



How to Guide: Generate Accounting Periods

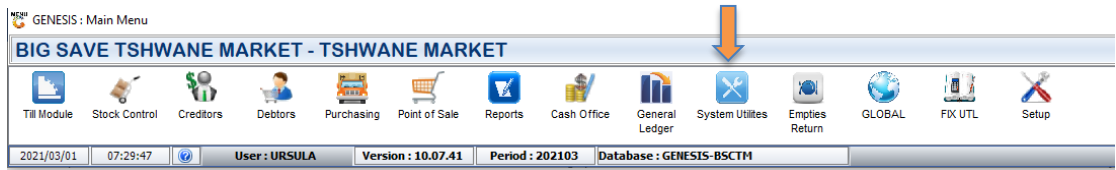
Aug 2020



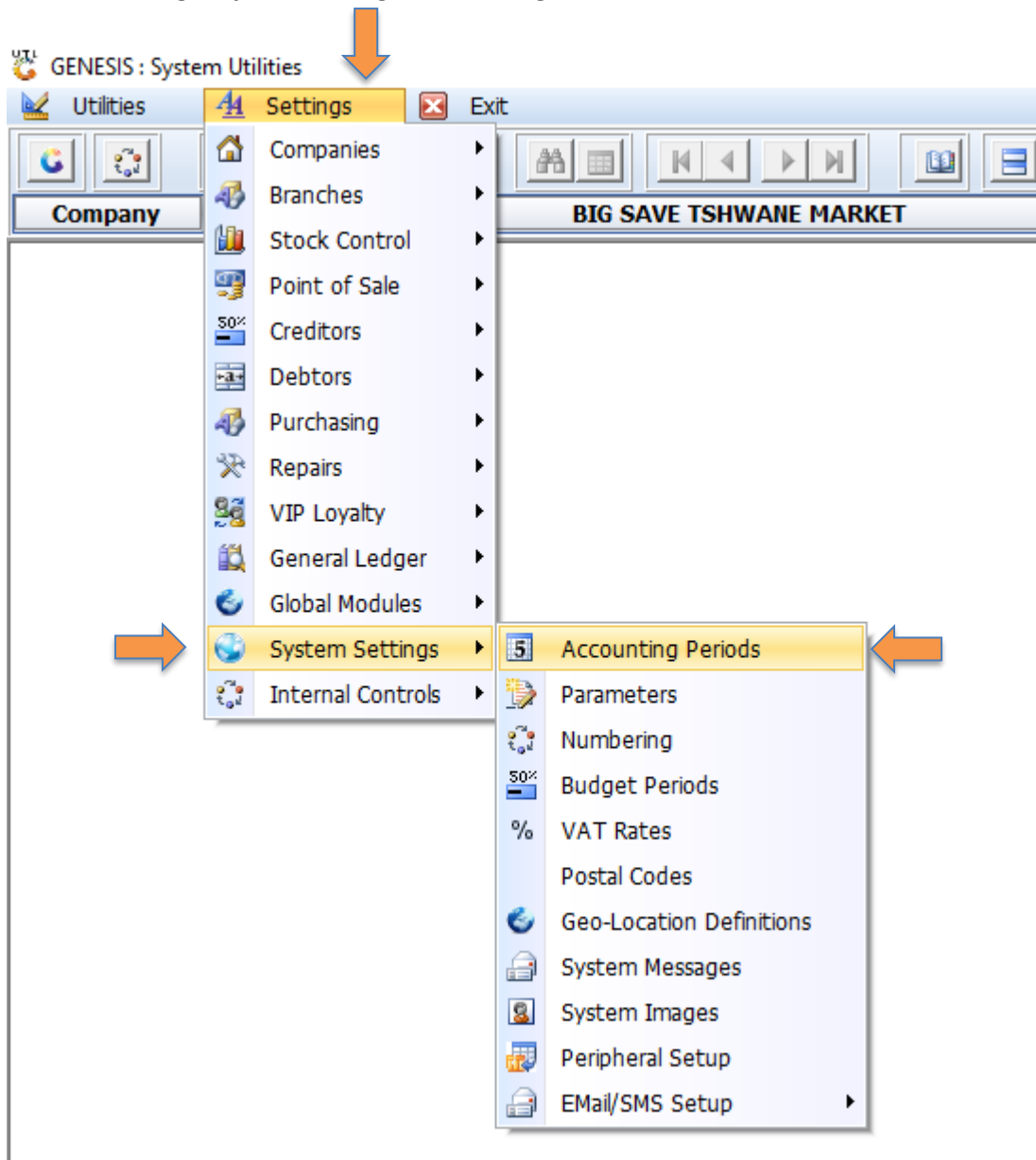
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How to generate accounting periods

