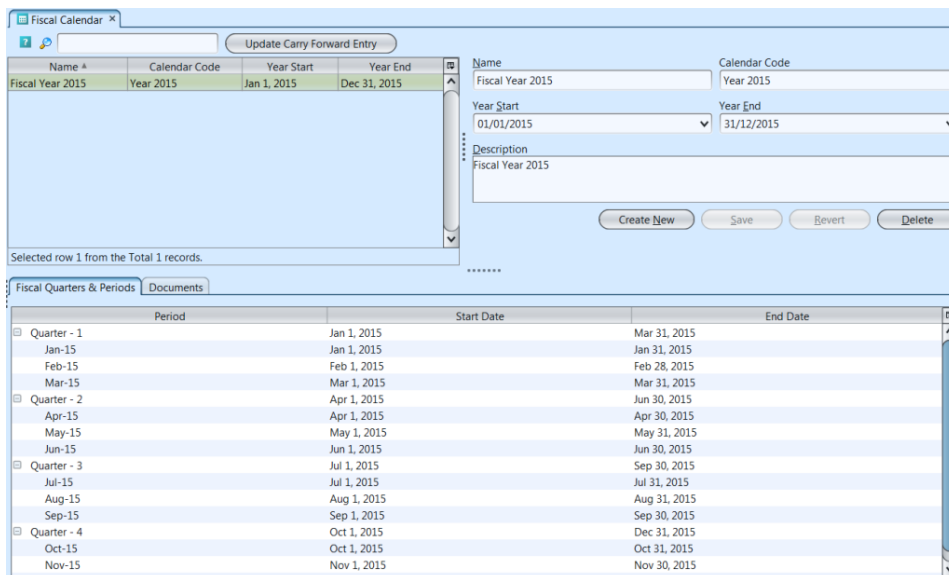
# Fiscal Calendar

Fiscal Calendar view allows user to setup and manage the financial year of the company. Fiscal period must be opened for user to be able to post transaction documents.

Below actions are available under **“Fiscal Calendar”**:

 Create new fiscal calendar of accounts; update, delete, view and search for a fiscal calendar

 Open / close a fiscal period or document

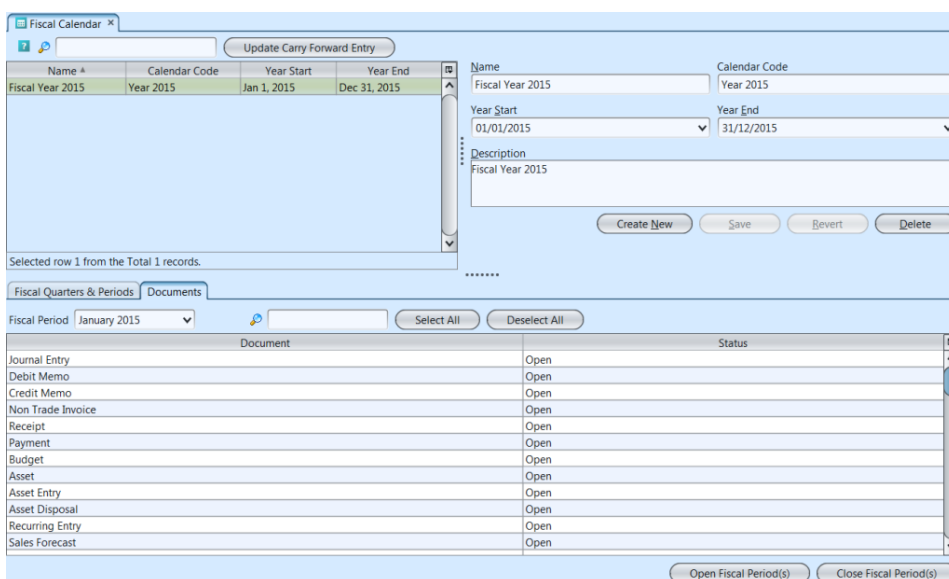


**Fiscal Calendar Setup Form:**

Name	Calendar Code	Year Start	Year End
Fiscal Year 2015	Year 2015	Jan 1, 2015	Dec 31, 2015

