

Alios Finance

User Guide - Opening a new fiscal year

Date	Version	Authors	Appoval
01/03/2012	V1.0	Tarek BELGHITH Issam LABASSI	

1. Opening a new fiscal year

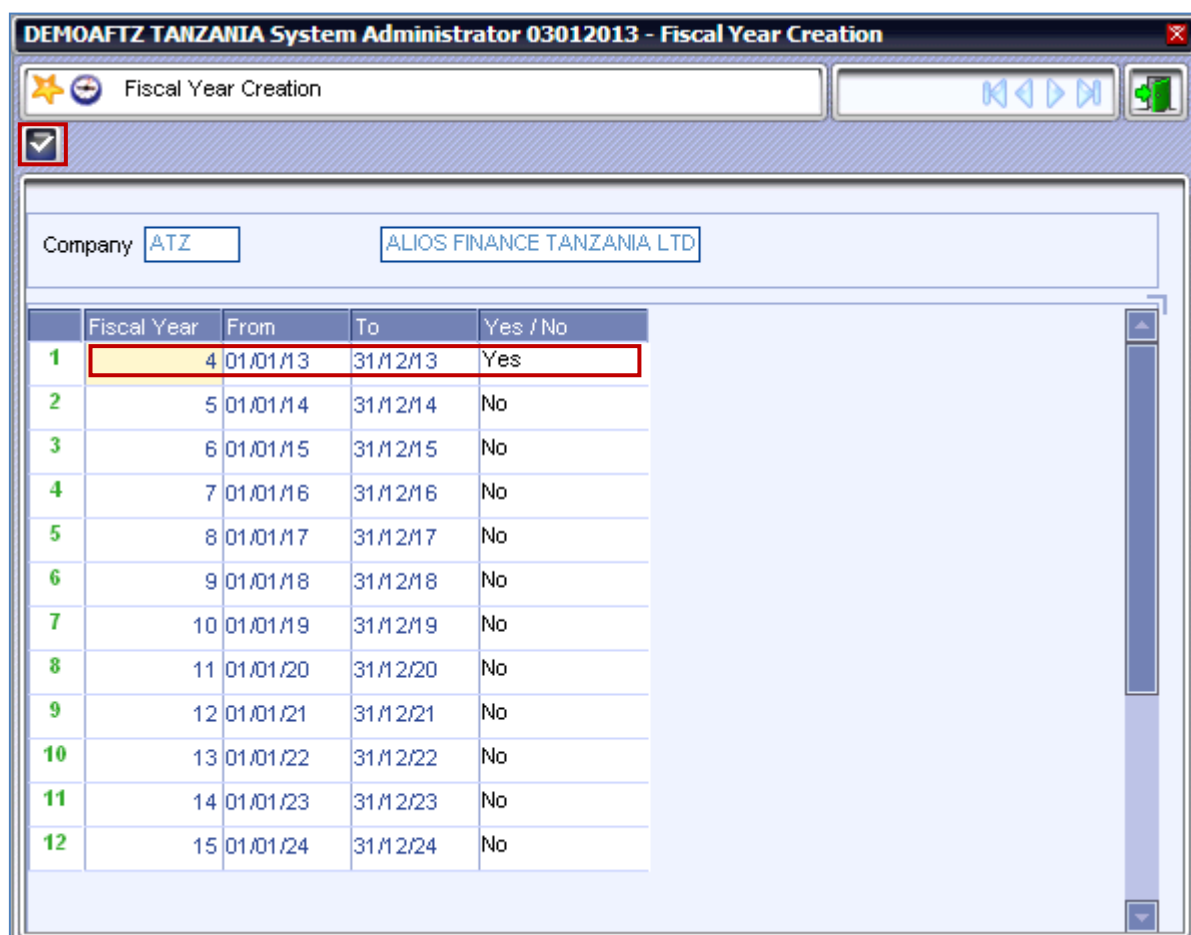
The first step is to set the new fiscal year (2013) by pressing on “fiscal year” button at the top of the screen.

