

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:

The screenshot shows a web browser window titled "V-smart [1.0.01] - Windows Internet Explorer". The page header includes the V-smart logo, user information (Id: 1.20066/240, User: tineke, Location: PNB/BD, AFO: 276), and buttons for "Settings" and "Exit". Below the header is a navigation bar with icons for back, forward, home, and help. The main content area is titled "Fiscal year control" and contains a table with the following data:

No.	Code	Start Date	End Date	Status
<input type="checkbox"/> 1	2009	01/01/2009	31/12/2009	Next
<input type="checkbox"/> 2	2008	01/01/2008	31/12/2008	Current
<input type="checkbox"/> 3	2007	01/01/2007	31/12/2007	Previous
<input type="checkbox"/> 4	2006	09/06/2006	31/12/2006	Previous
<input type="checkbox"/> 5	2005C	01/09/2005	08/06/2006	Previous
<input type="checkbox"/> 6	2005B	28/04/2005	31/08/2005	Previous
<input type="checkbox"/> 7	2005A	01/01/2005	27/04/2005	Previous
<input type="checkbox"/> 8	2004	01/01/2004	31/12/2004	Previous
<input type="checkbox"/> 9	2003	01/01/2003	31/12/2003	Previous
<input type="checkbox"/> 10	2002	01/01/2002	31/12/2002	Previous
<input type="checkbox"/> 11	2001	01/01/2001	31/12/2001	Previous

Columns on the screen

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

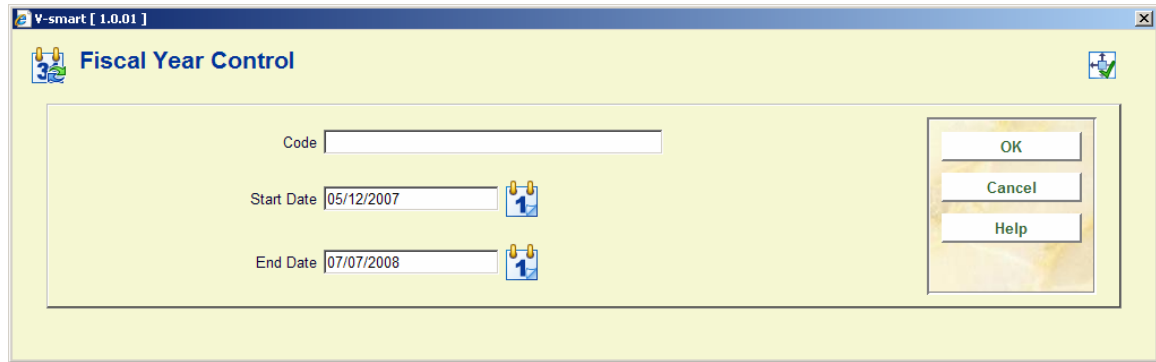
Status: possible values are Next, Current and Previous. These statuses are assigned by the system.

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:



Fields on the screen

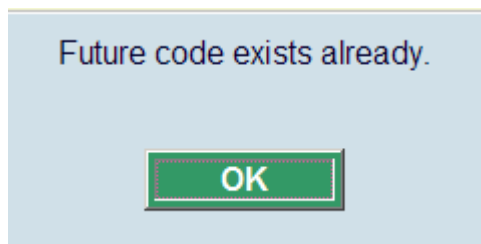
Code: Enter a code.

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**

Version	Date	Change description	Author
1.0	July 2008	Creation	