**Fiscal Quarters & Periods Table:**

Period	Start Date	End Date
Quarter - 1	Jan 1, 2015	Mar 31, 2015
Jan-15	Jan 1, 2015	Jan 31, 2015
Feb-15	Feb 1, 2015	Feb 28, 2015
Mar-15	Mar 1, 2015	Mar 31, 2015
Quarter - 2	Apr 1, 2015	Jun 30, 2015
Apr-15	Apr 1, 2015	Apr 30, 2015
May-15	May 1, 2015	May 31, 2015
Jun-15	Jun 1, 2015	Jun 30, 2015
Quarter - 3	Jul 1, 2015	Sep 30, 2015
Jul-15	Jul 1, 2015	Jul 31, 2015
Aug-15	Aug 1, 2015	Aug 31, 2015
Sep-15	Sep 1, 2015	Sep 30, 2015
Quarter - 4	Oct 1, 2015	Dec 31, 2015
Oct-15	Oct 1, 2015	Oct 31, 2015
Nov-15	Nov 1, 2015	Nov 30, 2015



**Fiscal Calendar Document Status Table:**

Document	Status
Journal Entry	Open
Debit Memo	Open
Credit Memo	Open
Non Trade Invoice	Open
Receipt	Open
Payment	Open
Budget	Open
Asset	Open
Asset Entry	Open
Asset Disposal	Open
Recurring Entry	Open
Sales Forecast	Open

Field Name	Description	Mandatory Information
Name	Name of calendar	Y
Calendar Code	Custom code for the fiscal calendar	Y
Year Start	Date start the calendar	Y
Year End	Date end the calendar	Y
Description	Description	N

## Create New Fiscal Calendar

1. Click **“Create New”** button at the right side of screen

2. Fill up the information on the form on the right side of the screen

3. Click **“Save”** button at the right side of screen when done, it will automatically generate fiscal quarters and monthly periods for the fiscal year

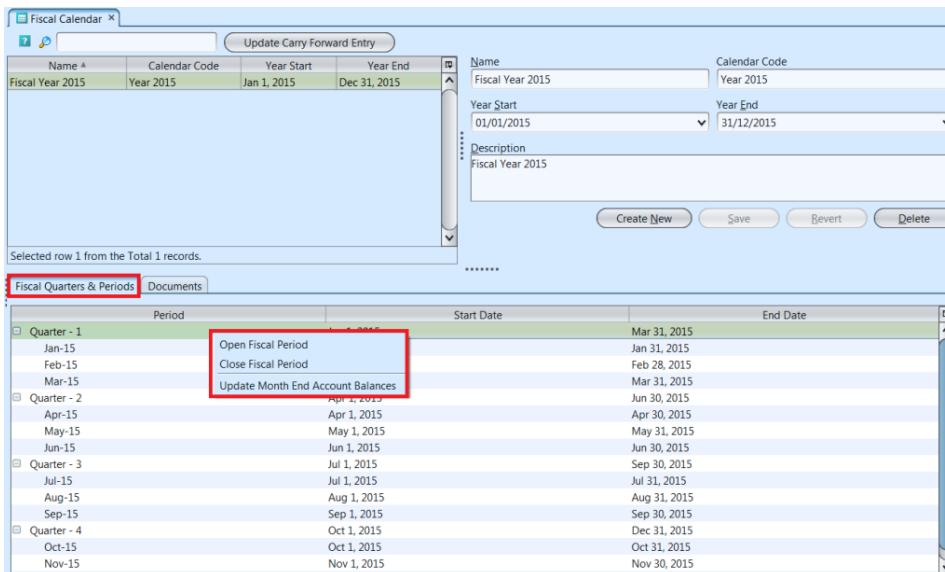
## Update Fiscal Calendar Details, Open / Close Fiscal Period or Documents

1. Click on fiscal calendar to be updated, it will bring up the selected fiscal calendar details on the right side of the screen

