



Fiscal (financial) Year

Non-profit organizations often carry out projects funded by various donors. They are required to maintain reporting and accounting practices in accordance with each donor's specific requirements. Additionally, it is often necessary for the financial cycle (usually measured in years) to align with the donor's preferences. However, it's important to note that not all donors follow the same financial cycle.

TrueBook offers support for managing financial cycles, known as Fiscal Years. Users have the capability to define these financial cycles and align each project with the corresponding donor's financial cycle. Budgeting and transaction recording within the system are carried out in accordance with the set financial cycle for each project.

TrueBook provides flexibility by allowing users to select the appropriate financial cycle for each individual project. This configuration is typically performed during project setup and prior to entering budget and transaction data. Users are required to define the Fiscal Year for each financial cycle type and establish periods within each fiscal year.

Fiscal Year Type



Fiscal Year Type Setup Process:

- Go to the [Setup](#) menu.
- Click on [FY Type](#)
- A dialog box for Fiscal Year Type will open.
(You can view previously defined Fiscal Year Types in the Existing Records List)

Note: After adding a Fiscal Year Type, users can use it in the Project Setup and make modifications if needed in the Organization Setup.

Existing Records	
11	English
12	Nepali
13	English (25th cutoff)
14	English (June-July)
15	English (CL)
16	English-15 cutoff
17	English (Oct-Sept)

To add a Fiscal Year Type in TrueBook, follow these steps:

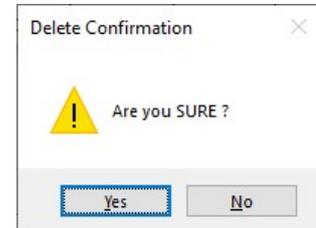
- Click the [Add](#) button.
- The system will automatically assign an [ID](#) (which cannot be edited).
- Enter a name for the Fiscal Year Type in the [FY Type](#) field. (This should be unique.)
- If you have any additional information or remarks, you can enter them in the [Remarks](#) field.
- Finally, click the [Save](#) button to save your changes.

To edit a Fiscal Year Type in TrueBook, follow these steps:

- Select the Fiscal Year Type from the *Existing Records* List by clicking on it.
- Click the *Edit* Button
- Make necessary changes (please note that you cannot change the *ID*)
- After making the changes, click the Save button.

To delete a Fiscal Year Type in TrueBook, follow these steps:

- Select the Fiscal Year Type from *Existing Records* List.
- Click the *Delete* Button. A *Delete Confirmation* with message *Are you SURE ?* message will pop-up.
- Click the *Yes* Button to confirm the deletion.



Note:

If the Fiscal Year Type is already in use, it cannot be deleted, and a *Security Alert* with message *Already in USE ! Cannot DELETE !* will pop-up.



Fiscal Year



Fiscal Year Setup Process:

- Go to the *Setup* menu.
- Click on *Fiscal Year*
- A Fiscal Year dialog box will open.
(You will see defined Fiscal Years in the Existing Records List.)

Existing Records	
1114	2024
1113	2023
1112	2022
1111	2021
1110	2020
1109	2019
1108	2018
1107	2017
1106	2016
1105	2015
1104	2014
1103	2013
1102	2012
1101	2011

To add a Fiscal Year in TrueBook, follow these steps:

- Select the Fiscal Year *Type* under which you want to define/add a Fiscal Year.
(The Existing Records will show previously defined Fiscal Years for under the Fiscal Year Type.)
- Click the *Add* button.
- The system will automatically set the *Year No* (which cannot be edited).
- Enter a name/description for the fiscal year in the *Fiscal Year* field. (This should be unique.)

Specify the fiscal year start date in the *From*¹ field and the end date in the *To* field. Type English (Gregorian) date in *in Eng* column or *in Nep*² column for Nepali date. System will auto fill other date.

- *Status* of fiscal year is by default *Active*. Change it to *Locked* if you want to block transaction booking or budget entry.

Click *Save* Button, added Fiscal Year will display in *Existing Records* List.

Note:

¹ The system will automatically set the *From* date (next date of last fiscal year) from second fiscal year onward and only need input *To* date. *From* date is only required when defining first fiscal year of each Fiscal Year Type.

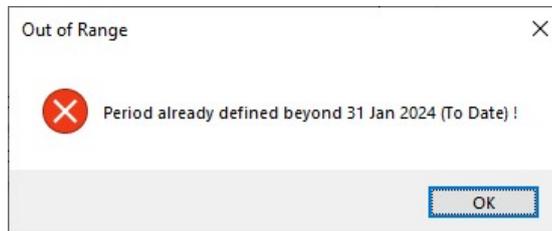
² *in Nep* option only shows if *with Nepali Date* is selected in Organization setup. Refer Organization Setup for detail.

