

# AFO 276 – Fiscal Year Control

## 276.1 Introduction

In this AFO you can create fiscal year codes. The following is important to know:

- Budgets are linked to a fiscal year.
- The fiscal year can be different from a calendar year.
- At the end of the fiscal year, budgets, orders, invoices, etc. need to be closed and a new fiscal year begins.
- When a new budget is created it displays the fiscal year defined as the default.
- Several codes can be defined. There can be several Previous years, but only one Current and one Next year.
- Before you run year end you must create a Next fiscal year. Then regenerating budgets will allow you to attach them to the next year.
- You cannot edit a fiscal year code once it is in use.

## 276.2 Fiscal year codes

A fiscal year code is set up in **AFO 276 Fiscal Year Control**. This contains a start and end date for the fiscal year. This need not be a complete year, but a start date cannot overlap with any other fiscal year code, although fiscal years must run continuously.

After choosing this option an overview screen will be displayed with codes already defined:

No.	Code	Start Date	End Date	Status
1	2007	01 Jan 2007	31 Dec 2007	Next
2	2006	01 Jan 2006	31 Dec 2006	Current
3	2005C	01 Sep 2005	31 Dec 2005	Previous
4	2005B	28 Apr 2005	31 Aug 2005	Previous
5	2005A	01 Jan 2005	27 Apr 2005	Previous
6	2004	01 Jan 2004	31 Dec 2004	Previous
7	2003	01 Jan 2003	31 Dec 2003	Previous
8	2002	01 Jan 2002	31 Dec 2002	Previous
9	2001	01 Jan 2001	31 Dec 2001	Previous

## Columns on the screen

**Start date and end date:** every code must have a start date as well as an end date

**Status:** possible values are Next, Current and Previous. These statuses are assigned by the system.

## Options on the screen

**Select no.:** Only the last fiscal year added can be amended. The only field you can change is the end date of the Last fiscal year, and only if it is not yet in use (no funds assigned).

**Set current year:** This icon is used to set the code for the current year. A code with the status of Current becomes the Previous and a code with the status of Previous becomes Current.

**Enter new code:** After choosing this option the following form will be displayed:

@FiscalYearControl - [??]Fiscal Year Control

Code

Begindatum 28-4-2005

Einddatum 28-6-2005

OK

Annuleer

Help

### Fields on the screen

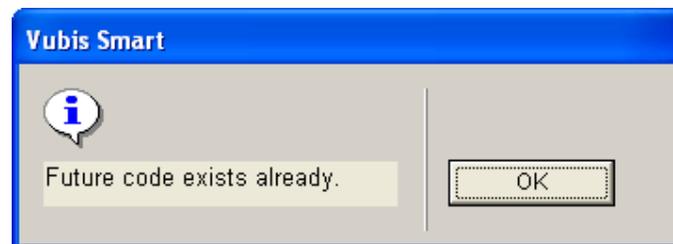
**Code:** Enter a code.

**Start date:** By default the system sets the start date to the last date of the previous year + 1 day. You cannot change this

**End date:** This must be later than the start date but need not be 365 days after.

### Note

You can only create a new code if there are no definitions for the next year. If a year has been defined for next year you will get the message:



- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>unknown</b>	<b>Creation</b>  <b>Delivered as part of build 17 set</b>	