

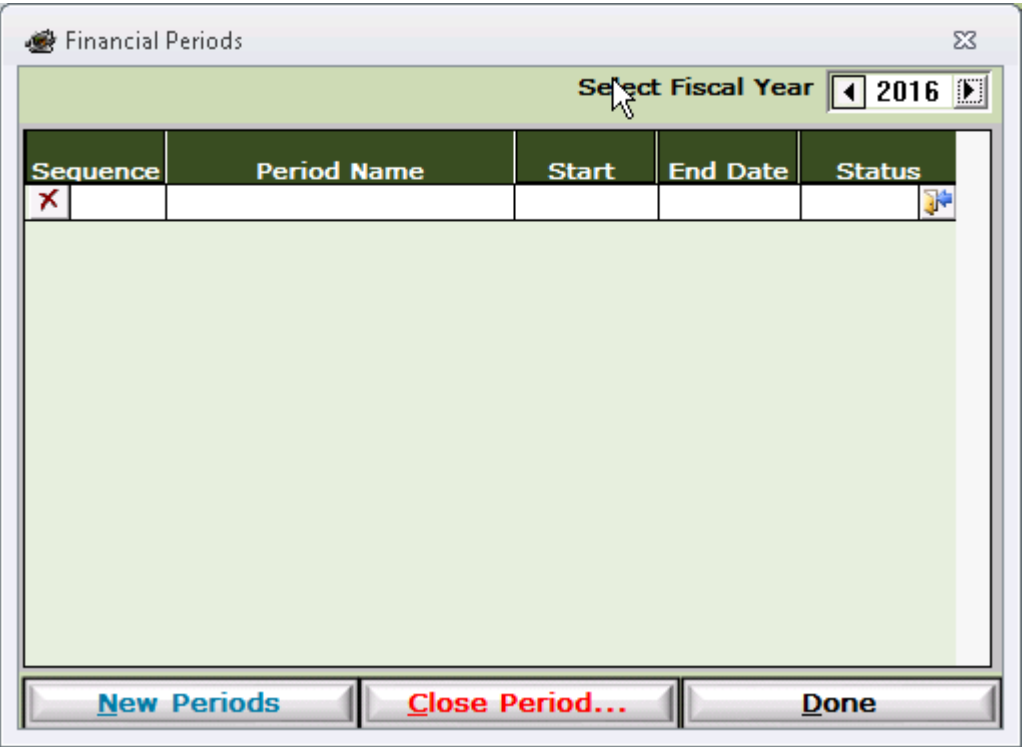
Financial Periods - Create New

Category: Financial Periods | Created: June 10, 2026 | Updated: September 01, 2026

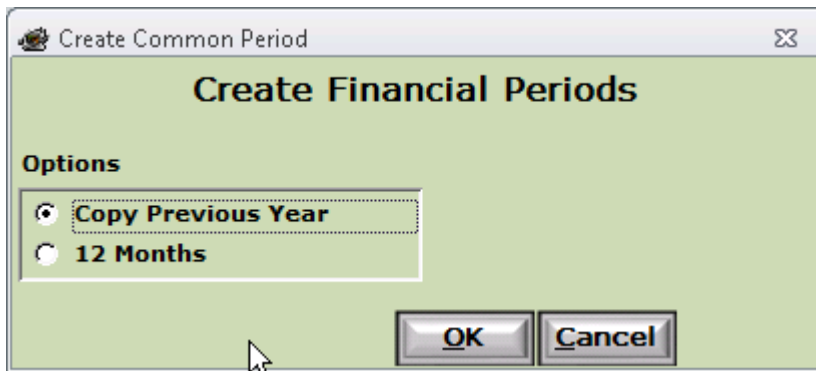
Financial Periods - Create New

Screen Location - Main Menu > Accounting > Financial Periods

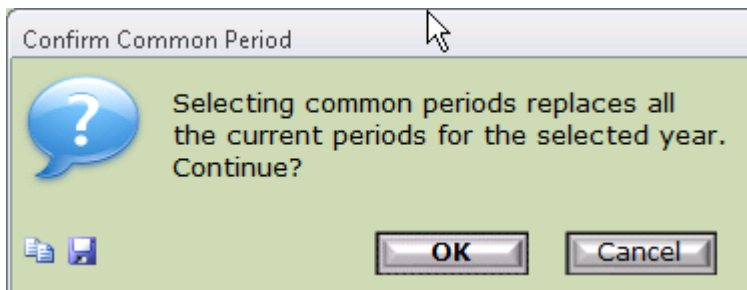
- 1. Double Click the menu item to open the Financial Periods window.



- 1. Select the Fiscal Year in which to create the Financial Periods (Upper Right Corner)
- 2. Click the New Periods button.



1. Select either Copy Previous Year or 12 Months
2. **Note:** If you select 12 Months you will need to select the starting month.
3. Click OK to create the new Financial Periods



1. Please verify that you are creating new Financial Periods
2. Note: This will replace any existing Financial Periods already created for the year selected above. It will not impact the General Ledger.

Financial Periods X

Select Fiscal Year ◀ 2016 ▶

Sequence	Period Name	Start	End Date	Status	
X	1 January	01/01/16	01/31/16	OPEN	
X	2 February	02/01/16	02/29/16	OPEN	
X	3 March	03/01/16	03/31/16	OPEN	
X	4 April	04/01/16	04/30/16	OPEN	
X	5 May	05/01/16	05/31/16	OPEN	
X	6 June	06/01/16	06/30/16	OPEN	
X	7 July	07/01/16	07/31/16	OPEN	
X	8 August	08/01/16	08/31/16	OPEN	
X	9 September	09/01/16	09/30/16	OPEN	
X	10 October	10/01/16	10/31/16	OPEN	
X	11 November	11/01/16	11/30/16	OPEN	
X	12 December	12/01/16	12/31/16	OPEN	
X					

New Periods
Close Period...
Done

1. Verify the Start and End Dates for each period
2. Click Done