## Manage Reporting Cycles

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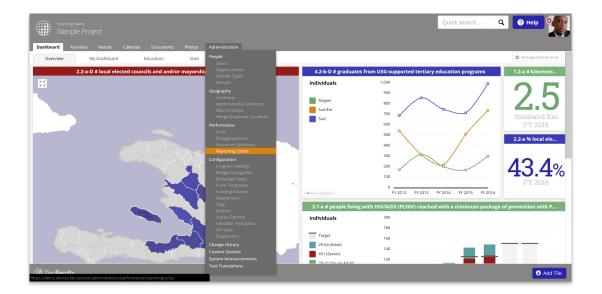
Reporting cycles let you establish the frequency with which different activities report on different indicators.

For example, if Activity A should report on Indicator 1 semi-annually instead of quarterly, you can set up a semi-annual reporting cycle to assign to Activity A for Indicator 1.



This page will walk you through creating a new semi-annual reporting cycle.

## First, go to Administration > Reporting Cycles:



This will open the Reporting Cycles Index. In our example, we currently have fiscal year quarterly and annual reporting cycles set up. Each dot on the line represents a separate reporting period within the cycle, and each circle on the line is a reporting period.

To add an annual reporting cycle, click the + Add Reporting Cycle button in the lower right.



Give your reporting cycle a name, assign the **fiscal year**, define the interval (reporting period length) for the cycle, and define the submission period (length of window for entering data after the reporting period closes). You can define intervals in weeks or months, and submission periods in days, weeks, or months.

Then click the **Add Reporting Cycle** button.

New Reportin	g Cycle ×
Name	FY Semi-Annual
Fiscal year	Fiscal Year ▼ → Manage fiscal years
Interval	6 Months V
Submission period	4 Weeks V
	✓ Add Reporting Cycle

This is our result:

Vour Org Name Sample Project	Quick searc	:h Q	? Help	<b>9</b>
Dashboard Activities Results Calendar Documents Photos Administration	_	_	_	
Home + Administration + Performance + Reporting Cycles				
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FY Quarterly	0 0 0		•	
FY Semi-Annual				
2011 April July October 2012. April July October 2013. April July October 2014. April July October 2015. April July October 2016. April July October	2017 April Ju	ly October 2018	April July Or	tober 20
I DevResults			<ul> <li>Add Reportin</li> </ul>	g Cycle

Next, you will need to **assign reporting periods to your cycle** and, in our example, be sure that the cycle selected for Activity A, Indicator 1 is set to semi-annual.

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