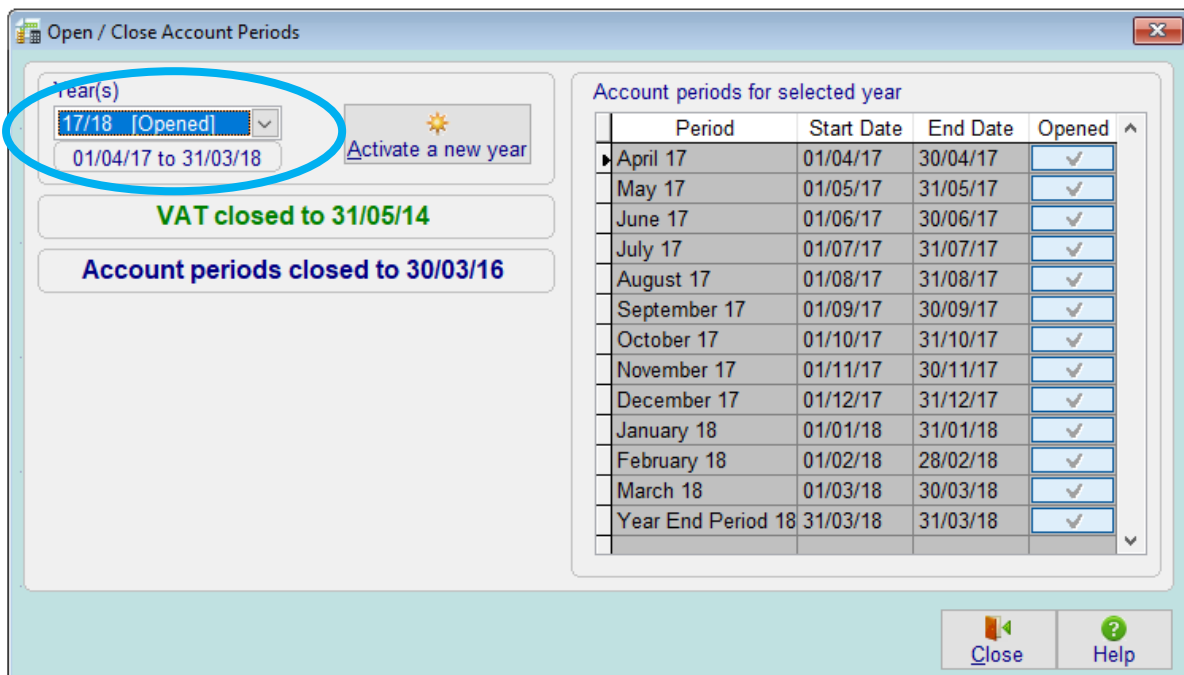


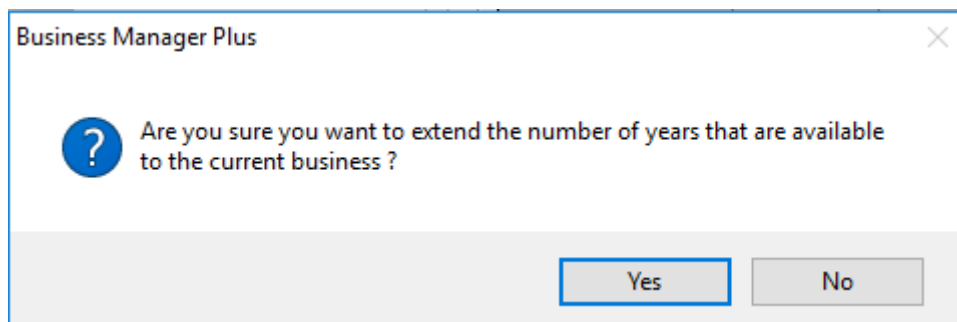
## Opening a new Financial Year and Creating Enterprises for the new Financial Year

### Opening a new Financial Year

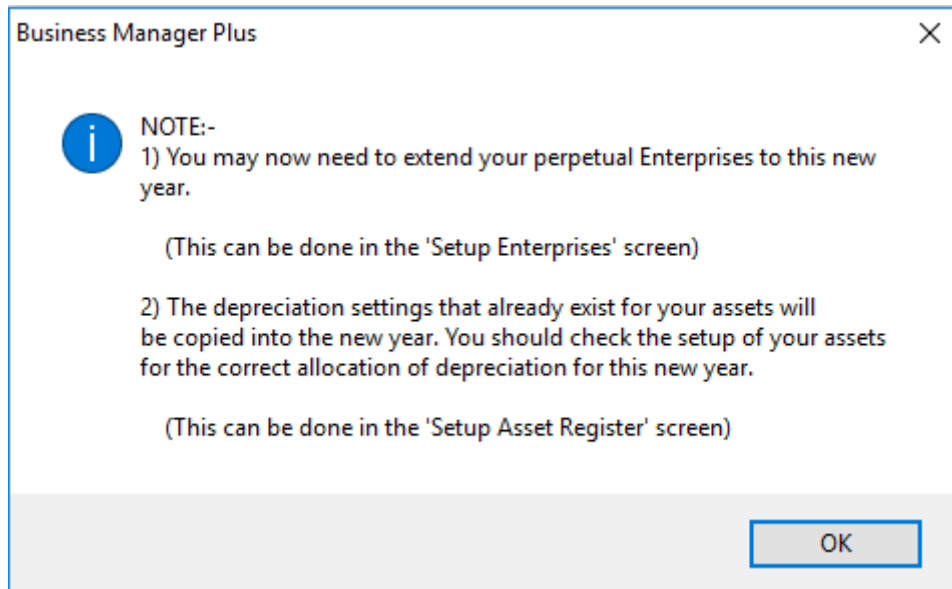
1. In Business/Cash Manager go to Setup
2. Select Open / Close Accounts Periods at the bottom of the list



