Switching from Fiscal Year to Calendar Year for Reporting Purposed

* Utilities\Delete Tables from Active Client\Delete fiscal years

* Enter in calendar year you want to report in and one or more previous years (Setup\Date\Enter-Change Fiscal Years)

* Set current period to First Month of current year

* Remove old years (Utilities\Remove Old Years and choose the oldest year for 12/31/**....ie: if you created Calendar years 2015 and 2016 then choose 12/31/15)

* Go to Setup\Account\Initial Balanced to make sure everything looks as expected.

Help and Support

Help Desk

Homepage

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