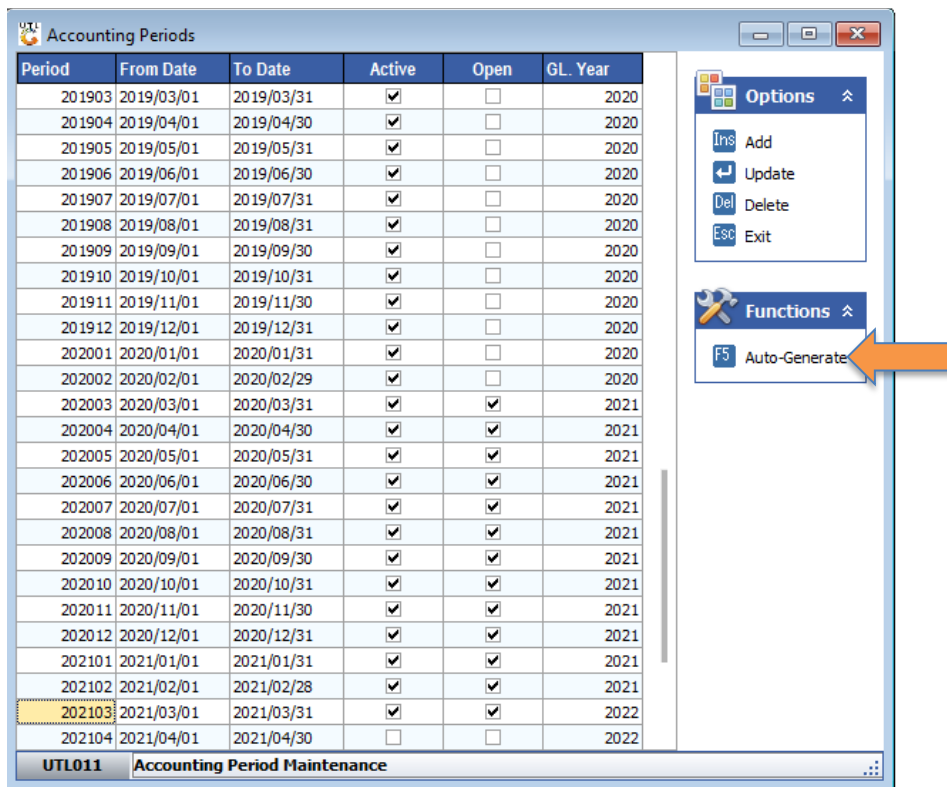
1. Click on 'System Utilities'.



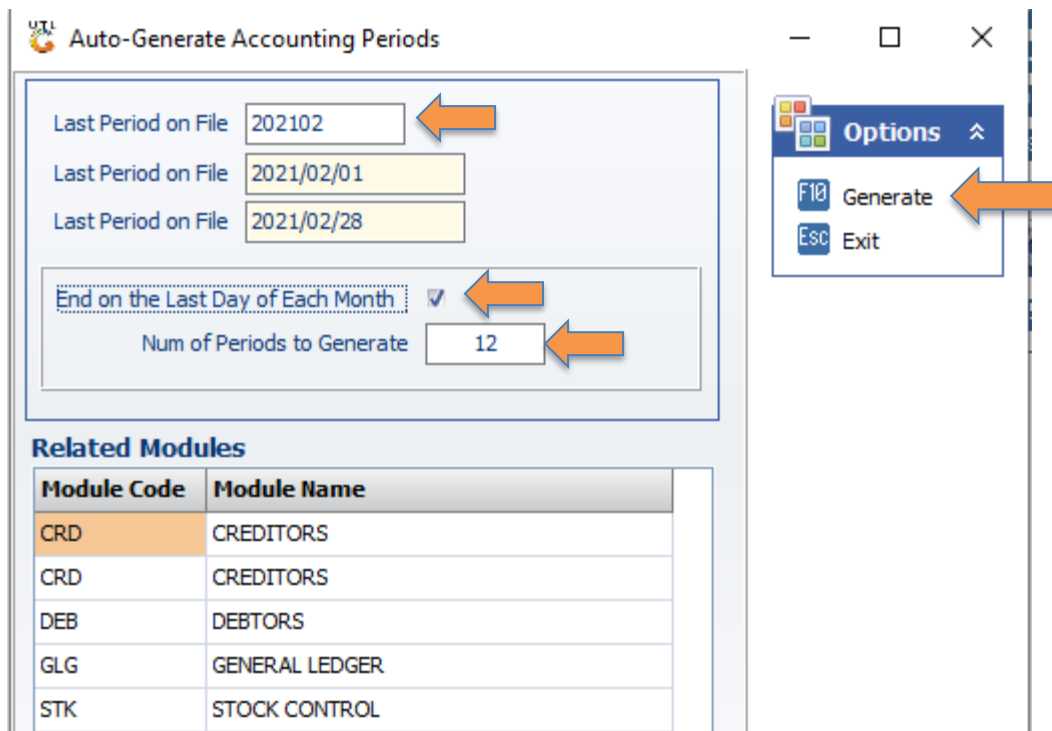
2. Click on 'Settings/ System Settings/ Accounting Periods'.



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.