3. Check the most recent open year in the top left hand corner to ensure to year you want is not already open.
4. Click on Activate a new year
5. You will get the message below



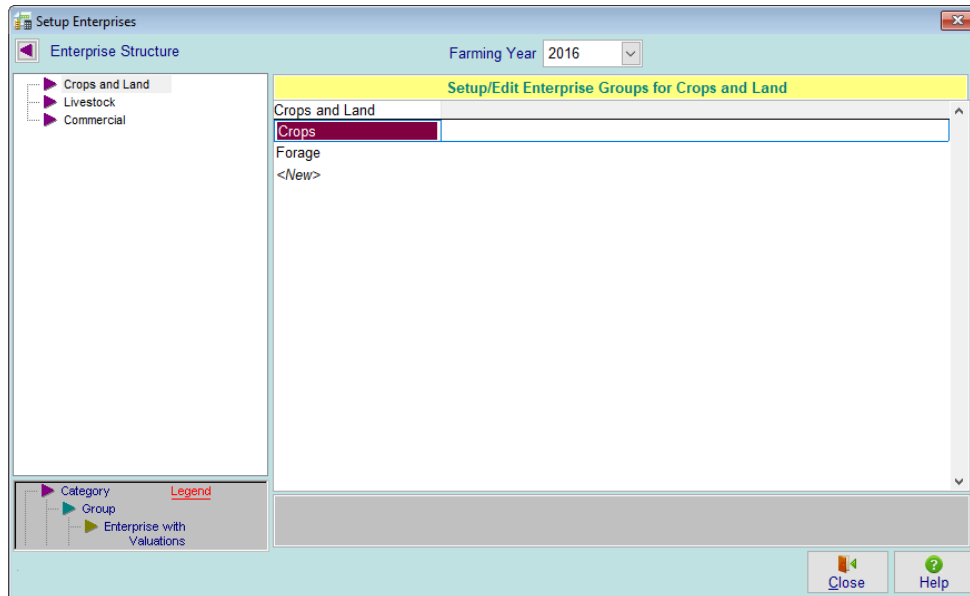
6. If you are happy you have the correct year, click yes
7. You will get the message below



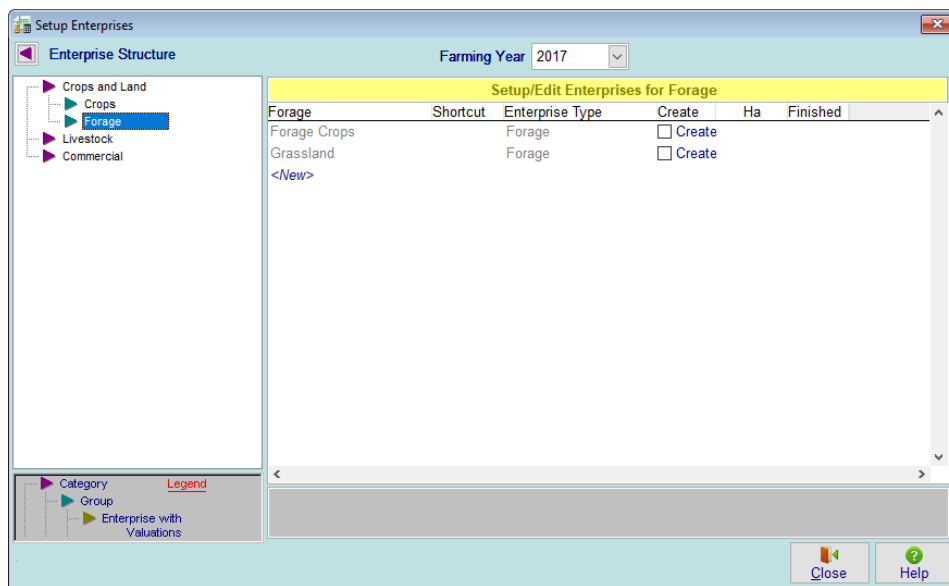
8. Click ok, if you have Asset Register this will be updated.
9. If you have enterprises you will need to move these onto your New Year.

### Create Enterprises for the new Financial Year

1. Go to Setup
2. Enterprises
3. Setup Enterprises



4. Double click in the purple arrow (category) then click on each green arrow (group)
5. Choose your farming Year and tick the create box as shown below. You can then work your way through all the enterprises you will be using.



If you find you cannot create an enterprise for this year it might be because you have not created them in previous years. You will need to go through each farming year creating the enterprises.