Common Data > GL Accounting Tables > Fiscal Years



Fiscal Year	Description	Description	Starting	Ending	Status	IAS Financial year report
1	1 Fiscal Year 2010	2010	01/01/10	31/12/10	Closed	Open
2	2 Fiscal Year 2011	2011	01/01/11	31/12/11	Open	Open
3	3 Fiscal Year 2012	2012	01/01/12	31/12/12	Open	Open
4						

The following screen will appear, and you should validate the selection of the corresponding fiscal year.



Company: ATZ ALIOS FINANCE TANZANIA LTD

	Fiscal Year	From	To	Yes / No
1	4	01/01/13	31/12/13	Yes
2	5	01/01/14	31/12/14	No
3	6	01/01/15	31/12/15	No
4	7	01/01/16	31/12/16	No
5	8	01/01/17	31/12/17	No
6	9	01/01/18	31/12/18	No
7	10	01/01/19	31/12/19	No
8	11	01/01/20	31/12/20	No
9	12	01/01/21	31/12/21	No
10	13	01/01/22	31/12/22	No
11	14	01/01/23	31/12/23	No
12	15	01/01/24	31/12/24	No

Common Data > G/L Accounting Tables > Fiscal Years

Fiscal Year Opening

Company: ATZ ALIOS FINANCE TANZANIA LTD

	Fiscal Year	Description	Description	Starting	Ending	Status	IAS Financial year report
1	1	Fiscal Year 2010	2010	01/01/10	31/12/10	Closed	Open
2	2	Fiscal Year 2011	2011	01/01/11	31/12/11	Open	Open
3	3	Fiscal Year 2012	2012	01/01/12	31/12/12	Open	Open
4	4	Fiscal Year 2013	2013	01/01/13	31/12/13	Not open	Not Open
5							

Then, you should confirm the FY opening by pressing on the button on the top “Opening”.

⇒ This screen will appear

DEMOAFTZ TANZANIA System Administrator 03012013 - Fiscal Year Opening

Fiscal Year Opening

☒ [Icon]

Company: ATZ ALIOS FINANCE TANZANIA LTD

	Fiscal Year	From	To	Yes / No
1	4	01/01/13	31/12/13	Yes
2				

Once the “Ok” button is selected, the status of the fiscal year (2013) will change from the status “Not open” to “Open”.

Common Data > G/L Accounting Tables > Fiscal Years

Fiscal Year Opening

Company ATZ ALIOS FINANCE TANZANIA LTD

	Fiscal Year	Description	Description	Starting	Ending	Status	IAS Financial year report
1	1	Fiscal Year 2010	2010	01/01/10	31/12/10	Closed	Open
2	2	Fiscal Year 2011	2011	01/01/11	31/12/11	Open	Open
3	3	Fiscal Year 2012	2012	01/01/12	31/12/12	Open	Open
4	4	Fiscal Year 2013	2013	01/01/13	31/12/13	Open	Open
5							

2. Opening periods

Once the fiscal year is open, you have to open the monthly periods.

File Print Display Navigation Windows ? Selection

Common Data > G/L Accounting Tables > Fiscal Periods

Opening Closing Period

Company ATZ ALIOS FINANCE TANZANIA LTD

Fiscal Year 4 Fiscal Year 2013

Fiscal Year Start 01/01/2013 Fiscal Year End 31/12/2013

Fiscal Year Status Open

	Period Start	Period End	Period Status	Analysis	Lock Status
1	01/01/2013	31/01/2013	Not Open	Not Open	Open
2	01/02/2013	28/02/2013	Not Open	Not Open	Open
3	01/03/2013	31/03/2013	Not Open	Not Open	Open
4	01/04/2013	30/04/2013	Not Open	Not Open	Open
5	01/05/2013	31/05/2013	Not Open	Not Open	Open
6	01/06/2013	30/06/2013	Not Open	Not Open	Open
7	01/07/2013	31/07/2013	Not Open	Not Open	Open
8	01/08/2013	31/08/2013	Not Open	Not Open	Open
9	01/09/2013	30/09/2013	Not Open	Not Open	Open
10	01/10/2013	31/10/2013	Not Open	Not Open	Open
11	01/11/2013	30/11/2013	Not Open	Not Open	Open
12	01/12/2013	31/12/2013	Not Open	Not Open	Open

