

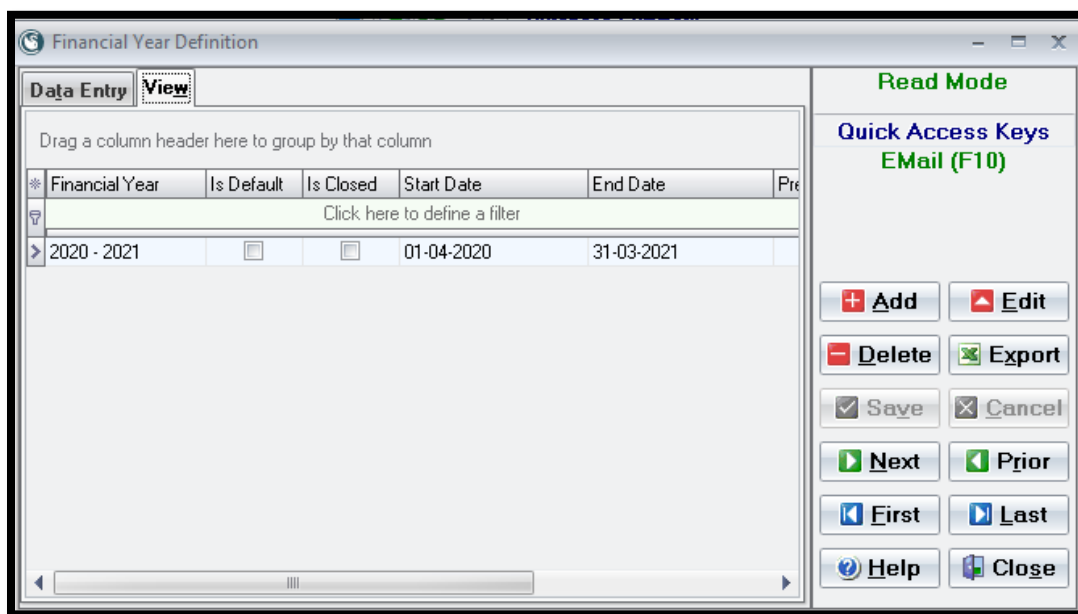


### Financial Year Definition (Alt + I)

Financial Year Definition Module enables user to add new Financial Years to the application.



On clicking the option or on pressing the shortcut (Alt + F), a popup will be displayed to user as shown below:



List of added Financial Years will be displayed on the screen under view tab.

By default, three financial years will be created in the application as current financial year, previous financial year and next financial year, user can edit the details.



Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key or can simply double click on the label.

User can perform below activities.

### Add (Alt + A)

User can click on Add (Alt + A) button to add new financial year. New Financial year can only be an upcoming Financial year.

### Edit (Alt + E)

User needs to click on Edit(Alt + E) button to edit existing Financial year. Default years or closed years cannot be edited.

User needs to update the Financial year details then Click on Save (Alt + V) button to save the or can click on Cancel (Alt +C) button to discard the changes.

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### Delete(Alt + D)

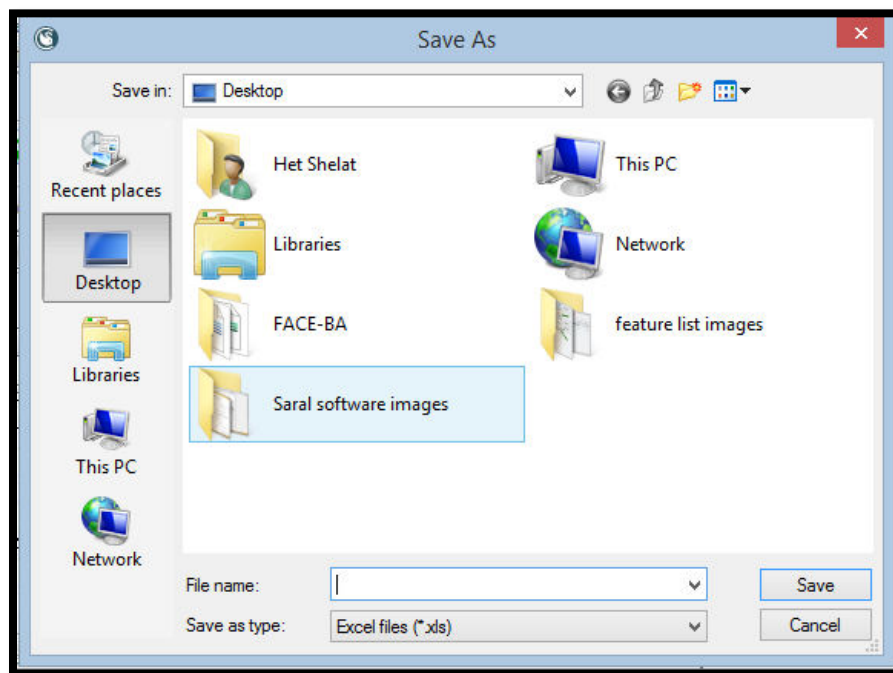
User needs to click on Delete (Alt + D) button to delete the existing financial year

On clicking the Yes button, the selected Financial year will be deleted from the list. On clicking the No button, user will be taken back to previous tab.

Default or Closed years cannot be deleted.

### Export (Alt + X)

User needs to click on Export (Alt + X) button under View Tab to export the list of added Financial Years. On clicking Export button, user will be asked for the path to export the spreadsheet of Financial year list as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

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#### [Next \(Alt + N\)](#)

On clicking the Next(Alt + N) button, user will be redirected to the next record in the list.

#### [Prior \(Alt + R\)](#)

On clicking the Prior(Alt + R) button, user will be redirected to the previous record in the list.

#### [First\(Alt + F\)](#)

On clicking the First(Alt + F) button, user will be redirected to the first record in the list.

#### [Last\(Alt + L\)](#)

On clicking the Last(Alt + L) button, user will be redirected to the last record in the list.

#### [Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Financial Year definition tab will get closed.

#### [Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Financial Year Definition Tab