

Item Management Fiscal Year

Also labeled Customer Fiscal Year, this menu option sets up the usage recording periods for IMS Customers. It can be set to match the Customer’s fiscal year or more commonly, a calendar year.

Best Practice: Default to Calendar year settings.

Note: Not needed with non-IMS Customers.

IMPORTANT! Set up both the prior year and current year. This ensures reports reflect no previous activity. The system will setup future years as Period End Processing dictates.

Following these instructions, this example has set the last completed period to 7. Meaning the first time to run a cycle for these customers is at the end of August.

Instructions to Add

1. Type in the year to create in the **Fiscal Year Ending** field.
2. Enter the **Number of Accounting Periods:** 12 periods to match months in year.
3. **Date that Prior Fiscal Year Ended:** 12/31/XX for calendar year.

The software fills in the Accounting Periods based on these settings.

Add Titles to period if desired (Jan., Feb.)

Update then **Exit**.

For questions, contact service@demandbridge.com.