

# CREATING A FISCAL RECORD



A fiscal period record can be created in Data Plus at any time, either before or after the year is closed.

The record is set up in General Ledger > File Maintenance > Fiscal Periods.

Press F5 to insert a new record.

Fiscal Period	Start Date	End Date
1	/ /	/ /
2	/ /	/ /
3	/ /	/ /
4	/ /	/ /
5	/ /	/ /
6	/ /	/ /
7	/ /	/ /
8	/ /	/ /
9	/ /	/ /
10	/ /	/ /
11	/ /	/ /
12	/ /	/ /

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Enter the fiscal year which the date ranges define.

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Type in the Fiscal Year (for example: 2010).

- The cursor will then be positioned into period 1 start month.

Press Control-F1 to copy the dates from an existing fiscal year into the new fiscal year.

You will be presented with a list of existing fiscal period records. Select an existing fiscal year (for example select year 2009 – a non leap year).

The screenshot shows a window titled "General Ledger - (Release 6.11.03) - Support SP (Calendar)". The window contains a menu bar with "File", "Record", and "Help". Below the menu bar is a table titled "Fiscal Periods". The table has columns for "Fisc Year", "Fiscal Period 1", "Fiscal Period 2", "Fiscal Period 3", "Fiscal Period 4", "Fiscal Period 5", "Fiscal Period 6", and "Fiscal Period 7". The table lists fiscal years from 2002 to 2009, with each year having two rows of dates for the seven periods. The year 2009 is highlighted in blue. At the bottom of the window, there is a text box with the prompt "Enter the fiscal year which the date ranges define."

Fisc Year	Fiscal Period 1	Fiscal Period 2	Fiscal Period 3	Fiscal Period 4	Fiscal Period 5	Fiscal Period 6	Fiscal Period 7
2002	01/01/02	02/01/02	03/01/02	04/01/02	05/01/02	06/01/02	07/01/02
	01/31/02	02/28/02	03/31/02	04/30/02	05/31/02	06/30/02	07/31/02
2003	01/01/03	02/01/03	03/01/03	04/01/03	05/01/03	06/01/03	07/01/03
	01/31/03	02/28/03	03/31/03	04/30/03	05/31/03	06/30/03	07/31/03
2004	01/01/04	02/01/04	03/01/04	04/01/04	05/01/04	06/01/04	07/01/04
	01/31/04	02/29/04	03/31/04	04/30/04	05/31/04	06/30/04	07/31/04
2005	01/01/05	02/01/05	03/01/05	04/01/05	05/01/05	06/01/05	07/01/05
	01/31/05	02/28/05	03/31/05	04/30/05	05/31/05	06/30/05	07/31/05
2006	01/01/06	02/01/06	03/01/06	04/01/06	05/01/06	06/01/06	07/01/06
	01/31/06	02/28/06	03/31/06	04/30/06	05/31/06	06/30/06	07/31/06
2007	01/01/07	02/01/07	03/01/07	04/01/07	05/01/07	06/01/07	07/01/07
	01/31/07	02/28/07	03/31/07	04/30/07	05/31/07	06/30/07	07/31/07
2008	01/01/08	02/01/08	03/01/08	04/01/08	05/01/08	06/01/08	07/01/08
	01/31/08	02/29/08	03/31/08	04/30/08	05/31/08	06/30/08	07/31/08
2009	01/01/09	02/01/09	03/01/09	04/01/09	05/01/09	06/01/09	07/01/09
	01/31/09	02/28/09	03/31/09	04/30/09	05/31/09	06/30/09	07/31/09

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This will automatically copy the 2009 dates into the new year, 2010.

Press F2 to save this new record.

General Ledger - (Release 6.11.03) - Support SP (Calendar)

File Edit Help

Fiscal Periods

Fiscal Year

Fiscal Period	Start Date	End Date
1	01/01/10	01/31/10
2	02/01/10	02/28/10
3	03/01/10	03/31/10
4	04/01/10	04/30/10
5	05/01/10	05/31/10
6	06/01/10	06/30/10
7	07/01/10	07/31/10
8	08/01/10	08/31/10
9	09/01/10	09/30/10
10	10/01/10	10/31/10
11	11/01/10	11/30/10
12	12/01/10	12/31/10

Press Ctrl-F1 to Insert from another record

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Enter the fiscal year which the date ranges define.

NOTE: If the year being created is a “leap year”, the system will automatically create the February end date as 02/29.

If there are any questions, please contact Data Plus Support.