

## How to Create an Accounting Year

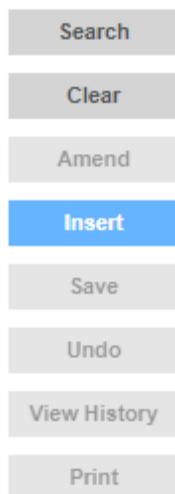
**NOTE:**

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.

1. Move your cursor on the “Programming” tab, and then click on “Accounting Year”.



2. Click on “Insert”.



3. Fill in the necessary details.

Accounting Year	<input type="text"/>		
Fund	Select an Option ▼		
Bank Account	Select an Option ▼		
Date From	<input type="text"/>	Date To	<input type="text"/>
Valid Up To	<input type="text"/>	Closure Date	<input type="text"/>
Annual Pre Finance	€	<input type="text"/>	

4. Click on “Save”.

Search

Clear

Amend

Insert

**Save**

Undo

View History

Print

-----End of Tutorial-----

**Modification History**

Creation of Tutorial – 26/07/2017

