

Microsoft Dynamics GP Tip: How to Create a New Fiscal Period

If you want to create a new fiscal period in Dynamics GP there are a few easy steps.

1. Go to: Tools>>Setup>>Company>>Fiscal Periods
2. Where it says 2015 overwrite with 2016 (or current year)
This should set up your first and last day of 2016
Your Number of Periods should be 12
3. Hit calculate and you will get the following screen:

Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Period 2	2/1/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Period 3	3/1/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Period 4	4/1/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Period 5	5/1/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Period 6	6/1/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Period 7	7/1/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Period 8	8/1/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: You have the option to rename the periods to Months.

4. Use the button “close all” periods and open only what you need in 2016. You can uncheck anything you don’t want closed.

For more Dynamics GP Tips and Tricks go to www.calszone.com/tips and sign up for our Tips and Tricks e-newsletter.

By CAL Business Solutions, www.calszone.com