To edit Fiscal Year in TrueBook, follow these steps:

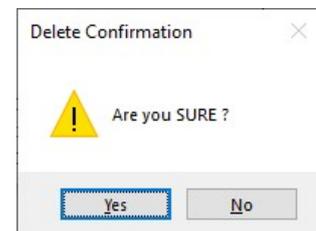
- Select FY *Type* under which you want to edit fiscal year.
- Select the Fiscal Year from *Existing Records* List.
- System will display selected record information.
- Click *Edit* Button
- Make necessary changes (refer below note 1 & 2)
- Click *Save* Button, changes will also reflect in *Existing Records* List

Note:

1. Cannot edit/change *Year No* and *From* date.
2. Only *To* date of last fiscal year is allowed to change and it should be beyond last transaction (voucher) date. *Out of Range* message will pop-up if so. If Periods of the fiscal year is already defined, then it cannot change.

**To Delete Fiscal Year in TrueBook, follow these steps:**

- Select Fiscal Year *Type* under which you want to edit fiscal year.
- Select the Fiscal Year from *Existing Records* List¹.
- System will display selected record information.
- Click the *Delete* Button. A *Delete Confirmation* with message *Are you SURE ?* message will pop-up.
- Click *Yes* Button to delete².

**Note:**

¹ Delete option only available for last fiscal year.

² If the Fiscal Year is already in use it cannot be deleted, a *Security Alert* will pop-up.

Period Setup



Periods setup process:

- Go to *Setup* menu.
- Click on *Period*
- *Period* dialog box will open.

Period Setting
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FY Type English (25th cutoff)
Fiscal Year 2024

ID	Period	Eng Date		Nep Date		Description
		From	To	From	To	
1	202401 - Jan	2024/01/01	2024/01/25	2080/09/16	2080/10/11	January 2024
2	202402 - Feb	2024/01/26	2024/02/25	2080/10/12	2080/11/13	February 2024
3	202403 - Mar	2024/02/26	2024/03/25	2080/11/14	2080/12/12	March 2024
4	202404 - Apr	2024/03/26	2024/04/25	2080/12/13	2081/01/13	April 2024
5	202405 - May	2024/04/26	2024/05/25	2081/01/14	2081/02/12	May 2024
6	202406 - Jun	2024/05/26	2024/06/25	2081/02/13	2081/03/12	June 2024
7	202407 - Jul	2024/06/26	2024/07/25	2081/03/13	2081/04/10	July 2024
8	202408 - Aug	2024/07/26	2024/08/25	2081/04/11	2081/05/09	August 2024
9	202409 - Sep	2024/08/26	2024/09/25	2081/05/10	2081/06/09	September 2024
10	202410 - Oct	2024/09/26	2024/10/25	2081/06/10	2081/07/09	October 2024
11	202411 - Nov	2024/10/26	2024/11/25	2081/07/10	2081/08/10	November 2024
12	202412 - Dec	2024/11/26	2024/12/31	2081/08/11	2081/09/16	December 2024

Auto Generate according to

English Date
Nepali Date

Edit
Save
Cancel
Close

Note: *Nep Date* on only shows if with *Nepali Date* is selected in Organization setup.

To add Periods in TrueBook, follow these steps:

- Select *FY Type*
- Select *Fiscal Year*. After selection of fiscal year, defined periods will be displayed.
(If periods are not defined for the fiscal year, then system will auto generate periods and you can edit and save it. You can also auto-generate periods by clicking *English Date* or *Nepali Data* button.)
- If you want to define your own periods, then make necessary changes.
- Click *Save* Button to save.

To edit Periods in TrueBook, follow these steps:

- Select *FY Type*
- Select *Fiscal Year* of which period you want to edit.
After selection of fiscal year, defined periods will be displayed.
- Click *Edit* Button
- Make necessary changes (refer below notes)
- Click *Save* Button to save the changes or Click *Cancel* button cancel the changes.

Note:

1. First period (ID 1) *From* date and last period (ID 12) *To* date cannot change. System will take Fiscal Year's Form and To date in those fields.
2. All the period date should be within the fiscal year date range.
3. System will auto correct:
To date of last period if you change *From* date and
From date of next period if you change *To* date.