

In Accounting under the *Special Functions* menu option, click the *Manage Years* button to reveal a list of options. Click *Convert to a Non-Calendar Accounting Year*, you will be prompted "A backup should be made before you convert to a non-calendar accounting year". Click **OK** to the message, and another message will prompt you to understand that "while you have this screen open you will have exclusive access. No one else will be able to make changes to accounts or enter transactions while you are in this screen." Click the **OK** button to open the screen.

Here are some things to consider before changing from a Calendar to a Fiscal Year in Church Windows Accounting:

- From an accounting standpoint, December is one of the best months for churches. Depending on the month, you could be ending your yearly reports on a less than encouraging note.
- Potential for miscommunications/conflicts when one person is thinking in terms of calendar year, while someone else is thinking in terms of fiscal year.

Suggestion: Many of the churches that operate on a calendar year open their next year early (between June to December) and have their budget done months before the year-end, instead of waiting for the end-of-the-year crunch.

Click the dropdown box to select your New Start Date. After selecting a month, you will be notified that "the following years will be created" by the message that will appear beneath the box you clicked.

Verify that you have selected the desired date and click OK. You will be prompted to answer the question "Are you sure you want to convert to a non-calendar accounting year?" Click Yes to complete the conversion, or No to refrain from going any further. When you complete the conversion, the new Current Accounting Year based on the New Start Date you selected will appear on the opening screen of the Accounting module.

Convert to a Calendar Accounting Year

Under the *Special Functions* menu option, click the **Manage Years** button to reveal a list of options. Click **Convert to a Calendar Accounting Year**, and a message will prompt you to understand that "a backup should be made before you convert to a calendar accounting year". Click **OK** to the message, and another message will prompt you to understand that "while you have this screen open you will have exclusive access. No one else will be able to make changes to accounts or enter transactions while you are in this screen." Click the **OK** button to open the screen.

The January date that will begin the Accounting Year after you perform the conversion will show in the New Start Date box. Notice the dates shown beneath where the screen indicates "The following years will be created:", as those will be the new years that will be set up after you convert. Click **OK** to begin the conversion.

You will be prompted to answer the question "Are you sure you want to convert to a calendar accounting year?" Click **Yes** to complete the conversion, or **No** to refrain from going any further. When you complete the conversion, the new Current Accounting Year based on the January-December time period will show on the main screen of the Accounting module.