

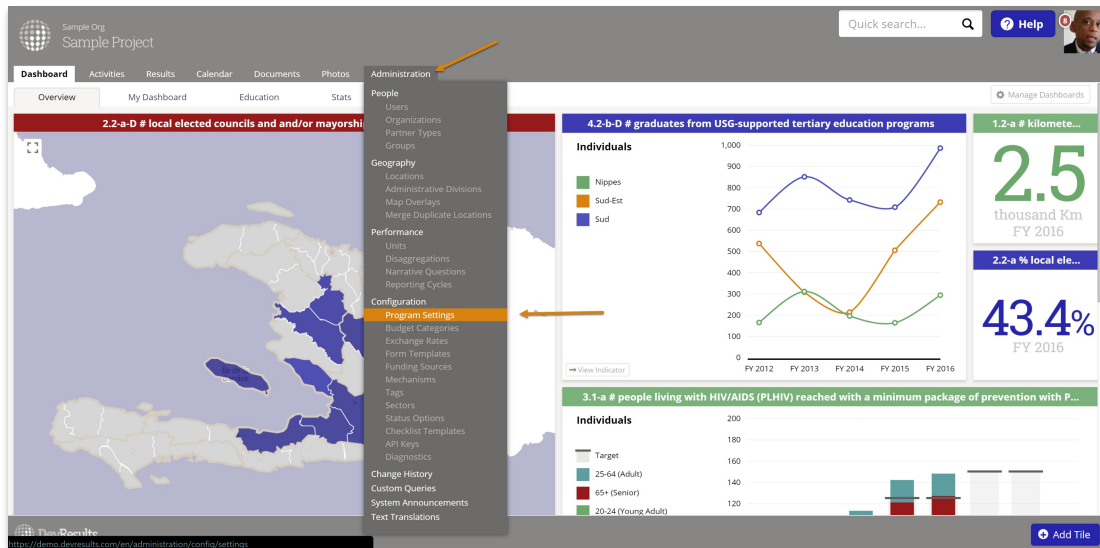
Manage Fiscal Years

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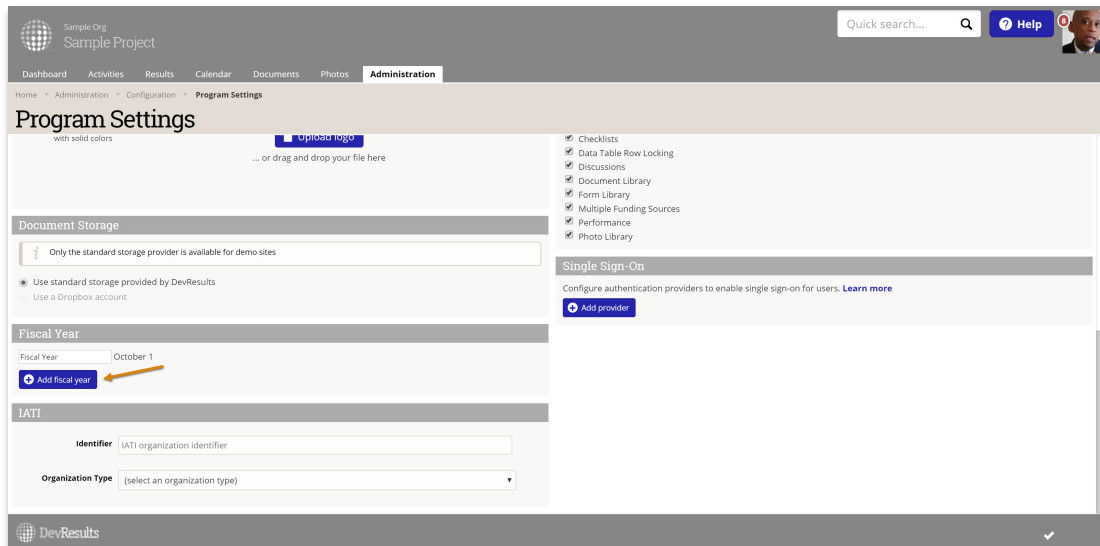
Defining fiscal years will let you create reports that aggregate results by year where the year might start on an arbitrary day, like October 1st. Every reporting cycle is associated with one fiscal year.

Most programs operate with one fiscal year and this gets set up when your site is built. If you have permission to edit program settings, you can add fiscal years or change your fiscal year.


To do so, go to **Administration > Program Settings**:



Scroll down to the bottom left of the page. Under **Fiscal Years**, click **(+) Add Fiscal Year** in blue.



Give it a descriptive name, like "Calendar Year" or "Donor Fiscal Year" and define a start date. Click **OK** once you've finished editing your fiscal year.

Sample Org
Sample Project

DashboardActivitiesResultsCalendarDocumentsPhotosAdministration

HomeAdministrationConfigurationProgram Settings

Program Settings

with solid colors

Upload logo

... or drag and drop your file here

Document Storage

i

Only the standard storage provider is available for demo sites

☒ Use standard storage provided by DevResults

☐ Use a Dropbox account

Fiscal Year

Fiscal Year

October 1

Calendar Year

Starts

January

1

OK

Cancel

IATI

Identifier

IATI organization identifier

Organization Type

(select an organization type)

If you need to remove a fiscal year, click "Delete" next to the fiscal year. To change your fiscal year, delete it and add the new one.

Fiscal Year

Calendar Year

January 1

Fiscal Year

October 1

Delete

+ Add fiscal year

Remove "Fiscal Year"

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