To open periods, you have just to confirm the opening by pressing the button on the top 'Opening'.

DEMOAFTZ TANZANIA System Administrator 03012013 - Period Opening

Period Opening

Company: **ATZ** ALIOS FINANCE TANZANIA LTD

	Fiscal Year	Fiscal Year Status	Period	Starting	Ending	General	Period Status	Analysis	Analytic Report
1	4	Open	1	01/01/13	31/01/13	Yes	Not Open	Yes	Not Open
2	4	Open	2	01/02/13	28/02/13	Yes	Not Open	Yes	Not Open
3	4	Open	3	01/03/13	31/03/13	Yes	Not Open	Yes	Not Open
4	4	Open	4	01/04/13	30/04/13	Yes	Not Open	Yes	Not Open
5	4	Open	5	01/05/13	31/05/13	Yes	Not Open	Yes	Not Open
6	4	Open	6	01/06/13	30/06/13	Yes	Not Open	Yes	Not Open
7	4	Open	7	01/07/13	31/07/13	Yes	Not Open	Yes	Not Open
8	4	Open	8	01/08/13	31/08/13	Yes	Not Open	Yes	Not Open
9	4	Open	9	01/09/13	30/09/13	Yes	Not Open	Yes	Not Open
10	4	Open	10	01/10/13	31/10/13	Yes	Not Open	Yes	Not Open
11	4	Open	11	01/11/13	30/11/13	Yes	Not Open	Yes	Not Open
12	4	Open	12	01/12/13	31/12/13	Yes	Not Open	Yes	Not Open
13	0	Not open	0			No	Not Open	No	Not Open
14	0	Not open	0			No	Not Open	No	Not Open
15	0	Not open	0			No	Not Open	No	Not Open
16	0	Not open	0			No	Not Open	No	Not Open
17	0	Not open	0			No	Not Open	No	Not Open
18	0	Not open	0			No	Not Open	No	Not Open
19	0	Not open	0			No	Not Open	No	Not Open
20	0	Not open	0			No	Not Open	No	Not Open

The status of the periods is moving from “Not open” to “Open”

File Print Display Navigation Windows ? Selection

Common Data > G/L Accounting Tables > Fiscal Periods

Opening Closing Period

Company: **ATZ** ALIOS FINANCE TANZANIA LTD

Fiscal Year: **4** Fiscal Year 2013: **2013**

Fiscal Year Start: **01/01/2013** Fiscal Year End: **31/12/2013**

Fiscal Year Status: **Open**

	Period Start...	Period End	Period Status	Analysis	Stock Status
1	01/01/2013	31/01/2013	Open	Open	Open
2	01/02/2013	28/02/2013	Open	Open	Open
3	01/03/2013	31/03/2013	Open	Open	Open
4	01/04/2013	30/04/2013	Open	Open	Open
5	01/05/2013	31/05/2013	Open	Open	Open
6	01/06/2013	30/06/2013	Open	Open	Open
7	01/07/2013	31/07/2013	Open	Open	Open
8	01/08/2013	31/08/2013	Open	Open	Open
9	01/09/2013	30/09/2013	Open	Open	Open
10	01/10/2013	31/10/2013	Open	Open	Open
11	01/11/2013	30/11/2013	Open	Open	Open
12	01/12/2013	31/12/2013	Open	Open	Open
13					