

Configuring your Fiscal Year Date

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Donor Management System

You can easily configure the start and end date of your organization's fiscal year in the DMS. This'll allow you to filter your reports by either calendar or fiscal year.

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Configuring your Fiscal Year Date

1. Visit your *administrative Settings*
2. Under *Localization*, select *Date Formats*

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Administer CanadaHelps DMS

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Settings > Date Formats

3. On the next page, you will see the following fields:

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Settings - Date

Use this screen to configure default formats for date display and date input fields throughout your site. Settings use standard POSIX specifiers. New installations are preconfigured with standard United States formats. You can override this default setting and define the range of allowed dates for specific field types at [Administer > Customize Data and Screens > Date Preferences](#)

Save Cancel

Calendar

Week begins on

Fiscal Year Start

Save Cancel

Fiscal Year Page

- **Weeks begins on:** Set which day the week begins for your organization.
- **Fiscal Year Start:** Set the month and day.

4. When ready, select **Save** at the bottom of your screen.