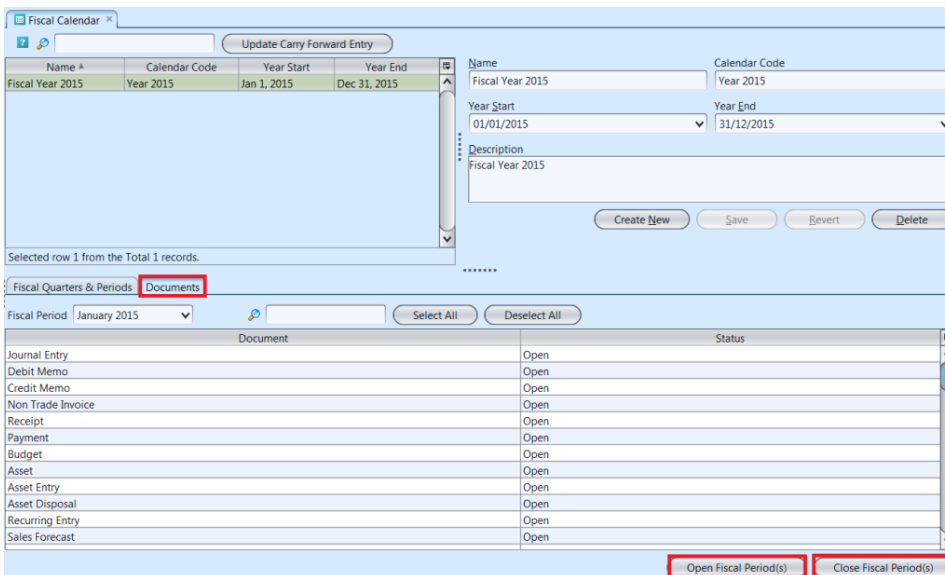
2. Click **“Save”** button at the right side of the screen when done with the update

3. Click **“Revert”** button at the right side of the screen to reverse any changes

4. On **"Fiscal Quarters & Periods"** tab, select a fiscal period (quarter or month), right click on the selected period, and change the open / close status using the pop up options. User can update month end account balance as well



5. On **"Documents"** tab, select an account document and change the open / close status using the buttons on the bottom right of the screen



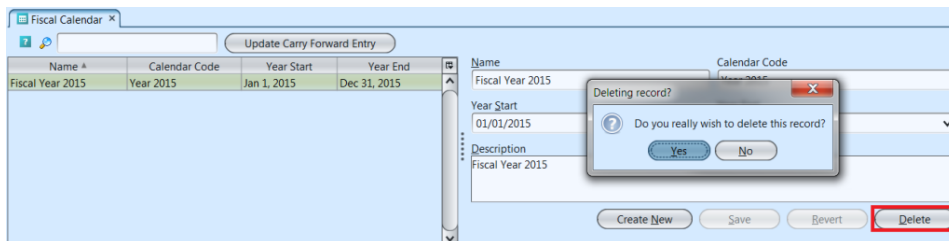
## Delete Fiscal Calendar

1. Click on fiscal calendar to be deleted, it will bring up the selected fiscal calendar on the right

side of the screen

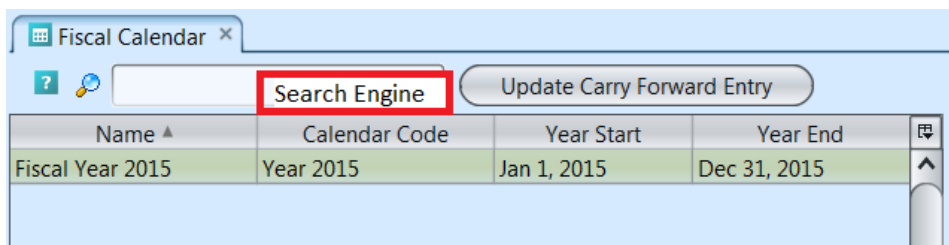
2. Click on **“Delete”** button at the right side of screen

3. Click on **“Yes”** button on the pop-up window to confirm fiscal calendar deletion



## View and Search for Fiscal Calendar Details

1. Enter search parameter to filter the result, i.e. type in the fiscal calendar name in the search textfield box at the top of the screen.



2. Click on fiscal calendar to view, it will bring up the details on the right side of the screen, it's fiscal quarter & periods at the bottom table, and it's related account documents on the **“Document”** tab