How to Guide:
Generate Accounting Periods
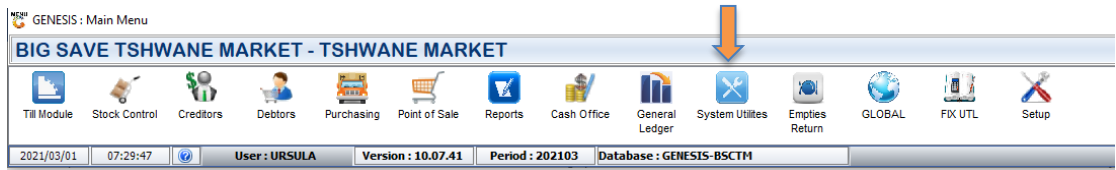
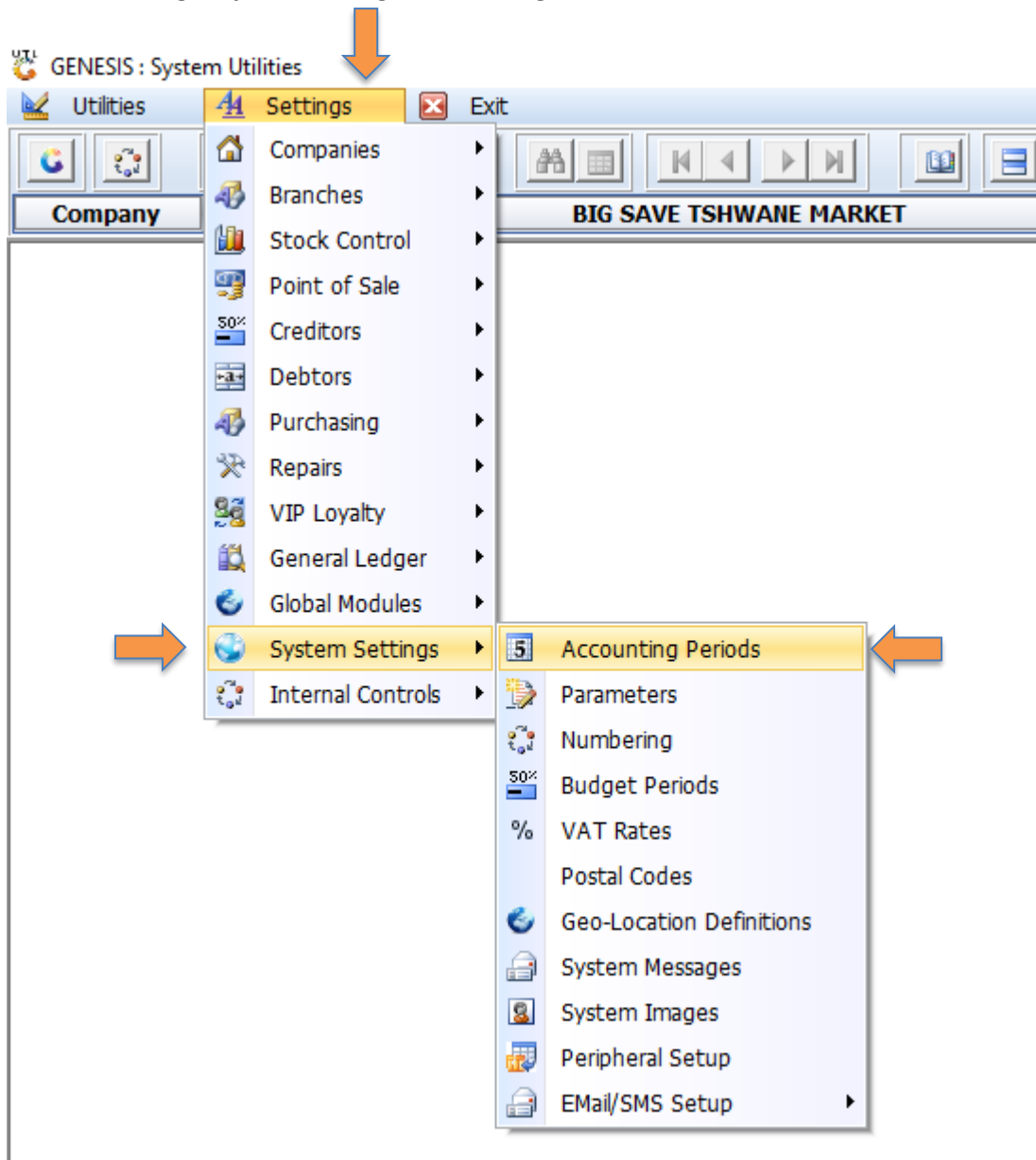*Aug 2020*
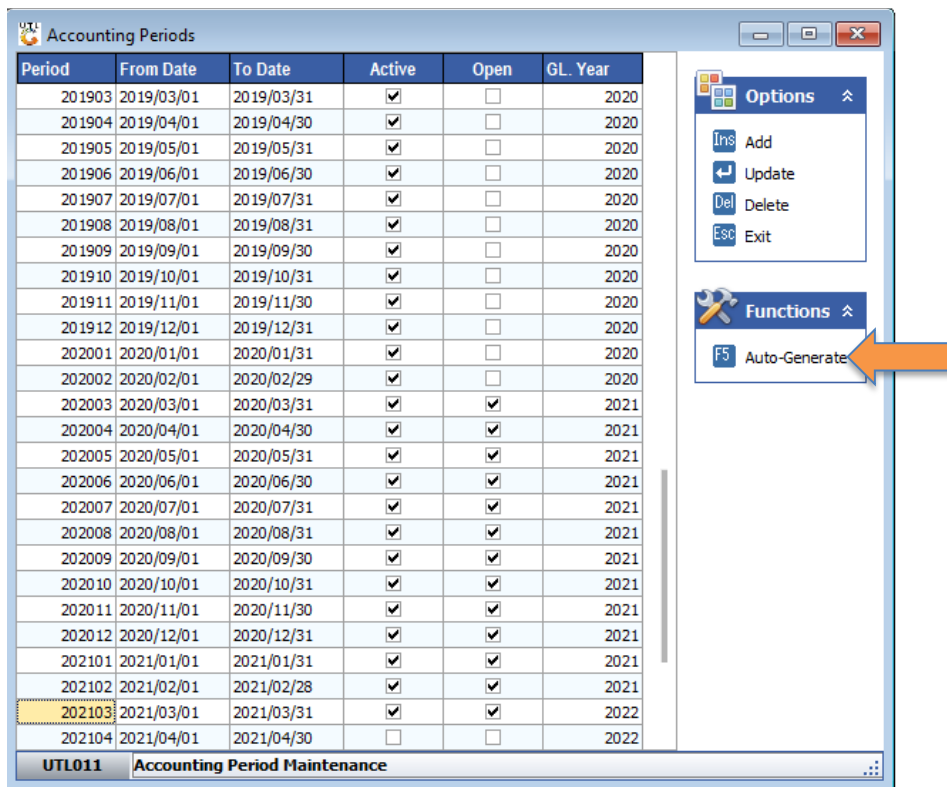
How to generate accounting periods
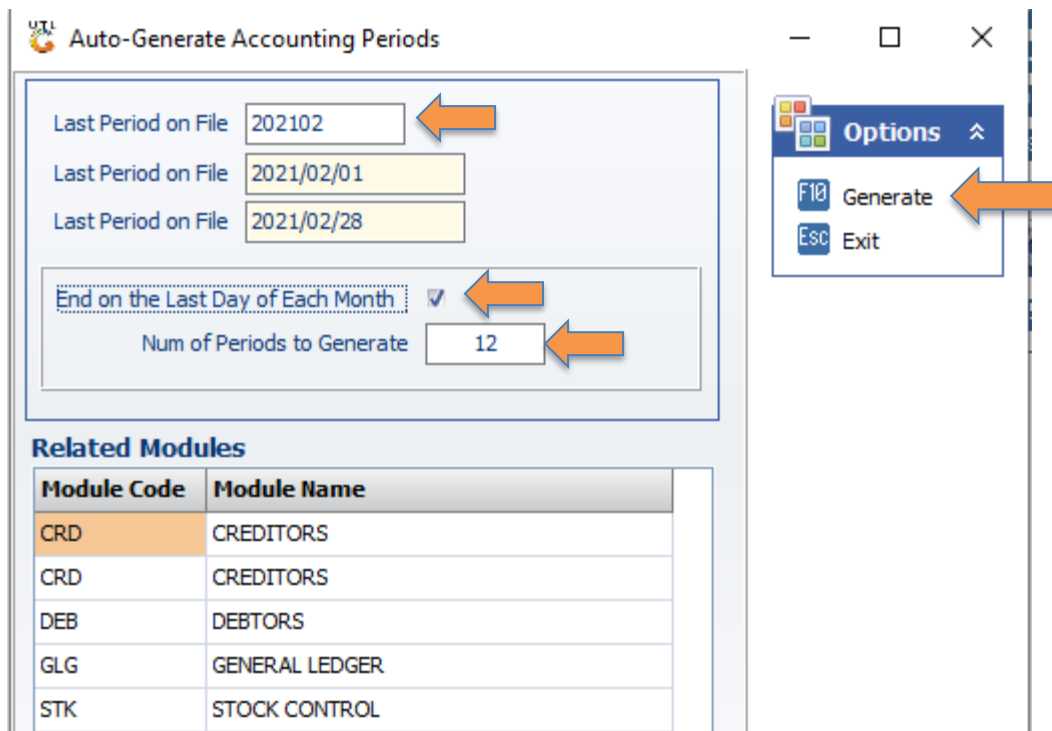
1. Click on '**System Utilities**'.

2. Click on **'Settings/ System Settings/ Accounting Periods'**.

3. Click on **'Auto-Generate'**

4. Enter the **Last Accounting period** and tick the box where it says **'End on the Last Day of Each Month'** and **'Num of periods to Generate'** enter 12, then click on **'Generate'.**

This concludes the User Guide.